

Gender Action Plan

SAP053: FISH-ADAPT: Transforming climate resilience and sustainability in Saint Lucia's fisheries communities

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GREEN
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Part 2: Gender Action Plan

Recognizing the distinct vulnerabilities of women and men as fisherfolk and fish workers in the fisheries sector, including how these vulnerabilities are compounded for persons with disabilities, the elderly, and youth, the Gender Action Plan operates across project components to ensure a holistic approach to mainstreaming gender and mitigating impacts that may exacerbate gender inequality. Recommended activities are interwoven throughout the project components and the project lifespan, allowing for gender and social inclusion to be integrated from project design to project implementation. This ensures that this proposal meets the GCF's goal of promoting and advancing gender equality in funded activities by empowering the vulnerable and equipping actors with the tools and skills to enact and sustain gender-responsive action.

This GAP is informed by a comprehensive sectoral gender assessment and responds to key barriers identified in the gender assessment including:

- Policy bias in fisher registration, vessel, and land ownership for women,
- Inadequacy of infrastructure for the meaningful participation of women, men, and persons with disabilities,
- Depletion of fish stocks and reduction in income-earning opportunities for marine fisherfolk and fish processors,
- Inadequate and unequal access to formal financing mechanisms for fisherfolk,
- Disproportionate burden of resource management on women,
- Risks of gender-based violence at marine fish landing sites, and
- Overall lack of gender awareness and recognition of women's roles in the sector.

The action plan includes a summary of objectives, a guiding framework consisting of five key pillars for gender and social inclusion, a review of work undertaken thus far, a costed implementation action plan, and guidance and mechanisms for activity implementation.

Objective and Guiding Framework

Objective

The objective of the gender action plan (GAP) is to increase attention to, prioritization and representation of vulnerable groups including women and men as fisherfolk, fish workers and through their role in value-chain supporting activities in sectoral adaptation strategies that mitigate the negative impacts of climate change, improve access to finance, remove barriers to participation and ownership, and reduce disproportionate burdens on women.

To achieve this, the GAP mainstreams gendered considerations for inclusion and equal participation throughout project activities, ultimately supporting the sustainable implementation of project activities, increasing the resilience of fisherfolk across value chains, and positioning Saint Lucia as a leader in inclusive sectoral adaptation.

Guiding Framework

The five pillars below constitute the guiding framework for the development of key outputs under the gender and social inclusion action plan.

Meaningful and Representational Leadership & Decision-Making

Creating and sustaining pathways and resources for women to take on and occupy leadership and decision-making roles are key to sustainable development.⁸¹ While women make up a large portion of leadership within the Saint Lucia Department of Fisheries, the critical role they play in resource management and oversight in the sector is often overlooked and does not translate to ownership and formalized access to finance and decision-making power. Facilitating pathways to the acknowledgement and formalization of women's roles in the sector serves to enhance benefits to women, fisherfolk, and the sustainability and resilience of the sector.

Equitable and Direct Access to Finance

An important element of increasing the capacity of women to execute autonomy in employment and investment, and to improve individual resilience is improving access to finance. With increased access to funds and credit, more opportunities are available⁸² to vulnerable groups including women, youth, persons with disabilities and fisherfolk in general, that can enhance their quality of life and in turn, improve the community's livelihoods. With increased access and control over funds, there is a cascading effect of improvement/fulfilment of other related needs.

Equal Access to Ownership & Representation Opportunities

Increasing the recognized ownership over resources empowers women by providing avenues for income generation and financial security.⁸³ Removing barriers to formalized ownership of land, and vessels enables women and vulnerable groups to build resilience and reduces vulnerability during crises.

Gender-equitable Participation

Strategically increasing participation of women and vulnerable groups across value chains improves resilience for individuals, communities and for the sector overall.⁸⁴ Women are often deterred or blocked from participating in specific roles and sectors as these have been designated as male only when in fact, women can thrive in these positions. Supporting diversity in participation will have various knock-on effects for the sector and society as systems are changed or implemented to facilitate access.

⁸¹ UNDP. (2020). Women's Participation in Decision Making: Why it Matters.

<https://www.undp.org/ghana/news/women%E2%80%99s-participation-decision-making-why-it-matters>

⁸² World Bank. (2014). Expanding Women's Access to Financial Services.

<https://www.worldbank.org/en/results/2013/04/01/banking-on-women-extending-womens-access-to-financial-services>

⁸³ UN Women. N.d. Women's Land & Property Rights. <https://asiapacific.unwomen.org/en/focus-areas/women-poverty-economics/women-s-land-property-rights>

⁸⁴ OECD. N.d. Investing in Women and Girls. <https://www.oecd.org/dac/gender-development/investinginwomenandgirls.htm#:~:text=Women's%20economic%20participation%20and%20their,%2C%20health%2C%20and%20school%20attendance.>

Fisheries Sector Resilience and Sustainability

With increasing climatic shocks and degraded environmental conditions, establishing resilient systems are key for future sustainable development. Eliminating barriers to resource access while empowering fisherfolk and vulnerable groups as stakeholders in resilience building and adaptation is key to building climate-resilient sectors and livelihoods.⁸⁵

Targets & Design Features

The GAP aims to position project beneficiaries as stakeholders in the implementation and success of the project, utilizing the knowledge and experience of women and men in sustainable practices and resource management to ensure sustainability and buy-in for project activities. Activities under the plan respond directly to the unique vulnerabilities of beneficiaries that limit their full participation in climate adaptation action, targeting the needs of women and men while acknowledging their intersectional identities as youth, elderly, and persons with disabilities. Ultimately, the GAP's proposed activities aim to challenge gender norms that hinder men's and women's autonomy and access to decision-making, reduce disproportionate burdens, and highlight the critical role women play in the fisheries sector in Saint Lucia.

The GAP facilitates gender-responsive action across the project cycle through six key outputs, as shown in Figure 5.

Figure 5: Gender Action Plan Outputs

⁸⁵ UN Women. N.d. Women's resilient livelihoods and businesses.
<https://wrđ.unwomen.org/practice/topics/resilient-livelihoods>

GENDER ACTION PLAN OUTPUTS

1

Infrastructure

Enhanced infrastructure of marine fishing vessels and landing sites, that support the health and safety needs of women and men.

2

Training / Skill-Building

Enhanced skill-building programming targeted to male and female fisherfolk and fish workers, youth, and persons with disabilities.

3

Security & Autonomy

Increased capacity of aquaculture and aquaponics sectors as a source of food security and autonomy for women, men, and vulnerable populations.

4

Access to Finance

Improved access to finance and financial services for fisherfolk, and reduction of disproportionate resource management burden on women.

5

Sustained Impact

Ensure sustained positive impact and mitigate negative impact of project activities on women and men through gender-sensitive project M&E.

6

Protection & Response

Prevent and respond to GBV, SEAH, discrimination and exploitation through the adoption and enforcement of zero-tolerance policies and redress mechanisms across the fishery sector.

Table 10 presents the costed Gender Action Plan framework, inclusive of outputs, activities, indicators and targets, timelines, and responsibilities.

Table 10: Gender Action Plan

Project Component	Activities	Baseline ⁸⁶	Indicators and Targets	Timeline	Responsibilities	Cost (XCD)	Cost (USD) ⁸⁷
Impact Statement: Increased attention to, prioritization and representation of vulnerable groups including women and men as fisherfolk and fish workers in sectoral adaptation strategies that mitigate the negative impacts of climate change, improve access to finance, remove barriers to participation and ownership, and reduce disproportionate burdens on women.							
Output(s) Statement: Enhanced infrastructure of marine fishing vessels and landing sites, that support the health and safety needs of women and men.							
1	Encourage women’s active and safe participation by reducing risks of gender-based violence at marine fishing sites by ensuring the health and safety of women and men on site through designated and secure male and female washrooms/shower facilities at each landing site. Included in investments in Activity 1.2.4	<i>Women occupy 4% of marine fishing jobs while men occupy 96%.⁸⁸</i>	<i>Target: 2 (1 male and 1 female) washroom/shower areas at each landing site. Target: Solar-powered daylight sensor lighting at all 12 landing sites. Indicator: # of accessible and upgraded facilities available for use by men and women (disaggregated by location) Indicator: % of women and men site users that make use of facilities on a weekly basis⁸⁹</i>	By Year 2	Dpt. of Fisheries Cooperatives	200,000	74,074
Output(s) Statement: Enhanced skill-building programming targeted to male and female fisherfolk and fish workers, youth, and persons with disabilities.							

⁸⁶ A baseline study will be undertaken during the implementation stage, which will inform the baseline updates.

⁸⁷ 1 USD = 2.7 XCD.

⁸⁸ UN Women. (2021). Gender Inequality of Climate Change and Disaster Risk in Saint Lucia. EnGenDER. https://caribbean.unwomen.org/sites/default/files/2022-02/ENGenDER_Gender%20Inequality%20CC%20DRR%20Brief_Saint%20LuciaF_20220203.pdf

⁸⁹ A registration log book or similar tracking tool will be available in each site for registration of users

Project Component	Activities	Baseline ⁸⁶	Indicators and Targets	Timeline	Responsibilities	Cost (XCD)	Cost (USD) ⁸⁷
3	<p>Conduct a literacy assessment and facilitate registration of registered fishers and value chain actors for literacy training.</p> <p>Included in Activity 3.1.3</p>	<i>6% of women are registered fishers, compared to 94% of men.⁹⁰</i>	<p>Target: 800+ fisherfolk registered for literacy training, with at least 15% women, and 15% youth.</p> <p>Indicator: # of identified beneficiaries in the value-chain or in value-chain supporting activities who participate and complete the training (disaggregated by sex and age).</p>	By Year 3	Dpt. of Fisheries NELU	100,000	37,037
1	<p>Develop and implement mandatory gender sensitization and gender-based violence prevention programming for all registered fisherfolk at landing sites, as well as for a select number of beneficiaries working in/adjacent to the landing sites in value-chain supporting activities. Implement a voluntary “train the trainers” program for at least one person per landing site through on-site workshops, in line with FAO guidelines on the PSEA protocol. (Recorded participation will</p>	<i>6% of women are registered fishers, compared to 94% of men.⁹¹</i>	<p>Target: 12 workshops (1 per landing site), (1600+) registered fisherfolk (94% men, 6% women), 800+ beneficiaries of which minimum 50% should be women.</p> <p>Target: 12 persons (1 per landing site), 6 women and 6 men, trained as trainers.</p> <p>Indicator: # of workshops</p> <p>Indicator: % of registered fisherfolk trained with certificates</p> <p>Indicator: # of persons trained as trainers</p>	By Year 2	Dpt. of Fisheries Dpt. of Gender Affairs CiWiL Cooperatives	155,000	57,407

⁹⁰ Department of Fisheries. (2024). Improving the Capacity of the Fisheries Sector in Saint Lucia to Enhance Resilience to Climate Change

⁹¹ Department of Fisheries. (2024). Improving the Capacity of the Fisheries Sector in Saint Lucia to Enhance Resilience to Climate Change

