# Local Adaptation Plans for Action (LAPA) Cycle

## Step 1

### Climate Change Sensitisation (carried out in all steps)

- At the outset of LAPA formulation, hold climate change sensitization related interaction, workshop and seminar at community, village, town and district levels.
- Ensure information flow and awareness raising throughout the LAPA process to support learning and feedback.

- Raise awareness around the impacts of climate change and the means to address these impacts;
- Strengthen and establish institutions and organisations that will drive local adaptation planning.

## Step 2

### Vulnerability and Adaptation Assessment

- Identify climate vulnerable communities and households
  - Identify vulnerable VDCs, Municipalities
  - Identify vulnerable wards
  - Identify vulnerable households/communities
- Identify adaptation practices and actions

- Identify climate vulnerable VDCs, Municipalities, wards and vulnerable communities, households and individuals within these wards;
- Identify adaptation practices and actions that will reduce vulnerability to current and future climate change; and
- Support identification and efficient mobilization of resources.

## Step 3

### Prioritisation of Adaptation Options

- Identify and prioritise the most urgent and important adaptation actions for the most vulnerable people, community, VDC and Municipality;
- Prioritise the actions based on social, environmental, technological and economic costs and benefits.

Prioritise the most urgent and cost-effective adaptation actions for implementation.

## Step 4

### LAPA Formulation

- Base the plan around identified & prioritised adaptation actions;
- Identify areas to implement adaptation actions;
- Identify competent service providers to implement adaptation actions;
- Estimate the costs for identified actions and allocate for the implementation of identified adaptation actions;
- Integrate progress monitoring into the plan for action, and include procedure for monitoring of each action.

Build roadmap showing the adaptation journey with milestones, targets and monitoring

## Step 5

### LAPA Integration into Planning Process

- Prepare a plan for settlement and ward level adaptation actions and integrate into a VDC or Municipality plan;
- Identify entry points for integrating LAPA into local development planning processes;
- Submit LAPA to the local bodies for necessary ratification (acceptance); and
- Submit feedback and learning regularly to departments, ministries and National Planning Commission to ensure integration of climate adaptation and resilience aspects into national development planning.

- Support the integration of climate adaptation and resilience into sectoral development plans.
- Support the integration of identified adaptation actions into public, private and NGO planning processes.

Implement Local Adaptation Plans for Action

## Step 6

### LAPA Implementation

- Strengthen district & VDC level institution mechanism (Environment, Energy, Climate Change Coordination Committee)
  - Define responsibilities of different institutions for LAPA implementation;
  - Implement the plans logically and sequentially, but ensuring flexible approach that can be responsive to additional information through monitoring and evaluation;
  - Commission and contract the Service Providers through competitive process based on needs, expertise and skills.

Address reflection and learning that will guide responsive and iterative adaptation planning

## Step 7

### LAPA Progress Assessment

- Develop and monitor the implementation of a monitoring plan that contains indicators, baselines & targets;
- Develop monitoring information system;
- Develop the provision of periodic participatory evaluation meeting, public audit & public hearing;
- Develop monitoring tools such as score card evaluation for quality assurance of the Service Providers;
- Establish District and VDC level monitoring committee for monitoring adaptation actions and mobilise ward citizen forum for coordination and monitoring at community level.

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