



**Government of Saint Lucia
DEPARTMENT OF SUSTAINABLE DEVELOPMENT**

INVITATION TO TENDER

Preparation of Adaptation- Related Information for Saint Lucia's Fourth National Communication (FNC) and First Biennial Transparency Report (BTR1) to the United Nations Framework Convention on Climate Change

1. INVITATION

The Government of Saint Lucia is inviting a Consultant Firm to submit tenders for a consultancy to produce the Adaptation Chapter for the Fourth National Communication (FNC) and First Biennial and Transparency Report (BTR1) to the United Nations Framework Convention on Climate Change (UNFCCC). The submission should be guided by the Terms of Reference contained herein.

TERMS OF REFERENCE

Consultancy: Preparation of Adaptation Chapter for Saint Lucia's Fourth National Communication (FNC) and First Biennial Transparency Report (BTR1) to the United Nations Framework Convention on Climate Change

2. INTRODUCTION & BACKGROUND

The Government of Saint Lucia, through the Department of Sustainable Development (DSD), a Division of the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training, is currently embarking on key activities for the preparation of its Fourth National Communication (FNC) and its First Biennial Transparency (BTR 1) report to the United Nations Framework Convention on Climate Change (UNFCCC). Saint Lucia is required to submit a National Communication (NC) every four years under the UNFCCC and a Biennial Transparency Report (BTR) every two years under the Enhanced Transparency Framework (ETF) of the Paris Agreement (PA), both to the Conference of Parties (COP).

The FNC is a commitment of each party, in accordance with Article 12, Paragraph 1, of the Convention, to provide the following elements to the Conference of the Parties, as established in Article 4, Paragraph 1, of the Convention:

- A national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the Conference of the Parties;
- A general description of steps taken or envisaged by the Party to implement the Convention;
- Any other information that the non-Annex I Party considers relevant to the achievement of the objectives of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

The national communication is a vital medium for sharing information on how each Party is implementing the Convention. It also highlights the issues, problems, gaps and constraints thereof, faced by non-Annex I Parties. It further provides the COP with the information required to assess the overall aggregated effects of the implementation of the Convention.

In the context of the ETF, countries are expected to submit a BTR, covering information on national inventory reports (NIRs), progress towards implementing nationally determined contributions (NDCs), mitigation policies and measures, climate change impacts and adaptation, levels of support received and needed for finance, technology development & transfer and capacity-building, as well as areas for improvement.

The Financial Mechanism of the UNFCCC, which includes the Global Environment Facility (GEF), has provided funding to support the preparation of Saint Lucia's FNC and BTR1. By virtue of a Project Cooperation Agreement, the United Nations Environment Programme (UNEP) office in Nairobi, UNEP, through its Umbrella Programme, will function as the Implementing Agency for both projects. At the national level, the DSD of the Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training will function as the Executing Agency for the duration of the projects.

3. OBJECTIVES

The objectives of this consultancy are outlined as follows:

- To prepare and submit a report on Adaptation, in alignment with the requirements set forth in Decision 17/CP.8: *Guidelines for the Preparation of National Communications from non-Annex I Parties to the UNFCCC* and Decision 18/CMA.1: *Modalities, Procedures, and Guidelines (MPGs) for the Transparency Framework under Article 13 of the Paris Agreement*. This includes synthesising relevant vulnerability and adaptation assessments as part of the report.

- To enhance the alignment of the Health National Adaptation Plan with existing sectoral adaptation strategies and action plans (SASAPs)
- To contribute to national capacity building in V&A development through training and stakeholder engagement.

4 SCOPE OF SERVICES REQUIRED

The Consultant Firm shall be required to work in close consultation with the Project Team established by the DSD for the BTR and FNC and broader Climate Change Team to undertake the following:

Task 1. Conduct an inception meeting and prepare a work plan for the assignment:

- 1.1 Review and discuss the approach for conducting the assignment;
- 1.2 Determine and clarify roles and responsibilities;
- 1.3 Identify preliminary background information related to the assignment, including procedure and arrangements to be adopted in the collection and compilation of data and information;
- 1.4 Detail a schedule of meetings, training workshops and consultations that may be needed;
- 1.5 Finalise an inception report and work plan. The work plan and inception meeting report will be prepared by the Consultant Firm and submitted to the Department of Sustainable Development Climate Change Team for approval. This work plan and meeting report will guide this assignment to facilitate timely completion of all tasks and satisfactory end results.