Project Component	Activities	Baseline ⁸⁶	Indicators and Targets	Timeline	Responsibilities	Cost (XCD)	Cost (USD) ⁸⁷
	be a condition for renewing registration) <i>Included in Activities 1.2.1 and 1.2.2</i>						
Output(s) Statement: Increased capacity of aquaculture and aquaponics sectors as a source of safety and autonomy for women, men, and vulnerable populations.							
4	Address unequal participation in natural resource management, ensuring a representative sample of participation among women, men, and youth through a sensitization workshop series (bi-annual) that provides tangible tools for NRM and equal participation.	0	<p><i>Target:</i> 1 workshop with registered and unregistered fisherfolk, including a representative sample of vulnerable groups, men, women and youth.</p> <p><i>Indicator:</i> # of workshops</p> <p><i>Indicator:</i> Findings from post-training evaluation to measure behaviour change, including targeted questions on before-and-after use of the tangible tools for NRM (gender disaggregated)</p> <p><i>Indicator:</i> % of registered fisherfolk trained with certificates and % of unregistered fisherfolk trained with certificates</p>	Bi-Annual (2 times)	Dpt. of Fisheries Dpt. of Gender Affairs Cooperatives	43,200 (21,600 each)	11,664
1	Re-skill elderly (over 55) male fishermen in equipment repair/trap making/fish cleaning and processing (to close income gaps that affect the	0	<p><i>Target:</i> 1 workshop with registered and unregistered fisherfolk, with all attendants (100%) over 55.</p> <p><i>Indicator:</i> # of workshops</p>	By Year 3	Dpt. of Fisheries Dpt. of Sustainable Development	25,000	9,259

Project Component	Activities	Baseline ⁸⁶	Indicators and Targets	Timeline	Responsibilities	Cost (XCD)	Cost (USD) ⁸⁷
	specific group through placement as trainers in teaching programs) <i>Included in Activity 1.1.1</i>		<i>Indicator:</i> % of registered and unregistered fisherfolk over 55 trained with certificates				
3	Increase youth and women's capacity for asset ownership in the aquaculture sector by revising requirements for lease/ownership of land, removing structural barriers to women's ownership. <i>Included in Activity 3.1.3</i>	In 2019, female ownership of agricultural land in Saint Lucia stood at 30%. ⁹²	<i>Target:</i> Increase the number of new and amended registrations by women in the project area by 30%, compared to the baseline (opening opportunities to increase access to land). <i>Target:</i> Increase the number of new and amended registrations by youth (under 30) in the project area by 30%, compared to the baseline (opening opportunities to increase access to land). <i>Indicator:</i> # amended registration documents <i>Indicator:</i> # of new registrations by women <i>Indicator:</i> # of new registrants by youth	By Year 5	Dpt. of Gender Affairs Land Registry	0.00	0.00
Output(s) Statement: Improved access to finance and financial services for fishermen, and reduction of disproportionate resource management burden on women.							
3	Provide training on financial literacy, including loan application and record keeping for key beneficiaries in the fisheries sector	Women face challenges in accessing finance and with regard to knowledge of	<i>Target:</i> 200 fishers and supporting livelihoods with at least 50% women, and 25% youth. 12 workshops	By Year 5	Dpt. of Fisheries Cooperatives	70,000	25,925

⁹² Constable, A. (n.d.). Gender and climate change: The case of the Caribbean. ParlAmericas. https://www.parlAmericas.org/uploads/documents/2-PPT_Paraguay_General_Ayesha_Constable_ENG.pdf

Project Component	Activities	Baseline ⁸⁶	Indicators and Targets	Timeline	Responsibilities	Cost (XCD)	Cost (USD) ⁸⁷
	<i>Included in Activity 3.1.3</i>	systems for registering and running businesses. ⁹³	<i>Indicator:</i> # of facilitated workshops over project life-cycle <i>Indicator:</i> Findings from post-training evaluation to measure behaviour change.		National Insurance Corporation		
3	Support 2 financial institutions to mainstream gender in their financial policy and loan requirement processes. <i>Included in Activity 3.1.1</i>	0	<i>Target:</i> Increase number of women in fisheries to access loans at 2 financial institutions by 30% (per institution), compared to the baseline. This should be supported by digital data collection to confirm the baseline and the associated increase per institution. <i>Indicator:</i> # of women in fisheries (disaggregated by age and landing site) with access to formal loans through successful loan applications. <i>Target:</i> at least 2 financial policies revised to include gender mainstreaming <i>Indicator:</i> # of financial policies that incorporate gender mainstreaming	By Year 3	Dpt. of Gender Financial Institutions Min. of Finance	10,000	3,703

⁹³ World Bank. (2023). Gender and climate change in the Caribbean: Advancing resilience, equality, and economic opportunities. World Bank. <https://documents1.worldbank.org/curated/en/099609103292337340/pdf/IDU0b1cdde56070e304ded0aff0973edf26d7be.pdf>

Project Component	Activities	Baseline ⁸⁶	Indicators and Targets	Timeline	Responsibilities	Cost (XCD)	Cost (USD) ⁸⁷
Output(s) Statement: Ensure sustained positive impact and mitigate the negative impact of project activities on women and men through gender-sensitive project monitoring and evaluation.							
All	Conduct baseline assessment with representative samples of participating community members and develop baseline report to inform project activities. ⁹⁴	0	<p><i>Target: 1 Baseline Report</i></p> <p><i>Indicator: Baseline assessment includes at least one consultation per vulnerable group.</i></p>	Year 1 (ahead of all other activities)	Dpt. of Fisheries Dpt. of Gender	100,000	37,037
4	Design and implement data collection instrument for the bi-annual digital collection of sex-disaggregated data from project beneficiaries (including men and women fish workers and fisherfolk, youth, elderly fishermen, LGBTQ+ and persons with disabilities) on the impacts (positive and negative) of project activities. Included in Activity 4.1.3	0	<p><i>Target: Quarterly sex and age disaggregated data collection exercise through surveys and consultations with representing CSOs, cooperatives and individuals.</i></p> <p><i>Indicator: # of formalized partnerships with local civil society groups representing vulnerable populations.</i></p> <p><i>Indicator: # of in-use digital data collection devices and tools.</i></p> <p><i>Indicator: # of reports per project per year.</i></p>	By Year 1	Accredited Entity Dpt. of Fisheries Dpt. of Gender NCPD ECADE Cooperatives	10,000 75,000	3,703 27,777

⁹⁴ Baseline assessment informed by stakeholder consultations and surveys to explore how intersecting identities shape vulnerabilities and opportunities within the fisheries sector. This would explicitly explore the inclusion of vulnerable groups including single mothers, and LGBTQ+ communities who may face distinct barriers in fisheries.

Project Component	Activities	Baseline ⁸⁶	Indicators and Targets	Timeline	Responsibilities	Cost (XCD)	Cost (USD) ⁸⁷
4	<p>Prepare and submit annual sex-disaggregated report of project impacts with a focus on vulnerable groups including fisherfolk, fish workers, women, youth, persons with disabilities, elderly/retired fisherfolk, and LGBTQ+ persons.</p> <p>Included in Activity 4.1.3</p>	0	<p><i>Target:</i> 1 annual sex and age disaggregated report inclusive of indicators relevant to each identified vulnerable group.</p> <p><i>Indicator:</i> # of submitted impact assessment reports per year, including sex- and age-disaggregated data and analysis of all identified vulnerable groups.</p>	Yearly	Accredited Entity Consulting agency.	32,400	12,000
<p>Output(s) Statement: Prevent and respond to GBV, SEAH and labour discrimination and exploitation through the implementation of a PSEA protocol, following FAO guidelines, ensuring adoption and enforcement of zero-tolerance policies and redress mechanisms across the fishery sector.</p>							
All	<p>Develop, deploy, and provide (bi-annual) training for gender-sensitive code of conduct for the sector that enhances awareness of SEAH in the workplace and mitigates the risk of SEAH in fisheries (focus will be on gender-based violence and discriminatory/exploitative practices in line with PSEA protocol).</p> <p>Included in all workshops, plus code of conduct in Activity 4.1.1</p>	0	<p><i>Target:</i> Code of conduct adopted and formalized by Dpt. of Fisheries, 100% of fishing Cooperatives, and 100% of relevant stakeholders.</p> <p><i>Indicator:</i> % of registered fisherfolk and fish workers knowledge of and signed on to Code of Conduct.</p> <p><i>Indicator:</i> Findings from post-training evaluation to measure behaviour change.</p>	Bi-Annual (2 times)	Dpt. of Fisheries Dpt. of Gender	43,200 (21,600 each)	11,664

Project Component	Activities	Baseline ⁸⁶	Indicators and Targets	Timeline	Responsibilities	Cost (XCD)	Cost (USD) ⁸⁷
All	<p>Develop a fisheries-specific grievance response mechanism (GRM) that enhances access to redress and improves response to grievances related to gender-based violence, sexual harassment, abuse and exploitation, and labour exploitation.</p> <p><i>GRM included in PMC budget, and promoted through all project components</i></p>	0	<p><i>Target:</i> 5 GRM oversight personnel appointed by Dpt. of Fisheries and Cooperatives.</p> <p><i>Target:</i> 100% of cooperatives and relevant stakeholders trained in GRM procedures.</p> <p><i>Indicator:</i> # of GRM oversight personnel appointed by Dpt. of Fisheries and Cooperatives.</p> <p><i>Indicator:</i> # of grievances filed and resolved through the GRM per year (disaggregated by type: SEAH, labour exploitation, etc.)</p>	By Year 1	Dpt. of Fisheries Dpt. of Gender Cooperatives	21,600	8,000
Budget Total						861,975	319,250

Implementation Guidance & Mechanisms

This section provides guidance and frameworks as implementation mechanisms to ensure gender-sensitive and responsive project planning and implementation.

Gender Responsive Budgeting

Gender-responsive budgeting (GRB) is a strategy that promotes the goal of gender equity by allocating funds to gender indicators of project activities that support equity for women, men, and vulnerable groups as beneficiaries of the project. The purpose of GRB is to promote accountability and transparency in fiscal planning; increase gender-responsive participation in the budget process and advance the gender equity agenda. For projects executed under the Green Climate Fund, GRB must be executed in tandem with climate-responsive budgeting (CRB). A Climate-responsive budget (CRB) is a budget that seeks to address existing and potential impacts of climate change by allocating resources to fund and support critical adaptation and mitigation measures. Key steps in implementing a gender-responsive climate budget include:

- Reviewing and assessing the extent to which the budget is gender and climate responsive
- Analysing the impact of the existing budget on different groups
- Developing and assigning trackers for monitoring and evaluating the performance of finances
- Identifying priority actions for changing the guidelines and the budgeting process
- Recommending priorities for planning and implementation
- Recommending/mandating:
 - Ways of measuring gender and climate responsiveness in budget requests (e.g. using a climate and gender marker)
 - Clearly defined gender and climate objectives
 - Gender and climate impact statements.

