

Updates on CTCN Procedures

1 September 2025
Asia NDE Forum
CTCN Secretariat



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NDE Introduction session

NDE Introduction Session

Target audience:

Priority on new NDEs, but also open for existing NDEs

Purpose:

Introduce new NDEs to the Technology Mechanism, as well as their roles and responsibilities as NDE, and provide an overview on resources and procedures related to technical assistance, capacity building and knowledge management.

Communication:

Invitations to NDEs are sent by regional teams
Recording are made available for other NDEs who cannot attend

Special thanks to CTCN and TEC Chairs

Introduction to CTCN

- CTCN Institutional context
- CTCN PoW
- System transformation areas and enablers
- Programmes: AFCIA II

CTCN TA modalities

- Overview
- Request (incl. Demo)
- Evaluation
- Response plan (incl. Demo)
- Bidding
- Implementation
- M&E Plan, Gender Assessment and Action Plan
- NDE Feedback
- NDE Post-Implementation Form
- Scale-up / mobilization of financing

Capacity Building

- CTCN Capacity building modules
- Recap of 2024 Activities
- 2025 Call for voluntary participation survey

Network and Engagement

- Overview
- How to apply

NDEs

- Roles and responsibilities
- NDE logistical support

English (Africa + Caribbean +
East Europe, West Asia)

15th January: 14:00 -
15:30 CET
- 30 attended

French (Africa)

15th January: 12:00 -
13:30 CET
- 10 attended

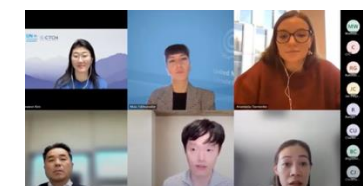
Spanish (LAC)

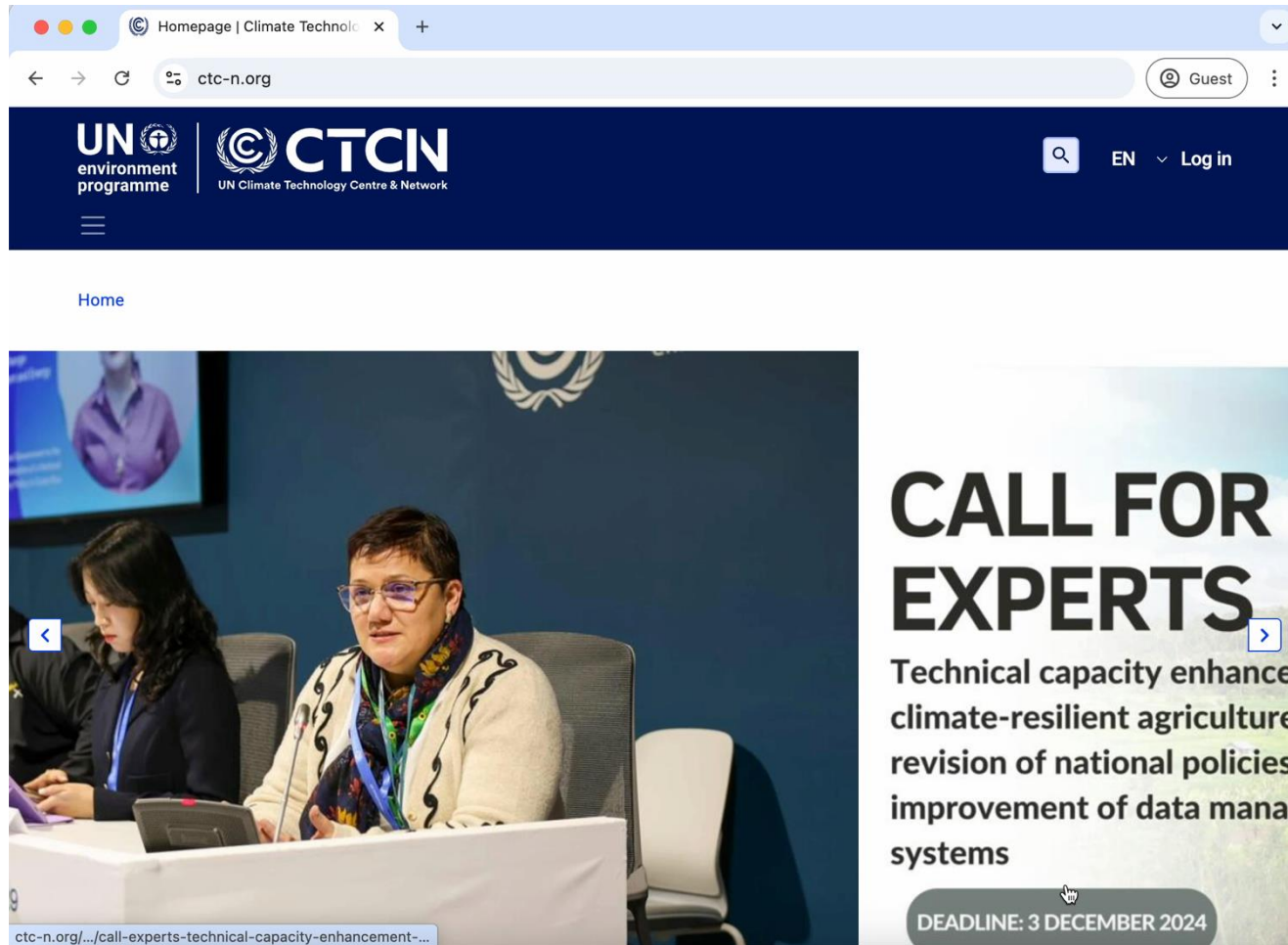
15th January: 16:00 -
17:30 CET
- 23 attended

