

NCSA THEMATIC ASSESSMENTS

Terms of Reference

Overall objectives

As part of its National Capacity Needs Self Assessment (NCSA) process Saint Lucia is required to prepare a Thematic Assessment on the United Nations Convention on Biological Diversity, the United Nations Framework Convention on Climate Change and the United Nations Convention to Combat Desertification in fulfilment of the following objectives:

- To review and report on national obligations according to each Convention;
- To analyse the national provisions undertaken to date as a Party to each convention as a baseline for future capacity development;
- To identify priorities for capacity building within each thematic area; and
- To initiate an assessment of individual, institutional and systemic capacity constraints.

Specific tasks in preparing a Thematic Assessment

<i>Task</i>	<i>Process</i>
1. Detailed process Design & Facilitation	1.1 Design an approach to undertake the assessment. 1.2 Develop process facilitation material/tools such as questionnaires, interviews, etc. 1.3 Design a programme of consultation leading to the validation and finalisation of the thematic assessments.. Such activities may include workshops, focussed group meetings, etc 1.4 Facilitate workshops relevant within the context of thematic assessment and report on their outcomes
2. Review of obligations under each Convention	2.1 Collection of all appropriate and necessary documents produced by the convention secretariats 2.2 Identification of national obligations to each of the conventions 2.3 Compilation of the national relevant existing legal instruments, policies and strategies that have been developed for the national implementation of conventions. 2.4 Collection of all action plans, reports and information sources prepared as part of convention obligations
3. Analysis of national provisions	3.1 Evaluation of the legal instruments, policies and strategies for their effectiveness, as well as identification of repetitions and non-conformity. 3.2 Evaluation of all national convention reports and action plans for their quality, outdatedness, gaps, current usage and perceived value 3.3 Assessment of the subject-related information resources and databases, as well as the access thereto within the framework of each convention.

	<p>3.4 Analysis of on-going projects and measures currently being undertaken by the government and its ministries, agencies and institutions, towards convention implementation</p> <p>3.5 Analysis of previous projects and, their results and experience gained in the sphere of each convention.</p>
<p>4. Review of priority issues in convention implementation</p>	<p>4.1 Comparison of the results of tasks 1 and 2 to identify gaps in implementation, opportunities to benefit from and consequent priority issues</p> <p>4.2 Review of the capacity building activities of the convention secretariats and Conferences of Parties to determine possible national capacity development targets</p> <p>4.3 Identification of widely agreed prioritisation criteria, such as global/national importance of the issue, and the likelihood of the issue being addressed</p> <p>4.4 Review of sustainable development priorities within existing national documents.</p> <p>4.5 Updating of national <i>priorities</i> for convention implementation</p>
<p>5. Capacity Assessment</p>	<p><u>Systemic</u></p> <p>5.1 Assessment of the overall policy framework at the national level</p> <p>5.2 Assessment of the overall regulatory framework and its implementation</p> <p>5.3 Management accountability framework</p> <p>5.4 National economic/market framework</p> <p>5.5 Processes and relationships between institutions</p> <p>5.6 Assessment of the level of awareness and understanding of the issues and problems at governmental level and in society</p> <p><u>Institutional</u></p> <p>5.7 Analysis of the role and function of government agencies in the sphere of the three conventions</p> <p>5.8 Assessment of the technical infrastructure and its adequacy and accessibility (to include scientific community, academic and research institutes)</p> <p>5.9 Identification of the level of participation of industry, interest groups and, as well as any other organisations and institutions with leading</p>

	<p>role in programmes/projects in the thematic area of each convention</p> <p>5.10 Assessment of the state of management structures for the above institutions (mission/vision, performance, institutional structures and organisation, planning and monitoring processes, infrastructure, human and financial resources and management, information resources and dissemination...)</p> <p><u>Individual</u></p> <p>5.11 Assessment of the quality of available human resources to explore gaps in skills, knowledge and attitudes</p> <p>5.12 Analysis of existing programmes for training and the development of human resources, including sustainability issues</p> <p>5.13 Assessment of contacts and information exchanges between individuals involved in relevant subject areas related to each convention</p> <p>5.14 Compilation and assessment of incentives in place by which individuals (and institutions) can gain new skills and technical abilities</p> <p>5.15 Assessment of levels of untapped capacity</p>
<p>6. Elaboration and endorsement of thematic assessments</p>	<p>6.1 Elaboration of working versions of the national Thematic Assessments for each convention</p> <p>6.2 Presentation of drafts in a multi-stakeholder consultation process for improvement and endorsement.</p> <p>6.3 Refinement of assessments through further interviews, inclusion of new issues, regional/local level consultations</p> <p>6.4 Preparation of final version of Thematic Assessments.</p>

Possible contents of a Thematic Assessment report

EXECUTIVE SUMMARY

The Executive Summary should be at least **5 pages**.

Main text

INTRODUCTION (3-5 pages)

Country background: Specific national details relating to the thematic areas (biodiversity, climate change, land degradation).

PROCESS AND METHODOLOGY (3-5 pages)

Brief description of methodologies adopted, consultations made and stakeholder participation. **(3 pages)**. More details can be annexed.

STOCKTAKING AND GAP IDENTIFICATION (10-15 pages)

Overview of national obligations as a Party to UNCBD/UNFCCC/UNCCD after a review of convention documents

Factual summary on how the country has participated to date in the global conventions (UNCBD, UNFCCC, and UNCCD). Summarise what has already been undertaken in this regard, such as action plans, reports, ministry work programmes. Include the relevant existing legal instruments, policies and non-regulatory mechanisms.

ASSESSMENT AND PRIORITISATION OF ISSUES (10-20 pages)

In-depth analysis and assessment of current national provisions for the implementation of the Rio Conventions at the national level including, for example, the current collection/monitoring of data, information and databases, programmes and projects etc, and an analysis of their effectiveness.

Identification, review and updating of national priorities related to the implementation of the different conventions, including realistic evaluation of the tasks involved. Include methodologies adopted for the prioritisation process to demonstrate scientific/technical approach **(5-10 pages)**

CAPACITY CONSTRAINTS (10-20 pages)

Identification and compilation of capacity constraints for global environment management within the three thematic areas at three levels: systemic, institutional and individual

Individual

Quality and adequacy of available human resources, existing programmes for training and the development of human resources, contacts and information exchange between individuals working in each convention, incentives which individuals can gain new skills and technical abilities, untapped capacities and how they can be tapped

Institutional

Role and function of government agencies, technical agencies/institutes, private sector and interest groups/NGOs, analysis and assessment of the state of management structures related to the Convention obligations including:

- mission/vision statements of institutions
- performance measures, productivity
- institutional structures and organisation
- planning and monitoring processes, efficiency levels
- infrastructure
- human and financial resources and management
- information resources and dissemination

Systemic

The overall policy and regulatory framework and its implementation at the national level, management accountability framework, national economic/market framework, processes and relationships between institutions, level of awareness and understanding of the thematic area at governmental level and in society

CONCLUSIONS AND RECOMMENDATIONS (5 pages)