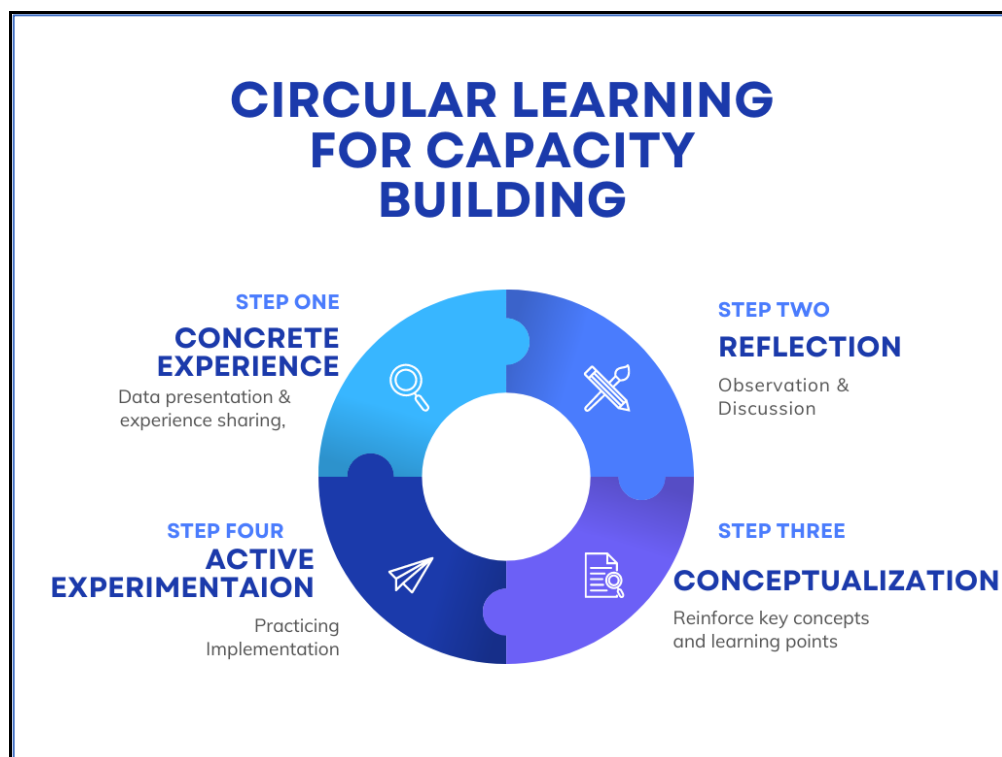
Allocating funds to support gender and social inclusion activities ensures that these activities are not overshadowed by overarching project objectives, but a calibrated and integrated throughout.

Gender Sensitive Capacity Building

A key element for the success of this action plan is having actors who possess the necessary skills and resources to execute the action plan. To achieve this, there is a need for capacity building that addresses gaps in key actors' gender mainstreaming capabilities. Capacity building focuses on enhancing actors' ability to utilize and apply a gender lens/perspective to the day-to-day, decision-making and the development of policies, plans, and strategies; this encompasses actors at all levels to support.

Figure 6 provides a four-step process in a circular capacity-building framework.

Figure 6: Circular Learning for Capacity Building



Source: SAEDI Consulting (Barbados) Inc.

Gender-Sensitive Stakeholder Engagement

The actions of this plan are grounded and supported by engagement with stakeholders and beneficiaries relevant to this project. Gender-sensitive stakeholder engagement allows project actors to identify and assess the proposed benefits of the project, while also identifying and mitigating potential negative social and gender impacts of planned activities and measuring the impacts of said activities. Engaging community stakeholders in a gender-sensitive way allows for the representation of underserved groups, active and meaningful participation, gender-based violence (GBV) mitigation and overall project sustainability by fostering community buy-in and participation.

Gender-sensitive community stakeholder engagement must:

1. Contextualize impacts on the community by using (and collecting where data does not already exist) sex and age-disaggregated data, and through informed community engagement.
2. Identify potential risk factors for GBV in communities to:
 - a. Identify whether factors are influenced by elements that fall within the project's goals, and
 - b. Mitigate/avoid worsening risk factors identified.
3. Acknowledge that communities (geographical, social, religious, cultural, ethnic) are unique and as such, cultural/geographical contexts should be considered during engagement with the use of gatekeepers or key informants where needed.

Gathering data/information from stakeholders and the community can take the form of surveys, community town halls, key informant interviews, group interviews or focus group discussions, and should engage those who are located within or affected by project implementation. In the implementation phases, the project actors should explore the following with community stakeholders – specifically women and other marginalized groups:

1. How the community is likely to be impacted: Consider land, livelihoods, displacement, and environmental impact.
 - a. Are costs, risks and benefits shared equitably among different women and men?
2. Opportunities for employment, ownership, and access to resources.
3. What inequalities exist in the community about women and men’s access to resources? Consider employment and responsibilities.
4. How will access to resources be impacted (both positively and negatively) by project implementation?
5. Community suggestions for impact mitigation where applicable.

Figure 7 provides a breakdown of gender-sensitive stakeholder considerations.

Figure 7: Gender-Sensitive Stakeholder Engagement



Source: SAEDI Consulting (Barbados) Inc.

Gender-based Violence/Sexual Exploitation, Abuse and Harassment Prevention

In the context of resource management and climate change, there is a need to consider the potential for GBV and SEAH to occur within and among project implementation sites and beneficiaries. Even among vulnerable groups, there exists a hierarchy with some wielding more

power and social standing than others which can create marginalization and abuse between beneficiaries.

A lack of recognition of these power discrepancies can create opportunities for GBV to manifest, especially in situations where tensions and stress may be high as persons compete over strained or limited resources. Therefore, potential causes and avenues for GBV and other forms of gender/sexual abuse to occur must be mapped, and appropriate systems must be implemented to address and resolve issues of GBV.

GBV and SEAH most often occur in the contexts of abuses of power, and subjugation of persons' rights based on gender stereotypes. Victims of GBV and SEAH are most often women, mainly because women are often overrepresented in temporary, lower-paying, and lower-status jobs with less decision-making or bargaining power over the terms and conditions of their labour.

GBV and SEAH can take the following forms:

- Bullying, physical, and verbal abuse from colleagues, supervisors, or managers,
- Sexual harassment and unwanted sexual advances (the most common type of workplace GBV),
- Sexual abuse and violence, including 'coercive' or transactional sex, rape, and sexual assault,
- Psychological abuse and intimidation,
- Threats and acts of physical and sexual violence,
- Abusive working conditions such as poor health and safety, and
- Inadequate or inappropriate sanitary facilities and rules about their use.

As the project will be targeting women as well as men, GBV risks will exist. St Lucia has high levels of GBV, and any project directly attempting to work with can negatively impact the levels of GBV (at least in the short term). As such the projects exposure to SEAH and GBV present a risk area that must be managed through the inclusion of sensitization activities and specific training activities as part of the project design, as per the GAP above.

Outside of potential discrimination against women, the project will integrate SEAH screening across its proposed activities, to identify and address any impacts on men, girls and boys as early as possible. This will follow international best practice (most notably the GCF SEAH Risk Assessment Guideline as well as a Protocol for Prevention and Response to Sexual Exploitation and Abuse (PSEA) in line with FAO guidelines. A project/program Code of Conduct prohibiting SEAH (amongst other behaviours) will be developed. This should be signed by all workers at the same time the work contract is signed. The Code of Conduct must be made available in languages the workers understand. The PMU of the project will also appoint a focal person to ensure compliance with SEAH requirements. This will include; (i) Tracking whether reporting mechanisms are being used – looking at where reports are coming from/not coming from, and seeking to identify patterns; (ii) Asking workers and community members if they are aware of and trust reporting mechanisms, understand their rights and what constitutes SEAH; (iii) Checking whether workers demonstrate knowledge and understanding of the policy and code of

conduct – and can locate them; (iv) Checking whether community members have knowledge of what behaviors to expect from project/program workers and which are prohibited; and (v) Checking mitigation measures are consistently being implemented – e.g., undertake spot checks to see if contracts include clauses, use basic records to track whether SEAH training is being delivered, check reporting mechanisms are functioning, use monitoring visits to check whether awareness-raising materials are clearly visible and awareness-raising exercises are being delivered and engaged with.

The AE will also require a completed SEAH Risk Screening checklist (following best practice, i.e. as per page 17 of the GCF SEAH Assessment Guidelines)⁹⁵.

Bringing project actors into communities can facilitate violence perpetrated by workers based on the risk factors including lack of accountability, unjust protections and facilitated leverage of some over others. Therefore, it is imperative that the following is done to avoid exacerbating GBV/SEAH risk factors:

- Ensure systems of accountability for all workers and beneficiaries, especially those who may not be known in communities, and will not be based there long-term.
- Develop a GBV action plan and codes of conduct and conduct the necessary training and awareness campaigns for actors and impacted communities.

Execution of projects can exacerbate existing inequalities and risk factors in communities when gender-sensitive mitigation plans are not implemented. Where projects/construction takes place within communities, the company must ensure the following to avoid fostering circumstances that are proven to increase domestic/gender-based violence:

- Beneficiaries' access to livelihoods (earning income) is not interrupted.
- Impacted communities' physical freedom is not interrupted (ability to leave and return home).
- Impacted communities' access to utilities/resources must be interrupted minimally or not at all.
- Women in communities must be engaged to ensure projects will not hinder their safety.

Sex Disaggregated Data Collection & Management

Critical for assessing existing gender inequalities and creating plans to address these issues is the need for sex-disaggregated data. Sex-disaggregated data allows for a holistic view of how project activities are impacting men and women based on their social and economic realities; in order to understand, assess and respond to different experiences, sex-disaggregated data is a necessity.

Sex-disaggregated data is any data on individuals broken down by sex; gender statistics rely on sex-disaggregated data to reflect the realities of the lives of women and men, and to assess policy and programme issues relating to gender. Data collected must be analysed both separately and comparatively for women and men, as this allows for the measurement of differences between

⁹⁵ <https://www.greenclimate.fund/sites/default/files/document/gcf-seah-risk-assessment-tool.pdf>

women and men on various social and economic dimensions; this is one of the requirements in obtaining gender statistics.

Gender statistics are more than data disaggregated by sex. Having data by sex does not guarantee, for example, that concepts, definitions, and methods used in data production are conceived to reflect gender roles, relations, interests and/or inequalities in society, including compounding factors such as geographic location and economic status. As such, intersectional considerations require data that adds to the understanding of the lived realities of persons.

Examples of sex-disaggregated data that can be collected to aid in nuanced understandings of gender norms, relations and impacts are included in Table 11 by qualitative (interview/focus group data collection) and quantitative (survey data collection).

Table 11: Sex-Disaggregated Data

Quantitative Intersectional Data	Qualitative Intersectional Data
DEMOGRAPHIC DATA COLLECTION	
Number of persons in household	Household Responsibilities by individual
Ethnicity	Implications of ethnicity on participation and representation
Race	Implications of race on participation and representation
Parenthood Status	Number of children Responsibility for child rearing
Marital Status	Responsibilities to spouse and family
Household income	Formal vs. informal income Spending power and financial decision making
Breadwinner Status	Implications of income earned and how it relates to gender roles / expectations
Employment Status	Implications of employment status and how it relates to gender roles / expectations
Access to Resources	Responsibility for paying for / collecting resources such as food, water, electricity, internet, other.
Labour	Division of Labour (between household, work, and other responsibilities)

Quantitative Intersectional Data	Qualitative Intersectional Data
IMPACT ASSESSMENT DATA COLLECTION	
Access to Livelihood	Personal / familial implications of changes in access to livelihood / responsibilities
Access to Employment	Personal / familial implications of changes in employment status / access
Dependency	Impact to resources depended on
Sustainability	Sustainability of beneficial impacts
Mitigation	Mitigation and/or consequences of negative impacts
CLIMATE CHANGE DATA COLLECTION	
Disaster Impacts	Impacts of disasters on livelihood, income, living circumstance, and workload.
Climate Change	Impacts of climate change on livelihood, income, living circumstance, and workload.
Adaptation Strategies	Strategies used to mitigate negative impacts in personal and professional life.
Access to Food/Water	If and how food and water as critical resources are obtained, including time/money spent to obtain them
Environmental Degradation	Impacts of degrading environment on livelihood, income, living circumstance, and workload.