English (AP)

15th January: 8:00 -
9:30 CET
- 36 attended

Commonly asked Q a) Post-implementation b) NDE logistical support





A standard welcome communication is under preparation and will be shared with everyone with some explanations about the procedures and roles of the NDE

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NDE Logistical Support

NDEs play a fundamental role in ensuring effective submission of climate technology requests to the CTCN and coordination of CTCN support provided at national level.

Recent **COP Decisions have called for increased support** from the UNFCCC Technology Mechanism to Non-Annex I NDEs:

Decision 4/ CP.28 Welcomes the engagement of the TEC and the CTCN with national designated entities to provide technical and logistical support to them.



At the 24th Advisory Board meeting...

- **Consultations with NDEs** were carried out during the NDE regional Fora in 2024. The African NDEs have jointly submitted a 12-point list on modalities for ease of accessing logistical support. For the moment, only Somalia has this procedure ongoing, and only Cambodia accessed the funds.
- The CTCN to **explore different ways** of implementation, both internally under UNEP's rules and procedures, as well as through interagency arrangements (e.g. UNDP, UNFCCC).
- **Concerns about high transactional costs** and limitations for transactional operations within NDEs hosting institutions have been raised.

Presented during AB 25 (April 2025) Request template – Modality 1

UN environment programme | **CTCN** UN Climate Technology Centre & Network

TEMPLATE: REQUEST FOR LOGISTICAL SUPPORT

Guidelines:

- This Request Submission Form to the Climate Technology Centre & Network (CTCN) should be completed by the National Designated Entity (NDE) of the country in question.
- The Form must be signed by the NDE. Please see updated contact list of NDEs here: <http://unfccc.int/ctclear/support/national-designated-entity.html>
- The Form can be submitted as a Word file containing a digital signature or as a signed and scanned PDF file in combination with an un-signed Word file.
- The support has a total value generally not exceeding 5,000 USD.

Please complete the following CTCN NDE Support Template to request logistical support from the CTCN:

Requesting country:	
NDE	Add the name of the organisation, name of the individual, position, email, and address.
Support period	Enter the expected start date and end date for implementation of the activities.

The objective of the request:
Please describe the main objective and expected impact of the support (in no more than 200 characters) and click in one or several boxes related to the request.

