



**Government of Saint Lucia  
DEPARTMENT OF SUSTAINABLE DEVELOPMENT  
INVITATION TO TENDER**

***Preparation of the Constraints & Gaps, Other Relevant Information and Support Needed and Received Chapters of Saint Lucia's Fourth National Communication (FNC) and First Biennial Transparency Report (BTR1) to the United Nations Framework Convention on Climate Change (UNFCCC)***

**1. INVITATION**

The Government of Saint Lucia is inviting a consultant to submit tenders for a consultancy to produce the following Chapters of Saint Lucia's Fourth National Communication and Biennial Transparency Reports to the United Nations Framework Convention on Climate Change (UNFCCC):

- Constraints & Gaps and Related Financial, Technical and Capacity Needs,
- Other Relevant Information and
- Financial, Technology Development & Transfer and Capacity- Building Support Needed and Received Chapters. The submission should be guided by the Terms of Reference contained herein.

**TERMS OF REFERENCE**

**Consultancy: Preparation of Constraints & Gaps, Other Relevant Information and Support Needed and Received Chapters of Saint Lucia's Fourth National Communication (FNC) and First Biennial Transparency Report (BTR1) to the United Nations Framework Convention on Climate Change (UNFCCC)**

**2. INTRODUCTION**

The Government of Saint Lucia, through the Department of Sustainable Development (DSD), within the Ministry of Agriculture, Fisheries, Food Security and Sustainable Development, is

currently preparing its Fourth National Communication (FNC) under the United Nations Framework Convention on Climate Change (UNFCCC) and its First Biennial Transparency Report (BTR1) under the Enhanced Transparency Framework (ETF) of the Paris Agreement.

Under Article 12 of the Convention and Article 13 of the Paris Agreement, Saint Lucia is required to periodically report on its greenhouse gas inventory, mitigation and adaptation actions, and support needed and received, in accordance with Decision 17/CP.8 and Decision 18/CMA.1.

Financial support for the preparation of the FNC and BTR1 has been provided through the Global Environment Facility (GEF). The United Nations Environment Programme (UNEP) serves as the Implementing Agency under its Umbrella Programme, while the Department of Sustainable Development functions as the Executing Agency at the national level.

This consultancy will support the preparation of the final chapters of the FNC and BTR1, as outlined in these Terms of Reference.

### **3. OBJECTIVES**

The objective of this Consultancy is to prepare the following chapters for Saint Lucia's FNC and BTR1 in accordance with Decision 17/CP.8- Guidelines for the Preparation of National Communications from non- Annex I Parties; *and* Decision 18/CMA.1 - Modalities, Procedures and Guidelines (MPGs) for the Enhanced Transparency Framework under Article 13 of the Paris Agreement:

1. Gaps and Constraints and Related Financial, Technical and Capacity- Building Needs (FNC)
2. Other Relevant Information (FNC)
3. Financial, Technology Development and Transfer and Capacity- Building Support Needed and Received (BTR1).

#### **4. SCOPE OF SERVICES REQUIRED**

The Consultant shall be required to work in close consultation with the Project Team established by the DSD for the BTR1 and FNC and broader Climate Change Team to undertake an integrated assessment to inform all three Chapters. Specifically, the Consultant shall 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 procedures and arrangements to be adopted in the compilation of data and information;
- 1.4 Finalise an inception report with work plan and timelines. The work plan and inception meeting report will be prepared by the Consultant and submitted to the Project 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. Compile a representative description of Saint Lucia's Constraints, Gaps and Related Financial, Technical and Capacity- Building Needs**

In accordance with Decision 17/CP.8, the Consultant shall:

- 2.1. Review previous National Communications, Biennial Update Report, stocktaking reports for the FNC and BTR, national climate change policies, plans, strategies and other relevant documentation to identify previously reported gaps and constraints affecting mitigation, adaptation and reporting efforts.
- 2.2. Consult relevant stakeholders where needed, to update and validate gaps and constraints.
- 2.3. Assess progress made since previous reports in addressing identified gaps and constraints.
- 2.4. Provide updated information on financial resources, technical and capacity- building support received from national sources, the GEF, Annex II Parties, the Green Climate Fund, the Adaptation Fund and other bilateral and multilateral sources for activities relating to climate change, including support received for preparation of the FNC and BTR.
- 2.5. Assess, where feasible, the extent to which support received has contributed to addressing identified gaps and constraints.

- 2.6. Identify financial, technical and capacity-building needs to address priority gaps and strengthen adaptation, mitigation and transparency implementation and reporting under the Convention and the Paris Agreement.
- 2.7. Identify measures proposed, if any, to address the needs identified in 2.6 above.
- 2.8. Based on the above, prepare and circulate draft Constraints, Gaps and Related Financial, Technical and Capacity- Building Needs Chapter of the FNC for review and comments by stakeholders.
- 2.9. Amend draft Chapter based on findings with a view to finalising for approval.

**Task 3: Describe Other Relevant Information (ORI):**

The Consultant shall:

- 3.1. Identify issues related to the transfer of environmentally sound technologies to support climate change mitigation and adaptation, as well as wider environmental sustainability goals, including identification of challenges and options to address them, drawing on relevant national assessments and plans such as the Technology Needs Assessments (TNA), Sectoral Adaptation Strategies and Action Plans (SASAPs), National Environment Policy Implementation Plan, NDC implementation Plan, as applicable.
- 3.2. Analyse the adequacy of the policy environment and national capacity to undertake research and systematic observation (RSO), and provide recommendations to strengthen national RSO capabilities and coverage, drawing on relevant national frameworks such as the Climate Change Research Policy and Strategy, including the efforts of agencies mandated to undertake or facilitate climate change research in specific sectors.
- 3.3. Assess climate education, training and public awareness initiatives, and propose recommendations for improvement, including efforts undertaken by agencies represented on the National Climate Change Committee (NCCC), drawing on the Climate Change Communications Strategy (CCCS), as applicable.;
- 3.4. Conduct a stocktake of training and other capacity enhancement programmes and activities, assess their effectiveness and make recommendations for improvements drawing on relevant national frameworks such as the Saint Lucia NAP Roadmap and Capacity Development Plan, as applicable.