Gender-Sensitive Monitoring and Evaluation

Men and women assume different roles and responsibilities at the individual, household, community, and broader societal level, which affect how they exercise their rights, as well as how they access resources. Men and women (in their multiple identities shaped by social and cultural norms) also experience differentiated impacts from climate change and other social and economic shocks.

Adopting a gender-sensitive monitoring and evaluation (M&E) system helps to:

- a. Identify positive and negative impacts on men and women and project beneficiaries,
- b. Identify and respond to specific needs and vulnerabilities of beneficiaries, and
- c. Identify challenges, constraints and opportunities for maximum benefits to men and women.

It considers the impacts of gender on project management, target populations, and project results and integrates gender into the conceptual framework, logic model, indicators, data analysis and use.

A gender-sensitive M&E system integrates and monitors gender indicators when monitoring project implementation. A gender-sensitive M&E process implies studying and understanding inequalities, power dynamics and gender and social relations. This is done by using indicators, tools and processes that allow for the assessment of the impact on men and women, and to determine if the different priorities of men and women are addressed.

The Balkan Rural Development Network (BRDN) outlines the aspects of gender-sensitive monitoring and evaluation, and the gender-sensitive M&E system as follows:

- a. Gender-specific outputs
- b. Progress on gender-specific elements
- c. Disaggregated data collection, and
- d. Collection of data on attitudes and behaviours that reflect gender norms.

Gender-sensitive evaluation entails:

- a. Measuring the impact of outcomes that relate to gender-specific programming,
- b. Identifying elements that address gender inequalities, and
- c. Using data to demonstrate progress and impact.

A gender-sensitive M&E system ensures that gender is addressed measurably, and that there is evidence to:

- a. Raise awareness about gender inequity/inequality
- b. Work for change, and
- c. Address the gender dimensions of development.

An effective gender-sensitive M&E system includes both qualitative and quantitative data to measure the impact on gender relations, address the different needs of men and women, and assess the impact of the project on their well-being.

Grievance Response Mechanism (GRM)

Acknowledging that protection and mitigation mechanisms are not guaranteed to be effective, a GRM is a crucial element for ensuring gender and social inclusion are promoted and advanced through project work while also ensuring that there are avenues for both beneficiaries and project actors to report issues and file complaints with project implementation. It serves as a monitoring tool for project oversight and facilitates the redress of issues related to the project.

The GRM is designed to respond to risks within the project, and as such should facilitate the reporting of, but not limited to, the following:

- Allegations of GBV and SEAH
- Reports of damage to property, and natural and cultural heritage.
- Reports of crime / criminal activity.
- Reports of pollution/waste dumping
- Disruptions to livelihoods/economic displacement
- Disruptions to community activities and functions

The project will establish a grievance mechanism (GM) in order to receive and manage potential grievances that may arise during and after the implementation of project related activities. This mechanism will provide an access point for individuals, communities and other relevant stakeholders to submit complaints. It will also record and process all complaints relating to the project's activities, results or impacts and reference the Office of the Inspector General (OIG) for notification and archiving purposes.

The project must design the Grievance Redress Mechanism (GRM) as soon as possible and at the latest before project approval, and implement it as soon as possible (during the inception phase) and at the latest when the Implementation phase begins. A step by step guide to designing and implementing a GRM is presented in the FAO Framework for Environmental and Social Management.

GRM must be accessible, collaborative, expeditious, and effective in resolving concerns through dialogue, joint fact-finding, negotiation, and problem resolving. It should be designed to be the “first line” of response to stakeholder concerns that have not been addressed through proactive stakeholder engagement. GRM will serve as a communication channel between the project beneficiaries/ relevant stakeholders and the programme/ project team.

GRM will remain operational for at least 6 months after project closure.

Key principles of the Grievance Mechanism:

Principle	Implementing Measure
Right-compatible	<ul style="list-style-type: none"> • Protect the anonymity of complainants if required; • Ensure confidentiality in the event of sensitive complaints; • Limit the number of people with access to sensitive information; • Guarantee that the outcomes and remedies align with international human rights
Accessibility	<ul style="list-style-type: none"> • Widely disseminate the mechanism to target groups (taking into account restrictions, such as language, geography, gender etc.); • Clearly explain procedures; • Diversify possibilities for filing complaints; • Assist people with special access challenges;
Predictability	<ul style="list-style-type: none"> • ; • Present a clear process, with deadlines for each step; • Provide clarity on the types of processes and outcomes as well as means of monitoring them
Impartiality	<ul style="list-style-type: none"> • Ensure impartiality of those involved in investigations; • Ensure no person with a direct interest in the outcome of the investigations is involved in the handling of the complaints concerned; • Ensure impartiality in addressing the concerns of complainants

Principle	Implementing Measure
Transparency	<ul style="list-style-type: none"> • Inform the parties concerned about the progress and the results of a complaint in process;
Equitability	<ul style="list-style-type: none"> • Respond promptly to all complainants; • Guarantee that aggrieved parties have adequate access to sources of information, advice, and expertise required to engage in a grievance process on fair, informed and respectful terms;
Continuous learning	<ul style="list-style-type: none"> • Use lessons learned to proactively prevent future grievances and mitigate potential harm;
Based on engagement & Dialogue	<ul style="list-style-type: none"> • Emphasize dialogue as the primary approach for addressing and resolving grievances;

The redress system must be prepared to provide counselling, or other enabling support when needed. The grievance process must be kept confidential; throughout the process, the names of the complainant and respondent must be kept confidential. A hearing must be done at a time, and in a place that is private. All parties must agree to keep the entire process confidential; there should be no discussion with staff and external stakeholders.

In developing a gender responsive GRM, the following considerations are important:

1. Are complainants protected from retaliation? - This supports the creation of a safe work environment, which allows for redress for misconduct
2. Is complainant/respondent confidentiality maintained? – This allows for the building of trust
3. Are records of complaints kept? - Records allow for the assessment of trends or identification of chronic misconduct
4. Are breaches thoroughly and fairly investigated, and sanctions enforced? - This supports the building of trust in and respect for the system
5. Are local authorities engaged in the investigation and response process when necessary?
6. How is the grievance mechanism monitored? - How often is the process reviewed for satisfaction by complainants/respondents?
7. Are systemic changes made if the investigation reveals a fault in the system, which has facilitated the incidence of breaches?

Organization and Functioning of the Complaint Mechanism

The mechanism shall be extended and accessible to all stakeholders. The system will be closely linked to the FAO institutional grievance mechanism, especially for the handling of major sensitive complaints. If necessary, complainants may also refer/escalate matters to the Green Climate Fund’s Independent Redress Mechanism (IRM). It should also be noted that an aggrieved

person/complainant may also resort to judicial court of law or administrative remedies available through the country system(s) at any stage.

Both the complaint form of FAO and the IRM of GCF⁹⁶ will be made publicly accessible, electronically and in written forms (See Annex 4).

The project-level grievance mechanism (GM) will be communicated to the stakeholders, including the target communities, throughout the project. At national and regional level, the GM will be communicated at the project launch, and during steering committee meetings. At community-level, the GM will be communicated and explained during startup meeting with the village development committees and fishers and farmers cooperatives/associations. Regular reminders will be made during public events, and information on the GM will be published at the offices of regional directorates. Moreover, officers and other stakeholders engaged in field activities will visit project-affected communities as well as neighbouring areas to gather any grievances that may exist. Project staff conducting the work on the ground with communities will be trained to have solid understanding of the complaint mechanism, and instructed to sensitize communities accordingly.

Organizational framework

Complaint management will be integrated into the project activities. The tasks and responsibilities of the project team with regards to complaint management are well defined. The management of the mechanism will be supported by the FAO OIG, in collaboration with the Environmental and Social Committee (ESC), and from committed civil society/local communities' representatives, who will be available and trained to implement the mechanism.

Decentralized Offices (including country offices) appoint a safeguards and grievances focal point and register the name of the focal point in COIN. They should also establish an office-level GRM. Offices may consider alternatives, such as cases where an existing GRM is used.

Projects and programmes should appoint a project-specific grievances focal point. They can either implement a project-specific GRM, or make use of an established Country Office GRM. However, in the latter case this needs to be made explicit in the project document. A summary of how the country GRM operates also needs to be provided and the relationship to the project described, and the project should still budget for project-specific GRM-related activities, especially outreach/awareness raising among potentially affected parties.

In terms of project activities that are delivered by parties other than FAO, FAO must still ensure that the parties potentially affected by those activities have full access to the project/country office GRM. For cases where there are multiple financially independent delivery partners which together comprise a coordinated project or program; agreement must be explicitly reached in writing on how to coordinate outreach and feedback, as well as decision making on the

⁹⁶ <https://irm.greenclimate.fund/case-register/file-complaint>

processing of any grievances. Ideally the programme/project should have one centralized GRM. The procedures and channels should be as simple and clear as possible to stakeholders. Even if a grievance was to arrive through a parallel channel, it would need to be logged by FAO internally in the grievance monitoring system at project and/or country level. Finally, GRMs must be up and running as soon as possible upon project declared operational; indeed, this should be one of the first actions taken by the project team.

Generally, grievance should be addressed to the focal point at the project level, in the first instance. If a satisfactory resolution is not reached, grievance could be addressed to the focal point at the next level.

It is important to note that in the FAO GRM process, grievance of SEAH nature from projects must be shared with the OIG directly.

Table 12 FAO GRM focal points

Review level	Contact details
Project Management Unit (PMU)	The focal points at the PMU will be the safeguards specialist and the project coordinator. Official FAO email accounts will be established once they are recruited. Alternatively, generic accounts such as safeguards_fish_adapt@fao.org may be created. It should be noted that a Project Steering Committee (PSC) will be formed, with the participation of the Ministry of Agriculture and the Ministry of Finance of Saint Lucia, FAO, among other entities. Grievances may also be referred to the PSC.
FAO Country Representative	If the grievance cannot be resolved at the project level, the petitioner may contact the FAO country representative for Saint Lucia, who is also the Subregional Coordinator for the Caribbean. Currently, this position is held by Dr. Renata Clarke. Email address: renata.clarke@fao.org .
Higher level Regional Office for Latin America and the Caribbean	If the grievance cannot be resolved at the country/subregional level, the petitioner may contact the FAO Assistant Director-General/ Regional Representative at the Regional Office for Latin America and the Caribbean: Anthony Kellman; Office of the Sub-Regional Coordinator for the Caribbean. E-mail: Anthony.Kellman@fao.org ; RLC-ADG@fao.org Tel: +1 246 492 2002
Office of the Inspector General (OIG)	Contact FAO's independent Office of the Inspector General :

	<ul style="list-style-type: none"> - To report non-compliance with FAO's environmental and social management guidelines in case your grievance could not be resolved through the previously mentioned channels; - To report non-compliance with FAO's environmental and social management guidelines in case you have a good reason for not approaching the project management (e.g., fears about your safety); - To report possible fraud and other corrupt practices, as well as other misconduct such as sexual exploitation and abuse. <p>By confidential hotline (online form & by phone): fao.ethicspoint.com By e-mail: Investigations-hotline@fao.org (+ 39) 06 570 52333</p>
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Process triggered when a grievance is received

- Step A: Receive and Register Grievances
- Step B: Acknowledge, Assess and Resolve Grievances
- Step C: Monitor, Analyze and Report Grievances

Step A: Receiving and registering grievances

It is important that all grievances received are classified, prioritized and registered in the grievance log in line with the project’s GRM operational guidelines. Where possible, the grievance log should capture grievances made via informal or traditional systems. This will require training designated local grievance focal points and using standard forms where they can record grievances in writing and then pass them on to the project grievance focal point to register them in the log.