Description:

Logistical support (meetings and workshops for CTCN promotion) Technical Assistance monitoring, and follow up (add TA reference number) Local or National Representational Travel Other expenses (5% of the total)

The logistical support offered by the CTCN towards NDEs aimed at **enabling effective delivery of climate action at national level.**

The request was supposed to cover:

- Organization and facilitation of meetings and workshops to promote CTCN assistance.
- Preparation, coordination and monitoring of technical assistances.
- Production and dissemination of information material related to the NDE / CTCN.
- Participation in meetings and workshops at national level (if not covered through CTCN already).

Subject to availability of funds, the support should have a total value not exceeding **5,000 USD per request per year per NDE.**

Presented during AB 25 (April 2025) Request template – Modality 2

Post TA Implementation monitoring, reporting and follow up

The request was proposed to cover:

- Undertake activities to facilitate TA follow-up actions for increasing impacts from CTCN TAs – and fine-tune CTCN TA impact monitoring processes.
- Engage in dialogues with key stakeholders to understand what is needed to measure the outcomes to capture the overall TA impact.
- Develop a pitch / concept / plan for follow-up or scale-up and present to donors/partners and/or national focal points for financial mechanisms/funds.
- Identify potential partnerships and leverage support for the implementation of TA follow-up actions to ensure stronger country level engagement to the project.

Subject to availability of funds, the support should have a total value not exceeding **5,000 USD per request** per year per NDE.

As a minimum requirement, the country requesting this modality will need to demonstrate having successfully implemented at least 3 projects in the last 3 years.

CTCN'S LOGISTICAL SUPPORT - MEMO TEMPLATE FOR MODALITY 2
POST-TA IMPLEMENTATION MONITORING, REPORTING AND FOLLOW UP

Guidelines:
Subject to availability of funds this modality should have a total value not exceeding **5,000 USD per request**.

Please complete the following CTCN NDE Support Template to request logistical support from the CTCN under the modality 3 Post TA Implementation monitoring, reporting and follow up.

Requesting country:	
NDE	Add the name of the organization, name of the individual, position, email, and address.
Support period	Enter the expected start date and end date for implementation of the activities.
How many TAs have been successfully implemented by the CTCN in the last 3 years?	

The objective of the request:
Please describe the main objective and expected impact of the support (in no more than 200 characters) and click in one or several boxes related to the request.

Description:

Expected activities:

- How many meetings, location, people involved, name & contact details, institution to be met)
- Expected actions to be implemented (how many meetings, location, people involved, name & contact details, institution to be met)
- Expected timeline.

Description of activities:
Activity 1: Add title.
Add description

Activities and Outputs

Activity 2: Add description	Participant Deliverable
Output 1:	Results: Please describe
Activity 1	Expected Activities

Signature:
NDE name:
Date:
Signature:

THE COMPLETED FORM SHALL BE SENT TO THE CTCN@UN.ORG

The CTCN is available to answer all questions and provide guidance on the application process.

Presented during AB 25 (April 2025)

Request template – Modality 3

Logistical support for the implementation of specific Technical Assistance (TA)

The request was proposed to cover:

- Support the stakeholder mapping process by identifying national, regional as well as international institutions that should be informed of this TA (including government institutions and donors/financial institutions).
- Define in collaboration with the IP, the role of each stakeholder mapped.
- Assist the awarded IP in identifying relevant focal points (one physical person) for each of the stakeholders mapped.
- Inform the relevant stakeholders of the TA and report on these activities (through emails, minutes of calls, minutes of meetings, recordings, or else).
- Convey the respective stakeholders to the relevant events organized under the TA.
- Ensure the involvement and participation of the relevant stakeholders in the implementation of the TA.

- Modality 1 and Modality 2 to be merged
- Modality 3 has been rejected by the Board.
- Thus, the NDE logistical support (Modality 1 & 2) can be requested using one unique template accessible by following this link : <https://www.ctc-n.org/about-ctcn/nde>
- It is stored under About-ctcn/NDE
- If you can't find it, please email the team!

Introduction Webinar

CTCN and TEC organized and delivered a series of introductory webinars across various regions, covering topics such as the Technology Mechanism, NDE Roles and Responsibilities, the CTCN Programme of Work, technical assistance requests, capacity building, and knowledge sharing. Follow the links below to access the recording.