- 3.5. Assess efforts to integrate issues related to gender and other vulnerable groups in the development and implementation of policies and programmes related to climate change mitigation and adaptation, and advance options for more meaningful participation, including through engagement with relevant stakeholders such as the Department of Gender Affairs, and drawing on initiatives under projects such as the Building Resilience for Adaptation to Climate Change and Climate Variability in Agriculture in Saint Lucia (BRACCVAS), Fish Adapt and GEF-7 Enabling Activities, among others.
- 3.6. Prepare and circulate the draft ORI Chapter of the FNC for review and comments by stakeholders.
- 3.7. Amend the draft report based on findings with a view to finalising for approval.

#### **Task 4. Compile Support Needed and Received Chapter for Saint Lucia:**

Ensuring coherence with information compiled under the Gaps and Constraints Chapter and any additional data required to meet the MPGs of the BTR, the Consultant shall, in engagement with relevant national stakeholders including the Ministry of Finance and the Department of Economic Development, prepare the Support Needed and Received Chapter for Saint Lucia's BTR1 in accordance with Articles 9–11 and 13 of the Paris Agreement and the modalities, procedures and guidelines for the enhanced transparency framework. In so doing, the Consultant shall:

- 4.1. Describe national circumstances, institutional arrangements and country-driven strategies relevant to reporting on support needed and received.
- 4.2. Provide information on underlying assumptions, definitions and methodologies used in compiling support-related information.
- 4.3. Provide information in narrative and Common Tabular Format (CTF), as applicable on:
  - a. Financial support needed and received under Article 9 of the PA
  - b. Technology development and transfer needed and received under Article 10 of the PA
  - c. Capacity-building support needed and received, under Article 11 of the PA;
  - d. Support needed and received for implementation of Article 13 of the PA and transparency-related activities, including transparency-related capacity building.
- 4.4. Highlight flexibility provisions applied.

- 4.5. Describe areas of improvement needed in relation to reporting on Support Needed and Received.
- 4.6. Prepare and circulate draft financial, technology development and transfer and capacity building- support needed and received under Articles 9-11 and 13 of the Paris Agreement. Chapter of the BTR1 for review and comments by stakeholders.
- 4.7. Amend draft report based on findings with a view to finalising for approval
- 4.8. Design and deliver a capacity-building workshop (or series of sessions) for relevant national stakeholders to strengthen understanding of reporting requirements under the Enhanced Transparency Framework (ETF), including, for e.g. the identification, tracking and reporting of financial, technology development and transfer, and capacity-building support needed and received.

#### **Task 5. Participation in Technical Expert Review**

- 5.1. 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 shall deliver the following:

- i. Inception report and workplan outlining methodology, timelines, stakeholder engagement plan, and information sources
- ii. Draft Gaps and Constraints and Related Financial, Technical and Capacity-Building Needs Chapter (FNC);
- iii. Draft Other Relevant Information Chapter (FNC);
- iv. Draft Financial, Technology Development and Transfer and Capacity-Building Support Needed and Received Chapter (BTR1);
- v. The findings of Tasks 2-4 to be presented by the Consultant for review and validation by the DSD, stakeholders and other relevant agencies
- vi. Design and delivery of at least one capacity building workshop for relevant national stakeholders on Support Needed and Received

vii. Final versions of all three chapters incorporating stakeholder feedback.

## **6. QUALIFICATIONS AND EXPERIENCE**

### **Desired Qualifications and Experience:**

- The consultant is expected to possess the following:
- Advanced degree, master's or higher, in climate change, international development, environmental science or an equivalent relevant area.
- At least 5 years of demonstrated professional experience in climate change or environmental reporting, with proven expertise working in the Caribbean or Small Island Developing State (SIDS).
- Previous experience in the preparation of National Communications and Biennial Reports, and similar reports under the UNFCCC.
- Strong understanding of UNFCCC reporting requirements, including the MPGs of the Enhanced Transparency Framework.
- Ability to demonstrate expert knowledge of relevant processes particularly in the Intergovernmental Panel on Climate Change (IPCC) and the UNFCCC Convention process.
- Demonstrated experience in stakeholder engagement and facilitation of workshops or capacity-building activities.
- Demonstrate strong project management skills and the capability to apply expert knowledge for the execution of the required scope of work.
- Demonstrate competence in technical report writing, presenting and organising information in a logical and sequential manner.
- Excellent interpersonal skills and demonstrated ability to communicate with stakeholders are essential.

## **7. TIMEFRAME**

The Consultant will be contracted for a period of four months (16 weeks)

## **8. REMUNERATION**

The Consultant 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**

Proposals should be submitted in Portable Document Format (PDF) via email, with the email subject clearly marked “Proposal for conducting Constraints and Gaps, Other Relevant Information and Support Needed and Received Chapters of Saint Lucia’s FNC and BTR1.” Submissions should be received by 16:30 on May 5, 2026 and should include:

- 1) A technical proposal labeled ‘Technical Proposal’
- 2) A financial proposal labeled ‘Financial Proposal.’

Proposals should be addressed to:

**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 and emailed to [sustainable.devt@govt.lc](mailto:sustainable.devt@govt.lc).

All queries should be emailed to [jdescartes.sde@gmail.com](mailto:jdescartes.sde@gmail.com), no later than April 28, 2026.