While recognizing that many grievances may be resolved ‘on the spot’ or informally by implementing partners, service providers or local grievance focal points, these partners must be encouraged to inform the project staff so that such informal resolutions can be recorded in the project grievance log to ensure it comprehensively captures and reports the nature and status of grievances related to the project.

Step B: Acknowledging, assessing and resolving grievances

Different grievances must be treated in different ways. Some can be resolved locally and quickly 'on the spot', while others will need to be assessed and/or dealt with at a higher level.

Acknowledging grievance

For every grievance received, a timely acknowledgement must be sent to the individual or group bringing the grievance. As a best practice, this acknowledgement should come within 3 days of the project grievance focal point receiving the grievance, at the maximum within ten (10) working days. It should be in the form of a letter or email, or a phone call, with a clearly identified point of contact, providing a brief description of the process that will be followed, and a tracking number for the grievance. The grievance must be recorded in the project's grievance log, which could be as simple as an excel sheet. See Annex 5 for a suggested grievance log template.

Assessing eligibility

Does the grievance relate to the FAO project? Then it must be admitted.

This step verifies whether the grievance is indeed related to the FAO project. It is often better to ensure a relatively low barrier to entry with quick turnaround, especially for high priority grievances, rather than to prevent users from having their issues considered. A decision on eligibility is only meant to trigger an initial assessment and response. It is not an admission that the project has caused an impact, or a commitment to provide the individual or group bringing the grievance with any specific form of redress.

Finding a resolution

If the grievance is eligible, a determination will need to be made as to whether the grievance can be resolved directly through a relatively simple action; or whether the grievance is complex enough that it requires additional assessment and/or action by other parties.

Many grievances can be resolved directly at the project level and through straightforward actions, e.g. through a small course correction of a project activity, or making public information more accessible in a community. In other cases, further assessment involving other parties, and potentially an extended process of information collection and dialogue will be necessary. Partners should be encouraged to inform the project staff of all and any grievances reported, however minor, so that such informal resolutions can be recorded in the project grievance log. This ensures the log comprehensively captures and reports the nature and status of grievances related to the project. In case the grievance cannot be resolved at the project level, the project grievance focal point must escalate it to the next level in the GRM e.g. the FAO Country Office GRM, remembering that grievances related to misconduct such as sexual exploitation and abuse, must be immediately referred to OIG without assessment or action to try and resolve the situation.

Seek agreement on the proposed resolution

The GRM focal point is responsible for communicating the proposed resolution back to the individual or group which brought the grievance. A resolution proposal will be made within thirty (30) working days, in writing or orally if that is a more effective means of communication (e.g. by phone or in a meeting) using language that is easily accessible to them. The response should include a clear explanation of why the resolution is being proposed; what the proposed resolution would be; and what choices there may be, given the proposed resolution.

When there is agreement by the individual or group that brought the grievance to the resolution, then minutes will be drafted and signed by the parties involved. If a person is illiterate, appropriate alternatives must be identified. After implementation, new minutes will be signed stating that the grievance has been resolved satisfactorily.

Where an agreement has not been reached or the complainant does not agree that the grievance is not eligible under the GRM, the grievance must be escalated through the pre-determined steps in the GRM. The next step will typically be the FAO country office.

When there is clarity on whether an agreement was reached through the GRM, the case will be marked as closed in the grievance log. All supporting documents should be part of the file related to the grievance.

Step C: Monitoring, analyzing, and reporting grievances (and assessing/ improving grievance effectiveness)

Monitoring and reporting on GRM performance

All grievances must be logged in the project grievance log, which should be shared with the FAO country office as the data is needed for country annual reporting.

Please note that the lack of grievances does not mean that a project does not have any problems. In the opposite: it may mean that the GRM system is not working. Having grievances registered and solved is a good sign of a well implemented programme and project.

Such reviews can serve to introduce strong management oversight over a project's GRM, bring key risks and issues to project management and FAO attention, propose adaptive/ corrective measures for approval, and highlight good grievance redress practices and lessons learned to be disseminated.

Regular reports should also be provided to the public, including metrics such as number and type of grievance received, # and % of grievance resolved, # and % of grievance resolved within a specified timeframe, # and % of grievance that have gone to mediation or have been referred to a third party, and satisfaction of those that bring grievances. This could be done in the project website/ or project GRM website if there is one.

The project's grievance redress data and reporting should also feed into FAO project supervision missions and implementation support processes. In this context, the FAO supervision team will draw on reports prepared by the PMU and by third party monitors if available, and will carry out further analyses through site visits and consultations with target groups to validate findings. Performance/ implementation issues will be discussed with relevant government counterparts to agree on specific remedial actions and any follow-up implementation support to be provided by FAO. For projects at advanced stages of implementation, focus should also be placed on compiling and disseminating best practices and lessons learned.

In addition, there will be zero tolerance of sexual exploitation, abuse, and harassment (SEAH), and the implementation safeguards documents will mainstream SEAH risk mitigation. The project will support gender sensitization and trainings for project staff and beneficiaries on gender equality and social inclusion and SEAH as part of the trainings on the Household Methodology involving vulnerable groups such as female-headed households, women, children and person living with HIV/AIDS. Specific procedures to minimize SEAH risk will be developed for the project GRM, to ensure the mechanism is survivor-centred and gender-responsive (including confidential reporting), and to facilitate linkages to related services and redress for anyone affected by SEAH. The survivor-centered GRM will align with FAOs action plan for the Prevention of Sexual Exploitation and Abuse and Sexual Harassment and follow FAO corporate policies and procedures, namely: a) Policy on the Prevention of Harassment, Sexual Harassment and Abuse of Authority – 2015; b) Protection from Sexual Exploitation and Sexual Abuse (PSEA) – 2013; c) Whistleblower Protection Policy – 2011

Furthermore, SEAH topics will be integrated into gender sensitization and training activities for both project staff and beneficiaries, ensuring all stakeholders are equipped to recognize and address SEAH issues effectively. A specific code of conduct will be elaborated for project implementation, outlining clear guidelines and expectations regarding behaviour and interactions to prevent and address SEAH. To uphold accountability, regular PSEAH training, clear reporting lines to senior management and oversight bodies, will be ensured.

Tailored procedures will be developed within the GRM to minimize SEAH risks and ensure a survivor-centred approach. This may include establishing protocols for confidential reporting, prioritizing survivors' needs, and facilitating linkages to related services for redress. Confidential and accessible reporting channels—such as secure online platforms, and in-person reporting—will be established, with strict data protection measures limiting case details to trained personnel. The mechanism will follow a survivor-centered approach, prioritizing informed consent, a do-no-harm principle, and multiple, safe entry points for complaints. Survivors should have access to immediate medical care, legal aid, and long-term psychosocial and economic reintegration support, with strong referral pathways to local NGOs, UN agencies, and government services. These will be outlined within the GRM. Additionally, complaint-handling staff must be trained in gender-sensitive and trauma-informed approaches, allowing survivors to choose the gender of their case handler where possible, ensuring culturally appropriate responses.

By aligning with FAO guidelines and integrating these measures, the project aims to strengthen our approach to addressing SEAH within the project and ensure the safety and well-being of all project stakeholders. These measures reflect best practices outlined in FAO’s PSEAH Policy, the UN Secretary-General’s Bulletin on PSEA (ST/SGB/2003/13), and the Inter-Agency Standing Committee (IASC) guidelines on PSEAH.

In the case of any SEAH allegations, the FISH ADAPT project will refer to the PSEA Focal Point for FAO St. Lucia and to the OIG.

PSEA Focal Point Saint Lucia	Anthony Kellman anthony.kellman@fao.org , with alternate Shonnet Charles shonnet.charles@fao.org
OIG	FAO Hotline: https://www.fao.org/aud/69204/en/ Email directly to OIGI at: investigations-hotline@fao.org St. Lucia Telephone: +1-678-896-4026 Regular mail: Office of the Inspector General Food and Agriculture Organization of the United Nations Viale delle Terme di Caracalla 00153 Rome, Italy

The timeline required to complete an investigation of SEAH varies depending on the complexity of the matter, but FAO emphasizes the importance of prompt action.

Annex 1: Consultation Listing

Table 11 presents a full listing of all consulted stakeholders for the gender assessment.

Table 13: Consultation Listing

	Role	Organization	Sector
	Founder, Secretary Board	United and Strong 758 Pride	Civil Society
	Director of Communications	Eastern Caribbean Alliance for Diversity and Equality (ECADE)	Civil Society
	President	Network of Rural Women Producers (St Lucia)	Civil Society
	Founder	Raise Your Voice	Civil Society
	Deputy Manager	National Skills Development Centre	Civil Society
	Senior Lecturer / CC4FISH Project	Centre for Resource Management and Environmental Studies (CERMES)	Individual
	Project Officer	Centre for Resource Management and Environmental Studies (CERMES)	Individual
	National Project Coordinator	Department of Sustainable Development	State
	President	National Council for Persons with Disabilities	Civil Society
	Chairman	Soufrière Marine Management Association	Civil Society
	Director	Division of Gender Affairs	State
	Councillor	The Saint Lucia National Trust	Civil Society
	Education Officer, Head of Department	National Enrichment & Learning Unit (Ministry of Education)	State
	President	Saint Lucia Divers Association	Civil Society
	Vice Chair	Caribbean Women in Leadership Saint Lucia	Civil Society
	Fishery and Aquaculture Officer	Food and Agriculture Organization	FAO
	Chief Fisheries Officer	Department of Fisheries	State



IMPLEMENTING THE SAINT LUCIA
FISHERIES SECTORAL ADAPTATION
STRATEGY ACTION PLAN (SASAP):
DATA COLLECTION PLAN

Annex 4: Gender Assessment and Action Plan
Simplified Approval Process

FEB 2 2024



Introduction

This data collection plan, submitted as the first deliverable submitted by SAEDI Consulting as the sub-contractor responsible for the gender assessment and action plan (SAP Annex 4) supports the development of the Green Climate Fund funding proposal under development by E.co, "FISH-ADAPT: Transforming Climate Resilience and Sustainability in Saint Lucia's Fisheries Communities

For this assignment, stakeholder engagement and targeted data collection serve to address gaps emerging from desk-based research and the review of previously completed gender assessments relevant to the fisheries sector in Saint Lucia. Primarily, the engagement of stakeholders at various levels seeks to collect and assess relevant data that can support the development of a gender action plan, in line with Green Climate Fund (GCF) requirements.

Based on ongoing desk-based research, the following data gaps have been preliminarily identified:

- Gaps in the policy and legislative environment with regard to women and gender
- Relevant population statistics
- Research on gender roles and social norms
- Insight into women's access to decision-making
- Access to and control over relevant resources
- Information on available opportunities and resources that support the fisheries sector, and women's access to them
- Understanding of existing inequalities in the fisheries sector
- Participation of men and women in the fisheries sector

This data collection plan is informed by previously completed gender assessments in the relevant sector completed under parallel GCF Readiness Project research. In an effort not to duplicate research already completed, which has collected extensive data from fisherfolk in Saint Lucia, the approach builds on what has already been found and enhances the data collected with a specific focus on the enabling environment.

The data collection plan includes a list of relevant stakeholders - identified through desk review, a methodology for on-the-ground engagement – as well as an interview guide which includes preliminary guiding questions for data collection.

