**Check list for “Adaptation Plan Development Process”**

1. **Monitoring and evaluation**

This checklist is developed for national / local planners to self-assess work on developing climate change adaptation plans. The items listed here are only examples, and that additional processes may or may not be required depending on the country or district. The list therefore can be edited as appropriate according to the situation in each country or district.

Finally, implementation of the adaptation plan should be monitored and evaluated. M&E is useful for understanding the status of the adaptation plan, verifying its effectiveness, and identifying any gaps. The results of M&E need to be reflected in the revised adaptation plan and subsequent implementation processes. M&E is an essential element to ensure that the adaptation plan is verified, updated, and adaptively managed according to any changes in circumstances.

Place ‘X’ within ‘Yes’ box if the criteria is undergoing or already achieved, and make any relevant comments.

**Monitoring and evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Lead** | **Yes** | **Comments** |
| **Develop M&E framework** | | | |
| Clarify the objectives and key components of a country's M&E system as well as a responsible authority and budgeting. Those could be also included in the adaptation plan document itself. | NAP Taskforce and responsible authority for M&E |  |  |
| Identify the scope and focus, the targets to be followed, as well as the timeframe of the M&E system. |  |  |
| To the extent appropriate, design the M&E system as to provide learning and feedback that will help improve the adaptation plan. |  |  |
| **Adaptation indicators** | | | |
| For the contents identified for evaluation, define metrics for documenting progress, measuring and communicating levels of effectiveness and assessing gaps. | Responsible authority for M&E |  |  |
| Collect information and relevant data on evaluation indicators and evaluate on a regular basis over a defined period of time. |  |  |

**Review and updating**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Lead** | **Yes** | **Comments** |
| **Review and updating of the adaptation plan** | | | |
| Compile and integrate information from the latest science, indigenous and local knowledge, as well as the results of adaptation activities underway, to support the review and update of the adaptation plan. | NAP Taskforce |  |  |
| Update the adaptation plan using the results of the matrics-based evaluations, the information synthesized above and the feedback from the learning process, at the frequency and methodology specified in the M&E system. | NAP Taskforce |  |  |
| Strive to align the adaptation plan with the relevant latest national development plans for further updating. | NAP Taskforce and relevant ministries / agencies |  |  |

\*This checklist is developed by AP-PLAT with reference to the following:

Least Developed Countries Expert Group. 2012. National Adaptation Plans. Technical guidelines for the national adaptation plan process. Bonn: UNFCCC secretariat. Bonn, Germany. December 2012. Available at: <https://unfccc.int/topics/adaptation-and-resilience/workstreams/national-adaptation-plans-naps/guidelines-for-national-adaptation-plans-naps>