Task 2. Undertake stocktaking exercise:

- 1.1 Conduct a literature review of the National Adaptation Plan (NAP), sectoral adaptation plans (SASAPS, REASAP, HNAP), NAP- related supplements, previous National Communications, relevant outputs of ongoing NAP GCF Readiness Project and other relevant policies, strategies, plans and projects, including on disaster risk reduction, as applicable
- 1.2 Identify information gaps and propose strategies to address them.

- 1.3 Facilitate compliance with UNFCCC guidelines for Adaptation reporting for National Communications and Biennial Transparency Reporting.

Task 3. Synthesise the Vulnerability and Adaptation (V&A) Assessment for Priority Sectors

- 3.1 Assess climate change impacts, risks and vulnerabilities, as appropriate across key sectors, including water, agriculture, fisheries, infrastructure and spatial planning, inclusive of housing/settlements, tourism, education, health, coastal, marine & terrestrial ecosystems and financial services by consolidating existing information and updating where necessary, drawing on and building upon previous assessments, such as, but not limited to those listed in Task 2 above. In considering all of these sectors, due consideration must be given to youth, gender, the involvement of the private sector and civil society, vulnerable groups and communities, including women, children, elderly, persons with disabilities and other marginalised groups.
- 3.2 Identify opportunities to scale up or strengthen adaptation efforts for these sectors based on findings from existing national frameworks and identified gaps.
- 3.3 Describe and document any approaches, methodologies and tools employed and associated uncertainties and challenges therein.
- 3.4 Prepare maps, graphics and infographics to illustrate observed and projected impacts, climate projections and other information relevant findings for priority sectors of the V&A.
- 3.5 Build the capacity of national stakeholders through training on Vulnerability and Adaptation (V&A), with a focus on understanding the climate rationale, applying appropriate methodologies (including data collection and analysis), and identifying adaptation priorities, research and other needs.

Task 4. HNAP Alignment and Finalisation

- 4.1 Conduct an alignment exercise to harmonise the Health National Adaptation Plan (HNAP) with the existing Sectoral Adaptation Strategies and Action Plans (SASAPs). This exercise should ensure consistency across frameworks and facilitate integration with established monitoring and evaluation (M&E) systems. The objective is to enable effective measurement and reporting on the progress of the Health Sectoral Plan, ensuring that its outcomes can be tracked alongside broader national adaptation efforts.

- 4.2 Support the finalisation of the HNAP, including incorporation of any relevant updates and edits.

Task 5. Prepare and Validate the Adaptation Chapter for the FNC-BTR

5.1 Prepare the draft Adaptation Chapter in accordance with UNFCCC guidelines and circulate to the DSD and other relevant stakeholders, to include:

- National circumstances, institutional arrangements, legal and policy frameworks and regulations for adaptation
- Impacts, risks and vulnerabilities assessment
- Description of adaptation priorities, barriers and gaps
- Details on adaptation strategies, policies, plans, goals and actions to integrate adaptation into national policies
- Progress of implementation of adaptation, drawing from the NAP Progress reports, NDC, country engagements reports, and other relevant documentation, and demonstrating alignment with the Climate Change Adaptation Policy, measures outlined in the NAP and SASAPs and the Sustainable Development Goals (SDGs)
- Assessment of the effectiveness of implemented adaptation measures
- Details on efforts and processes related to monitoring and evaluation of implementation of adaptation actions
- Description of activities related to averting, minimising and addressing loss and damage associated with the adverse impacts of climate change and relevant associated institutional arrangements for implementation
- Good practices, cooperation and experiences learned
- Any other information related to climate change impacts and adaptation under Article 7 of the PA

5.2. Facilitate a validation workshop and make revisions, based on comments received, as needed.

5.3 Finalise the Chapter.

Task 6. Participation in Technical Expert Review

- 6.1 Prepare technical responses to any comments and questions that may be raised during the Technical Expert Review and Facilitative Multilateral Consideration Process for the BTR after BTR submission.