Gendered Approach

Data collected will inform a gender analysis that examines the different roles, rights, needs, and opportunities of women and men, boys and girls in the fisheries, aquaculture, and mariculture sectors in Saint Lucia. Data collected will inform the following key areas:

- Gender-responsive legislative framework and policy assessment;
- Contextual Analysis of gender, fisheries, and interconnected issues;
- Challenges, barriers, and solutions to decision-making power for women and vulnerable groups in fisheries;

- Challenges, barriers and solutions to access and participation for women and vulnerable groups in fisheries;
- Best practices for enhancing women’s participation in, and economic empowerment through the fisheries sector.

Stakeholder Listing

Table 1 lists relevant stakeholders to be engaged at regional, state, civil society, community, and private and individual levels.

Table 14: Preliminary Stakeholder Listing

Organization
Division of Gender Affairs
Ministry of Health, Wellness and Elderly Affairs
Department of Labour Relations
Statistics Department/ Central Statistics Office
Ministry of Agriculture, Fisheries, Food Security and Rural Development
Department of Sustainable Development- Environmental Sustainable Development Unit
Ministry for Tourism, Investment, Creative Industries, Culture and Information
Ministry of Education, Sustainable Development, Innovation, Science, Technology, and Vocational Training.
St. Lucia Development Bank (SLDB)
Saint Lucia’s Nationally Designated Authority NDA
United and Strong and 758 Pride
Eastern Caribbean Alliance for Diversity and Equality (ECADE)
Raise Your Voice Saint Lucia
Saint Lucia National Conservation Fund
Soufriere Marine Management Association
Soufriere Development Foundation (SRDF)
Soufriere Fisherman Cooperative
Helen’s Daughters
Soufriere Marine Management Association (SMMA)
The Saint Lucia National Trust
Iyanola Council for the Advancement of Rastafari
Saint Lucia Network of Rural Women Producers
Saint Lucia Divers Association
Agro-Processors Association
Saint Lucia Game Fish Association
Agricultural Cooperative Society
Coordinator of Stewardfish
Leader of GIFT and participated in CC4FISH
CNFO - Caribbean Network of Fisheries Organizations

Organization
Caribbean Youth Environment Network (CYEN)
The FAO Sub-Regional Office for the Caribbean (SLC)
Caribbean Regional Fisheries Mechanism (CRFM)
Caribbean Natural Resources Institute (CANARI)
Centre for Resource Management and Environmental Studies of the University of the West Indies (UWI-CERMES)
Caribbean Environmental Health Institute
Inter-American Institute for Cooperation on Agriculture (IICA)
Caribbean Institute for Women in Leadership (CIWiL) in St. Lucia
Caribbean Disaster Emergency Management Agency (CDEMA)
Women’s Environment Development Organization (WEDO): Eastern Caribbean Fisheries Sector

Methodology

Stakeholder engagement will take three forms: key informant interviews (KII), group interviews (GI) and focus group discussions (FGD). All engagement will be guided by structured questions and will rely on locally led virtual engagement, except in cases where it is better suited to conduct engagement in person.

At the state level, KIIs are planned primarily for government agencies and utilities. These interviews are intended to provide the representatives from these organisations with a safe space to speak about the topics from their organization’s perspective without any outside distractions. At the regional organization, civil society (CSO/NGO), and community and private organization level, a mixed-methods approach will be taken, prioritizing group interviews to maximize time efficiency and cross-collaborative knowledge sharing. At the individual level, focus group discussions will be utilized to maximize impact and reach, while also facilitating dynamic discussions among individual stakeholders.

A summary of the target number of engagements by sector and the type of engagement is provided in Table 13.

Table 15: Proposed engagements and type of engagement

Sector	Target Number of Engagements	KII	GI	FGD
Government	5-7	5		
Organization (International, Regional, civil society, community, private)	5-10	1-4	1-2	
Individual	2-5			1
	Total	5-9	1-2	1

Stakeholder engagement is scheduled to be conducted from February 6th - February 16th. The limited timeframe for the execution of stakeholder engagement poses a risk to the adequate collection of data from representative groups. In response to this, the Consulting team has taken the following mitigative actions:

- Outreach to stakeholders has already commenced, to minimize the lapse of time between the submission and approval of the data collection plan and the execution of data collection methods;
- Proposed engagements have been kept realistically scaled, based on the time available for the assignment;
- Interview guides have been designed parallel to the execution of the gender assessment (currently in progress), to be informed by existing information and identified data gaps; this ensures data collection is targeted and the impact of engagement efforts is maximized.

A draft of the email/phone outreach script to be disseminated to stakeholders is provided in Annex 2.1.

Consultative Interview Guide

Interview objectives are informed by the completion of preliminary desk-based data assessment, gaps identified in work previously completed under the larger proposal project, and parallel readiness project gender assessment. They are also guided by the gender needs framework and aim to touch on relevant areas of exploration necessary for the gender assessment.

While formalized interview instruments will be developed as unique to the stakeholders involved, the following guides (by sector) will be utilized.

State

- Do forms of resource (financial or skills training) aid exist for entry into the fisheries sector?
 - If yes, in what form and for how long have they been in place?
 - If yes, do women / LGBTQ persons access them?
 - Are there barriers that might prevent women from securing this type of aid from either state or other entities? Please provide examples.
- Is the fisheries sector accessible to women, men and LGBTQ persons equally? Why or why not? Please explain.
- What is the representation of women like in the agriculture and fisheries sector? (e.g. government agencies, high-level committees, company management)? Please explain.
- Are there additional factors/barriers that limit women's / LGBTQ persons' ability to engage in the energy sector?
- Does policy adequately provide for women, LGBTQ persons and other vulnerable groups to assert their right to work in the fisheries sector? (More than just gender neutral).
- Does the government support the fisheries sector?
 - If yes, in what ways?

- Are women's / LGBTQ persons' roles as partners in public–private partnerships promoted (e.g., as local franchise enterprise owners or shareholders)?
 - If yes, how and in what ways?
- Are there policies or guidance in place for interacting ethically and responsibly with women or other vulnerable groups in policy and programming for mariculture?
- Does the government ensure the use of social safeguards relating to labour and working conditions (e.g. prevention of forced labour, mitigating unpaid labour, as well as sexual exploitation, abuse and harassment)? If so, how and in what ways?
- How would you rate or describe the level of awareness of gendered issues in the fisheries sector among government agencies?
- How could increasing women's / LGBTQ persons' involvement in the fisheries sector as entrepreneurs, and/or decision-makers enhance the sustainability of the industry?

Key gaps in the policy and legislative environment will also be explored, considering how the documents consider gender needs frameworks, and where gender has been omitted or undervalued.

International/Regional Organizations

- Does your organization support the fisheries sector?
 - If yes, in what ways?
- Do forms of resource (financial or skills training) aid exist for entry into the fisheries sector exist?
 - If yes, in what form and for how long have they been in place?
 - If yes, do women / LGBTQ persons access them?
 - Are there barriers that might prevent women from securing this type of aid from either state or other entities? Please provide examples.
- Is the fisheries sector accessible to women, men and LGBTQ persons equally? Why or why not? Please explain.
- What is the representation of women like in the agriculture and fisheries sector? (e.g. government agencies, organization/program leads and partners, company management)? Please explain.
- Are there additional factors/barriers that limit women's / LGBTQ persons' ability to engage in the energy sector?
- Are women's / LGBTQ persons' roles as partners in public–private partnerships promoted (e.g., women as local franchise enterprise owners or shareholders)?
 - If yes, how and in what ways?
- How would you rate or describe the level of awareness of gendered issues in the fisheries sector among development partners?
- How could increasing women's / LGBTQ persons' involvement in the fisheries sector as entrepreneurs, and/or decision-makers enhance the sustainability of the industry?

Civil Society/Community/Private

- Does your organization support the fisheries sector?
 - If yes, in what ways?
- Do forms of resource (financial or skills training) aid exist for entry into the fisheries sector exist?
 - If yes, in what form and for how long have they been in place?
 - If yes, do women / LGBTQ persons access them?
 - Are there barriers that might prevent women from securing this type of aid from either state or other entities? Please provide examples.
- Is the fisheries sector accessible to women, men and LGBTQ persons equally? Why or why not? Please explain.
- What is the representation of women / LGBTQ persons like in the agriculture and fisheries sector? (e.g. government agencies, organization/program leads and partners, company management)? Please explain.
- Are there additional factors/barriers that limit women's / LGBTQ persons' ability to engage in the energy sector?
- Are women's / LGBTQ persons' roles as partners in public-private partnerships promoted (e.g., as local franchise enterprise owners or shareholders)?
 - If yes, how and in what ways?
- How would you rate or describe the level of awareness of gendered issues in the fisheries sector in local communities?
- How could increasing women's / LGBTQ persons' involvement in the fisheries sector as entrepreneurs, and/or decision-makers enhance the sustainability of the industry?

Individuals & Fisherfolk

- Are you part of the Fisherfolk community?
 - If yes, for how long have you been?
 - If no, have you tried to access the sector previously, and in what ways?
- Are you in a decision-making position relevant to the fisheries sector? (Public service, development organization, community leader, etc).
 - If yes, please give the following details of your position:
 - Title, organization, role
 - If yes, are there policies or guidance in place for interacting ethically and responsibly with women or other vulnerable groups in the sector?
- Are you aware of forms of resource (financial or skills training) aid exist for entry into the fisheries sector?
 - If yes, in what form and for how long have they been in place?
 - If yes, do women / LGBTQ persons have access to them?
 - Are there barriers that might prevent women / LGBTQ persons from securing this type of aid from either state or other entities? Please provide examples.

- Have you ever been engaged by the state or development agencies?
 - If yes, please explain.
- Do you think fisheries sector is accessible to women, men and LGBTQ persons equally? Why or why not? Please explain.
- Do men and women have equal voice, roles and influence within the sector? Please explain each.
- What is the representation of women like in the agriculture and fisheries sector? (e.g. government agencies, organization/program leads and partners, company management)? Please explain.
- Are there additional factors/barriers that limit women's / LGBTQ persons' ability to engage in the energy sector?
- How would you rate or describe the level of awareness of gendered issues in the fisheries sector in local communities?
- How could increasing women's / LGBTQ persons' involvement in the fisheries sector as entrepreneurs, and/or decision-makers enhance the sustainability of the industry?

Guidelines for Interviewers, including consent and documentation guidelines and gender-sensitive interview guidance is provided in Annex 2.2.

Next Steps

One week into the assignment, the Consultants have submitted this data collection plan, inclusive of a report outline for the final deliverable. Simultaneously, the consultants have begun the gender assessment through the collection and review of desk-based research and have undertaken preliminary stakeholder outreach to identify relevant focal points.

At this juncture, critical next steps include:

- Implementation of data collection plan, starting with wide-net outreach to stakeholders, and scheduling of engagement sessions between February 5th and 16th.
- Continuation of the gender assessment, towards the development of the gender action plan.

Annex 2.1: First-Touch Outreach Script / Email

Dear Sir/Madam:

SAEDI Consulting, in collaboration with E.Co and the Food and Agriculture Organization is preparing a funding proposal to the Green Climate Fund (GCF) for the “Implementation of the Saint Lucia Fisheries Sectoral Adaptation Strategy Action Plan (SASAP)”. In the development of this proposal, it is necessary to complete a gender assessment of the fisheries sector in Saint Lucia, which informs the development of a Gender Action Plan that can adequately respond to the needs of all groups who stand to benefit from project actions.

To accurately capture the needs surrounding gender equality in Saint Lucia’s fisheries sector, and to provide recommendations that deliver meaningful, inclusive results for all beneficiaries, particularly for those most vulnerable, SAEDI Consulting is seeking to gather information, knowledge, and insights through stakeholder consultations between **February 5th and February 16th, 2024**.

The stakeholder consultations will explore the following:

- Gender-responsive legislative framework and policy
- Contextual Analysis of gender, fisheries, and interconnected issues
- Challenges, barriers, and solutions to decision-making power for women and vulnerable groups in Fisheries
- Challenges, barriers and solutions to access and participation for women and vulnerable groups in Fisheries.
- Best practices for enhancing women’s participation in, and economic empowerment through the fisheries sector.

Your voice counts in this process. We look forward to your earliest response and any information the organization or the identified representatives may be able to provide that is relevant to these issues.

We require confirmation by ***no later than February 10th***, as we begin planning for these engagements.

Thank you in advance for your kind consideration.

Yours Sincerely,

SAEDI Consulting (Barbados) Inc.

Annex 2.2: Interview Guidelines

Key Definitions:

Gender - Gender refers to the social attributes and opportunities associated with being male and female and the relationships and power dynamics between women and men and girls and boys.

Gender Neutral: not relating or specific to people of one particular gender. Can attempt to infer equality through omission of reference to any specific gender.

Gender-sensitive: Policies and programmes that take into account the particularities pertaining to the lives of both women and men, while aiming to eliminate inequalities.

Gender-responsive - Programming which includes specific action to try and reduce gender inequalities within communities.

Consent and Documentation Guidelines

In the context of keeping sound ethical practices for engaging in stakeholder interviews, explicit consent from the interviewee must be obtained before collecting data and engaging in the interview. Interviewees must also be notified that their data will be anonymized and if direct quotes are needed, they will be contacted to obtain their permission for usage of the quote.

Table 12 will be used to collect data about the interview and respondent for each conducted session.

Table 16: Interview Respondent Data

Name	
Age	
Occupation (Position + Organisation)	
Date of Interview	
Time of Interview	
Location/Region/Area	
Interviewee Contact Number/Email	
Notes by interviewee re observations/statements such as is the person – a migrant or refugee, a person with disability, a combination of experiences that make them members of multiple vulnerable groups at the same time	

What it means to be Gender-Sensitive

1. Using female interviewers generally increases disclosure of sensitive information by female interviewees, however in some circumstances, it may be unsafe for a female to conduct interviews alone, or it may be more culturally appropriate to have a man lead an interview to ensure co-operation. While it is always best to have both a male and female present, choices about the most suitable lead can be made within each scenario.
2. Other characteristics of interviewers that may affect participation and disclosure rates should be considered when selecting interviewers and during training. Particularly

important to obtaining accurate information from the respondents are non-judgmental and empathetic attitudes, good interpersonal skills and sensitivity and knowledge of gender issues and issues related to violence against women. Avoid words and or examples of situations that may be triggering and cause persons to be re-traumatized as much as possible. These skills should be further developed through extensive training.

3. Sensitivity refers to an interviewer's ability to pose questions in a respectful manner, accurately assess/understand/be aware of the feelings or reactions of respondents in a variety of situations and respond appropriately including backing off on some topics and revisiting them later. Training techniques can be used to reduce the chances that interviewers will respond with judgmental or blaming comments when interacting with respondents. Sensitization/training can be organized with the interviewing team before the stakeholder interviews are initiated.
4. Interviewers should be trained to control the interviewing environment to ensure the safety and privacy of respondents and the confidentiality of the information disclosed. The potential that women may be put at risk of violence for participating in a survey cannot be underestimated. It is essential that respondents be in a position to answer freely and without fear of repercussions. For example, selecting only one female member of the household to be a respondent is one of the mechanisms used to ensure that women can respond truthfully, in a manner that will not jeopardize their safety.
5. Interviewers should be aware of and be trained, where possible, to identify and respond properly to respondents' emotional trauma.
6. Interviewers should be aware of and be trained, where possible, to identify their own emotional reactions and reduce their own stress.
7. Interviewers are asked to reconfirm their understanding of statements made which is good for clarifying thoughts and responses but at the same time AVOID speaking for the interviewee and making too many suggestions that will influence their responses. Responses are intended to be truthful and not comfortable for the interviewer or the consulting team.

Annex 3: Gender Analysis of Policy and Legislation Documents

Table 17: Documents Reviewed by Sector, Including Gender and Vulnerable Group Assessment

Document	Summary	Gender Sensitivity Ranking (Neutral, Sensitive, Responsive, Transformative)	Vulnerable Groups Mentioned
Climate Change			
Saint Lucia's Updated Nationally Determined Contributions (NDC) 2021	Saint Lucia's NDC sets out plans to reduce 7% of greenhouse gas emissions in electricity and transportation sectors by 2030, including targets for 2025-2030 that expand on St Lucia's first NDC.	Gender Responsive (includes efforts to support gender mainstreaming across climate change policies)	Women, Youth, PWDs, Elderly, Indigenous
Saint Lucia's Resilient Ecosystems Adaptation Strategy and Action Plan 2020-2018	The Strategy and Action Plan outlines a cross-sectoral strategy to build resilience in natural capital to climate change impacts, at the same time supporting biodiversity, ecosystems, and ecosystem services to reduce vulnerability.	Gender Aware (descriptive context of women and men's roles in biodiversity and gender disaggregated data is included)	Women, PWDs
Saint Lucia's Sectoral Adaptation Strategy and Action Plan for the Fisheries Sector (Fisheries SASAP) 2018-2028	The Fisheries SASAP supports the implementation of adaptation actions that will strengthen the sustainability of Saint Lucia's fisheries, and livelihoods dependent on fisheries in response to climate change.	Gender Sensitive (the Plan calls for the inclusion that adaptation measures do not impose additional burden for women)	Women, Youth

Document	Summary	Gender Sensitivity Ranking (Neutral, Sensitive, Responsive, Transformative)	Vulnerable Groups Mentioned
Saint Lucia’s Sectoral Adaptation Strategy and Action Plan for the Water Sector (Water SASAP) 2018-2028	The Water SASAP supports the implementation of adaptation actions to safeguard the country’s water resources and services in response to climate change.	Gender Sensitive (the Plan calls for the inclusion that adaptation measures do not impose additional burdens for women)	Women
Saint Lucia’s National Adaptation Plan (NAP) 2018-2028	Saint Lucia’s NAP takes a cross sectoral approach to creating a plan for building climate resilience in the tourism, water, agriculture, fisheries, infrastructure and special planning, terrestrial, coastal, and marine resources management, health, and education sectors.	Gender Sensitive (the Plan calls for the inclusion that adaptation measures do not impose additional burden for women)	Women, Elderly
Climate Change Adaptation Policy 2015	The policy takes a multi-sectoral approach to addressing short, medium, and long-term effects of climate change. The approach to adaptation on sustainable development in St Lucia is holistic and participatory.	Gender Responsive (The policy includes plans for studies to address response strategies targeted at women and other vulnerable groups)	Women, Youth, Elderly
Environment			
Revised Second National Biodiversity Strategy and Action Plan 2018-2025	The purpose of the Strategy and Action Plan is to address biodiversity and ecosystem service values to improve the conservation of biodiversity and contribute national development and human well-being.	Gender Aware (the strategy speaks to women’s unique roles in biodiversity management and resource needs)	Women, Youth, Elderly, Indigenous

Document	Summary	Gender Sensitivity Ranking (Neutral, Sensitive, Responsive, Transformative)	Vulnerable Groups Mentioned
Agreement between the Government of Saint Lucia and the Government of Saint Vincent and the Grenadines on the Delimitation of the Maritime Boundary Between Saint Lucia and Saint Vince and the Grenadines, 2017	The Agreement confirms a single maritime boundary for the space between Saint Lucia and Saint Vincent and the Grenadines.	Gender Neutral	
National Environment Policy and National Environmental Management Strategy for Saint Lucia 2005 (Revised in 2014)	The Policy and Strategy offers a framework for environmental management and takes a cross-sectoral approach with policies and programmes for economic and social development. The Policy and Strategy aims to create environmentally sustainable development and to optimize environmental contributions to the economy, social, and cultural aspects of development.	Gender Neutral	

Document	Summary	Gender Sensitivity Ranking (Neutral, Sensitive, Responsive, Transformative)	Vulnerable Groups Mentioned
National invasive Species Strategy of Saint Lucia 2011	The Strategy’s goal is to protect terrestrial and aquatic ecosystems, including native biodiversity, and domestic plants and animals from threat and negative impacts of invasive alien species. It also sets out to expand human and institutional capacity, policy, and legislative frameworks to address these issues.	Gender Neutral	
Land Conservation and Improvement Act, 1992	The Act supports land conservation in Saint Lucia and contains requirements for drainage works. It also contains provisions for the establishment of the Land Conservation Board.	Gender Neutral	
Maritime Areas Act, 1984	The Act establishes a contiguous zone and an exclusive economic zone for Saint Lucia adjacent to and beyond the territorial sea.	Gender Neutral	
Beach Protection (Amendment) Act, 1967, 1984	The Act amends the Beach Protection Act of 1967 and includes stipulations regarding the prohibition of having in possession any sand, stone, shingle, or gravel unlawfully obtained.	Gender Neutral	
Parks and Beaches Commission Act, 1983	The Act provides for the maintenance, control and development of public parks, beaches, and gardens in Saint Lucia.	Gender Neutral	

Document	Summary	Gender Sensitivity Ranking (Neutral, Sensitive, Responsive, Transformative)	Vulnerable Groups Mentioned
Pigeon Island national Park By-law 1982	The By-law regulates opening hours, entrance fees, and rules for conduct of persons in the park, including rules for the protection of plants and wildlife.	Gender Neutral	
Wildlife Protection Act, 1980	The Act outlines provisions for protecting, conserving, and managing wildlife in Saint Lucia. It includes provisions for terrestrial and aquatic wildlife.	Gender Neutral	
Fisheries			
The Fisheries (Amendment) Act 2023	The Act amends the Fisheries Act of 1984 by adding sections for the marine management authority and its power to regulate activity conduct, including issuing fees and penalties in cases of misconduct.	Gender Neutral	
The Agriculture and Fisheries Incentives (Amendment) Act 2022	The act amends the Agriculture and Fisheries Incentives Act, and includes new definitions for agricultural produce, including apiculture, aquaculture, aquaponics, and more. It also updates information related to the Agriculture and Fisheries Committee.	Gender Neutral	

Document	Summary	Gender Sensitivity Ranking (Neutral, Sensitive, Responsive, Transformative)	Vulnerable Groups Mentioned
Agriculture and Fisheries Incentives Act of 2014	The Act provides procedures and principles for fisheries and agriculture incentives, including the approval of agricultural projects and import licensing.	Gender Neutral	
Agreement Establishing the Caribbean Community Common Fisheries Policy, 2014	The Agreement sets objectives for promoting sustainable development of fishing and aquaculture industries, including fisheries management and post-harvest practices, research and trade, improved fisher welfare and livelihoods, deterring illegal fishing, and integrating coastal and marine management considerations into policy.	Gender Neutral	
Notice of the Ministry of Agriculture, Forestry and Fisheries on Closure of Sea Turtle Fishery 2011	The Notice outlines provisions for a closure period of the sea turtle season at which time no person shall fish, remove, sell, or purchase any sea turtle.	Gender Neutral	
Notice of the Ministry of Agriculture, Forestry and Fisheries on Harvesting of Sea Urchins 2002	The Notice authorizes a five-day island wide harvesting period during which the harvesting of white sea urchins (sea effs) is permitted and prevents the over harvesting and harvesting of juveniles (young sea eggs) for the benefit of future harvests.	Gender Neutral	