5. DELIVERABLES

The Consultant Firm shall deliver the following:

- Inception report and workplan outlining methodology, timelines, stakeholder engagement plan, and information sources
- Draft adaptation chapter for inclusion in the FNC and BTR1
- Capacity Building workshop/s on V&A and with training materials provided
- Presentation of main findings of the Adaptation report at a workshop, for review and validation by the DSD Climate Change Team and other relevant stakeholders
- A Final Adaptation Chapter for the FNC and BTR, for approval by the Department of Sustainable Development within 6-months of the Consultancy
- Recommendations for HNAP Alignment
- Updated HNAP (Health SASAP)

6. QUALIFICATIONS AND EXPERIENCE

With regard to the team composition and qualifications of the Consulting Firm, the following are required:

- i. The Consulting Firm shall have sufficient qualified personnel and resources to provide all necessary professional, technical, and expert services, as required, to accomplish all the services described above within the prescribed time. The assignment will require a Team Leader supported by specialists who possess the relevant technical expertise detailed in the following subsection.
- ii. The team should include (a) local expert(s) to ensure that the local context and experiences are fully considered, providing the specific aspects and lessons learned in relation to the national context.

- iii. Brief CVs for all team members should be included in the submission, no more than 3-5 pages.
- iv. All proposed team members must be independent and free of conflicts of interest in the responsibilities accorded to them.

Other required attributes are:

- Strong project management skills
- Strong technical report writing skills
- Excellent, clear, and concise communication skills, including presentation skills

6.1 Desired Qualifications and Experience

Advanced degree, Master's or higher, in climate change, international development, environmental science or an equivalent relevant area.

10 years of demonstrated professional experience in climate change adaptation, vulnerability and risk assessments, with proven expertise in applying these within a Caribbean or Small Island Developing State (SIDS) context

Solid understanding of the needs for developing/improving vulnerability assessments and the subsequent formulation of adaptation options.

Experience in compiling and developing climate change related assessments, reports/analysis, climate change adaptation programmes, projects or policies and/or providing technical assistance for climate change adaptation and resilience building assessments.

Experience in the design and delivery of the relevant sectoral training for V&A assessments.

Familiarity with climate modelling, projections, and risk mapping will be an asset.

Excellent interpersonal skills and demonstrated ability to communicate with stakeholders are essential.

Experience in/exposure to the climate- health nexus

In addition, previous experience and familiarity with national communications, BTRs and similar reports would be an asset.

7. TIMEFRAME

The Consultant will be contracted for a period of **eight months**.

8. RENUMERATION

The Consultant Firm is required to submit a bid for evaluation, following which negotiations will be held with the successful applicant. In the assessment of submissions, consideration will be given to technical competence, qualification and experience, local, regional and international experience or similar assignments, proposed cost and existing commitments.

9. SUBMISSION

A complete proposal consisting of separate technical and financial proposals should be contained in individual sealed envelopes and should be placed inside a sealed outer envelope. The sealed outer envelope containing submission should be marked: -

“CONFIDENTIAL”

“Proposal – Consultancy Services to Produce Saint Lucia’s 2025 Measures to Facilitate Adequate Adaptation to Climate Change for the Fourth National Communication (FNC) and the First Biennial Transparency Report (BTR) to the United Nations Framework Convention on Climate Change (UNFCCC)”

The envelope should **NOT** contain company logos or the Consultant Firm’s name.

The envelope containing the technical proposals should be marked:

TECHNICAL PROPOSAL

Consultancy Services to produce Saint Lucia’s 2025 Measures to Facilitate Adequate Adaptation to Climate Change for the Fourth National Communication (FNC) and the First Biennial Transparency Report (BTR) to the United Nations Framework Convention on Climate Change (UNFCCC)”

The envelope containing the financial proposals should be marked:

FINANCIAL PROPOSAL

Consultancy Services to produce Saint Lucia's 2025 Measures to Facilitate Adequate Adaptation to Climate Change for the Fourth National Communication (FNC) and the First Biennial Transparency Report (BTR) to the United Nations Framework Convention on Climate Change (UNFCCC)"

Submissions must be made to the following address, no later than **16:30 hours on Wednesday, November 19, 2025:**

**Chairperson
The Public Procurement Committee
Department of Sustainable Development
Georgianna Court, John Compton Highway
Castries
SAINT LUCIA, W.I**

All information must be submitted in English. If the Consultant Firm chooses to submit:

Hard copies: Three (3) hard copies of the Proposal for Consultancy Services must be received at the above-mentioned address.

AND/OR

Soft copies, in Portable Document Format (PDF) with email title and file names appropriately labelled as referenced above, must be e-mailed to **the Chairperson of the Public Procurement Committee at email address sustainable.devt@govt.lc**

All queries should be emailed to jdescartes.sde@gmail.com, no later than Wednesday, **November 12, 2025.**