Document	Summary	Gender Sensitivity Ranking (Neutral, Sensitive, Responsive, Transformative)	Vulnerable Groups Mentioned
Agreement Establishing the Caribbean Regional Fisheries Mechanism, 2002	The Agreement establishes the Caribbean Regional Fisheries Mechanism, consisting of a Ministerial Council, the Caribbean Fisheries Forum and Technical Unit. The objectives for the Mechanism include the efficient management and sustainable development of marine and other aquatic resources.	Gender Neutral	
Fisheries Act (Revised 2001)	The Act outlines provisions related to the promotion and regulation of fisheries in Saint Lucia.	Gender Neutral	
Fisheries Regulations 1994	The Regulations provide guidelines for fishing vessels at distances greater than three miles from nearest land masses. They include regulations for fishing licences, conservation, and an advisory committee.	Gender Neutral	
Agreement Establishing Common Fisheries Surveillance Zone of Participating Member States of the Organization of Eastern Caribbean States, 1991	The Agreement is intended to establish common fisheries surveillance zones for Member States of the Organization of Eastern Caribbean States with the overall purpose of enforcement and surveillance related to national fisheries laws.	Gender Neutral	

Document	Summary	Gender Sensitivity Ranking (Neutral, Sensitive, Responsive, Transformative)	Vulnerable Groups Mentioned
Fisheries Act 1984	The Act outlines provisions for promotion and regulation of fisheries and fishing in the EEZ, territorial sea and internal waters of Saint Lucia.	Gender Neutral	
Fishing Industry (Assistance) Regulations 1973	The Act contains rules related to fuel for the fishing industry.	Gender Neutral	
Sustainable Development			
Medium Term Development Strategy 2020-2023	The Strategy addresses various development challenges, including climate-related shocks, structural weakness in productive economic sectors and general economic downturns. It outlines priority measures for promoting economic growth in the sectors of Agriculture, Tourism, Infrastructure, Education, Health and Citizen Security.	Gender Responsive (the Strategy acknowledges the cross-cutting nature of gender equality to achieving other SDGs and targets and has mainstreamed gender in pursuit of its national development objectives)	Women, Youth, Elderly, PWDs
National Vision Plan, 2008	The National Vision Plan provides a vision for country development, with a focus on tourism. It also outlines plans for development and management of culture and heritage, transportation, infrastructure, and sustainable land use.	Gender Neutral	Youth

Annex 4: GRM form template

[The below is a suggested template for the GRM, to be adjusted and translated in local languages as per project needs.

Text in grey between brackets are annotations for filling in the GRM. It should be adapted/removed.]

Part A (for external distribution/ disclosure)

1. Main contact details

Do you have a grievance or suggestion about the project [TITLE]?

You can use any of the below channels free of charge to contact us. Your grievance will be handled confidentially by the Food and Agriculture Organization of the United Nations.

[The GRM must include multiple channels that are appropriate to the project context, the below are some suggestions. The FAOR/Budget Holder is advised to revise and add as appropriate. If information on the project was disclosed (requirement for moderate and high-risk projects), include the link to FAO's disclosure portal here.]

Phone:	[include as relevant]
Email:	[include as relevant]
WhatsApp (including voice messages):	[include as relevant]
Suggestion box address:	[include as relevant]
Fax:	[include as relevant]

2. Purpose of GRM and guiding principles

This is the Grievance Mechanism for the office [X]/project [TITLE], implemented by the Food and Agriculture Organization of the United Nations and [ORGANIZATION] between [DATE] and [DATE] at field level to file grievances related to the project. Contact information and information on the process to file a grievance will be disclosed in all meetings, workshops, and other related events throughout the duration of the project. In addition, it is expected that all communication and awareness raising material to be distributed will include the necessary information regarding the contacts and the process for filing grievances.

The project/FAO will also be responsible for documenting and reporting as part of the safeguards performance monitoring on any grievances received and how they were addressed.

FAO is committed to ensuring that its projects and programs are implemented in accordance with the Organization's environmental and social obligations. Concerns of non-compliance must be addressed at the closest appropriate level, i.e., at the project management/technical level, and if necessary, at the FAO Country Office or Regional Office level. If a concern or grievance cannot be resolved through consultations and measures at the project management/technical level, a grievance requesting a Compliance Review may be filed with the FAO Office of the Inspector General in accordance with the Guidelines for Compliance Reviews Following Grievances Related to the Organization's Environmental and Social Standards⁹⁷. Project

⁹⁷ <https://www.fao.org/3/i4439e/i4439e.pdf>

Managers will have the responsibility to address concerns brought to the attention of the officially designated project grievance focal point.

The **principles** to be followed during the grievance resolution process include confidentiality, impartiality, respect for human rights, including those pertaining to indigenous peoples, compliance of national norms, coherence with the norms, equality, transparency, honesty, and mutual respect.

3. Who can file a grievance and how

Anyone can file a grievance or make a suggestion related to the project/office. Your grievance will be handled confidentially.

To facilitate our comprehension of your grievance, please include as much information as possible. For example: what happened, who was involved, when did it happen...

4. From grievance to resolution

[Explain how grievance will be logged, handled and responded to by FAO and IPs and what the individual or group bringing the grievance can do in case no solution was found at project level.]

The mechanism includes the following stages:

1. In the instance in which the individual or group have the means to directly file the grievance, he/she has the right to do so, presenting through the indicated channels of the project/office (i.e.: email, mailbox, phone, etc.). The process of filing a grievance will duly consider confidentiality, and if requested by the individual or group bringing the grievance, anonymity as well as any existing traditional or indigenous dispute resolution mechanisms and it will not interfere with the community's self-governance system.

2. The individual or group bringing the grievance files a grievance through one of the channels of the grievance mechanism. This will be sent to the Project or FAO Decentralized / Country Office Grievance focal point to acknowledge and log the grievance, assess whether it is eligible and determine responsibility for attempting to resolve the grievance in line with the processes agreed for the project. The confidentiality of the grievance must be preserved during the process. For every grievance received by the project grievance focal point, written proof will be sent within ten (10) working days; afterwards, a resolution proposal will be made within thirty (30) working days.

The Grievance focal point will also be responsible for recording the grievance and how it has been addressed if a resolution was agreed.

3. If the situation is too complex, or the individual or group bringing the grievance does not accept the proposed resolution, the Grievance focal point must be informed and they must send the grievance to the next highest level, until a solution or acceptance is reached.

4. In compliance with the resolution, the person in charge of dealing with the grievance may interact with the individual or group bringing the grievance, or may call for interviews and meetings, to better understand the reasons.

Resolution

Upon acceptance of a solution by the individual or group bringing the grievance, a confidential record will be maintained.

Review Level	Contact Details
Project Level	[Indicate at least the name and email address. This can be the FAO country office details if the project selects to use the country GRM.]
Next level	[Indicate at least the name and email address of the next highest level as applicable to the project. For example this could be the FAO country office or regional office].
Higher level (only if it's strictly necessary to include a third level)	[Indicate at least the name and email address of the next highest level as applicable to the project. For example this could be the FAO country office or regional office].
Office of the Inspector General (OIG)	<p>Contact FAO's independent Office of the Inspector General :</p> <ul style="list-style-type: none"> - To report non-compliance with FAO's environmental and social management guidelines in case your grievance could not be resolved through the previously mentioned channels; - To report non-compliance with FAO's environmental and social management guidelines in case you have a good reason for not approaching the project management (e.g., fears about your safety); - To report possible fraud and other corrupt practices, as well as other misconduct such as sexual exploitation and abuse. <p>By confidential hotline (online form & by phone): fao.ethicspoint.com By e-mail: Investigations-hotline@fao.org</p>

[Part B \(FAO-internal. To be uploaded in FPMIS together with Part A\)](#)

5. GRM positioning

[Describe how the project GRM is positioned vis-à-vis country office and other existing GRMs, and why the project has decided to use the GRM it selected or designed. Describe how the project and office-level grievance logs will relate to each other. Note that Country Offices must annually report on the number of grievances resolved and addressed as part of the Country Annual Report (CAR) process.]

Note that grievances of misconduct (such as allegations of fraud or other corrupt practices, harassment or sexual exploitation and abuse) by FAO project of country office employees are instead submitted directly to the Office of the Inspector General (OIG), which is responsible for investigating such allegations. If not already involved, please copy the PSEA focal point in the Country Office in case of sexual exploitation and abuse grievances.

6. Communications plan

[Include the GRM in the project communication activities. Questions that should be answered at a minimum: how will the GRM be communicated in local languages and during all meetings with project stakeholders? Is an information brochure on the grievance mechanism available to users? Are feedback/grievance forms available to users?]

The following recommendations are based on GAAP findings:

- GRM and related communications should be available in Saint Lucian Creole/Kwéyòl to ensure wider access.
- Radio stations should be used to spread information about the GRM.
- There should be multiple forms/ways for grievance to be filed (including informal methods)
- The grievance form should be available on FAO and the project's website.

7. Capacity building

[Does the project/office provide training on grievance management to the GRM focal point and project team members? Does this include training on the intake and referral process for grievances related to sexual exploitation and abuse?]

The following recommendations are based on GAAP findings:

- All project actors and other relevant staff/actors should be trained to be able to identify when grievance is being lodged informally and what steps they should take in such a situation to ensure the grievance is formally captured
- Training should cover procedures for dealing with grievances related to GBV and SEAH

8. Monitoring and evaluation

[Are regular internal reports on grievances/feedback produced?]

Grievances/feedback reports include data on: Numbers of grievances/feedback received; Compliance with agreed response times; Issues raised in grievances/feedback; Trends in grievances/feedback over time; The causes of grievances/feedback; Whether remedial action was warranted; What redress was provided? Recommendations/strategies to prevent or limit future recurrences.]

The following recommendations are based on GAAP findings:

- An annual GRM report should be produced
- The GRM report data should be disaggregated by age, sex and location
- Confidentiality and anonymization should be considered in grievance reporting

9. Budget

[Are adequate resources allocated for the grievance mechanism to be communicated, to the GRM focal point, and to function effectively, as well as for the M&E reports and potential remedies?]

10. Workers' GRM:

[Will the project employ workers?]

It is recommended to use the project GRM also for any grievances from workers employed through the project, whether raised by individuals or a community. The GRM must allow all workers to raise concerns of violations of rights and entitlements as provided in collective agreements, employment contracts and

human resources policies. If there are good reasons to instead use existing GRMs for these purposes, these may be supplemented as needed with project-specific arrangements and be made readily accessible to project workers. The FAO project grievance focal point must be made aware of any grievances received, even if an existing GRM is used for this purpose. Workers should be made aware that their grievances will be handled confidentially and that for any grievance related to misconduct, including sexual exploitation and abuse, they may contact FAO directly if they prefer (OIG). Please see annex 8 for an SEA complaint intake form. Grievances may be lodged anonymously if requested by the individual or group bringing the grievance. In any case, the grievance mechanism will be accessible to all direct and contracted workers, taking into account their different characteristics, for example, female workers, migrant workers, or workers with disabilities. It is good practice to have a male and female staff member available to receive and process grievances.]