- [NDE Introduction Webinar: Asia and the Pacific \(English\)](#)
- [NDE Introduction Webinar: Africa \(French\)](#)
- [NDE Introduction Webinar: Africa and Eastern Europe \(English\)](#)
- [NDE Introduction Webinar: Latin America and the Caribbean \(Spanish\)](#)

The presentation materials are available below in English, Spanish and French.

- [NDE Introduction Session_ENG_Asia_Pacific.pdf](#)
- [NDE Introduction Session_ENG_WA.EE.pdf](#)
- [NDE Introduction Session_ES.pdf](#)
- [NDE Introduction Session_FR.pdf](#)

NDE Logistical Support

Paragraph 4 of Decision 14/ CP.28 Welcomes the engagement of the TEC and the CTCN with national designated entities to provide technical and logistical support to them. The logistical support provided by the CTCN to NDEs aims to facilitate the effective delivery of climate action at the national level.

- [CTCN'S LOGISTICAL SUPPORT - MEMO TEMPLATE FOR MODALITY_ENG.docx](#)

- 1. Completion of the Logistical Support request template** by the NDE, incl. Objectives, activities, results, activity-based budget and NDE signature
- 2. Review of the request by the CTCN** in terms of eligibility for support, prioritization for LDCs / SIDS and geographical balance, and availability of funds
3. Upon approval, an **agreement will be prepared** between the NDE hosting institution and the CTCN (*modality to be defined*)
- 4. Disbursement of funds** upon signature or submission of deliverables (*modality to be defined*)
- 5. Final reporting by NDEs** on the usage of funds

Operationalization: Pilot testing (Oct 24-Oct 25)

15 Requests: 6 from Asia, 5 from Africa, 3 from SIDS and 1 from Latin America

Modalities	Countries shown interest		Countries requested (Status)
1. Organization of national climate technology workshops to promote the CTCN and engage key stakeholders in the ideation and development process of scalable Technical Assistance (TA) requests	Cambodia PNG Kazakhstan Kyrgyzstan Mongolia Lao PDR	The Gambia Somalia Uruguay St.K & Nevis St. Lucia	Cambodia (Event finalized) Mongolia (Under contracting) Somalia (request signed)
2. Post-TA Implementation monitoring, reporting and follow-up	Thailand Mozambique		-
3. Special engagement for or in relation to the implementation of specific CTCN Technical Assistance	Côte d'Ivoire Liberia		Cancelled

1. Organization of national climate technology workshops to promote the CTCN and engage key stakeholders in the ideation and development process of scalable Technical Assistance (TA) requests

Best Practices: Requests should be submitted well in advance of the planned workshop or event to allow sufficient time for processing contractual arrangements in accordance with established rules and procedures. Cambodia, for example, submitted its request in Q1 for Q4 implementation and, as a registered UNEP partner, experienced a smoother process.

Additionally, UN-to-UN agreement with UNDP Country Offices as it may provide a more efficient contracting way forward.

2. Post-TA Implementation monitoring, reporting and follow-up

Conditions to apply are still under discussion and have not yet been cleared internally.

3

Post-implementation follow-up and monitoring of TA outcomes

- The CTCN is requested to strengthen efforts in monitoring and evaluating the impact of its work through more practical approaches (Decision 19/CMA.4, paragraph 4). This includes strengthening **NDEs' knowledge as well as the Secretariat's efforts** regarding the long-term outcomes of completed technical assistances
- At the 24th CTCN Advisory Board meeting, the Board recommended **strengthening efforts on the next steps of post-implementation highlighted** in the closure report
- A **template and methodology for effective post-implementation follow-up** has been prepared

For CTCN

- Insights into effectiveness, scalability, and replicability
- Evidence to refine support mechanisms and improve future interventions
- Possibility to highlight tangible climate benefits
- Provision of post-implementation support in case of challenges
- Credibility as an effective mechanism for delivering climate technology assistance

For COP, Donors and Partners

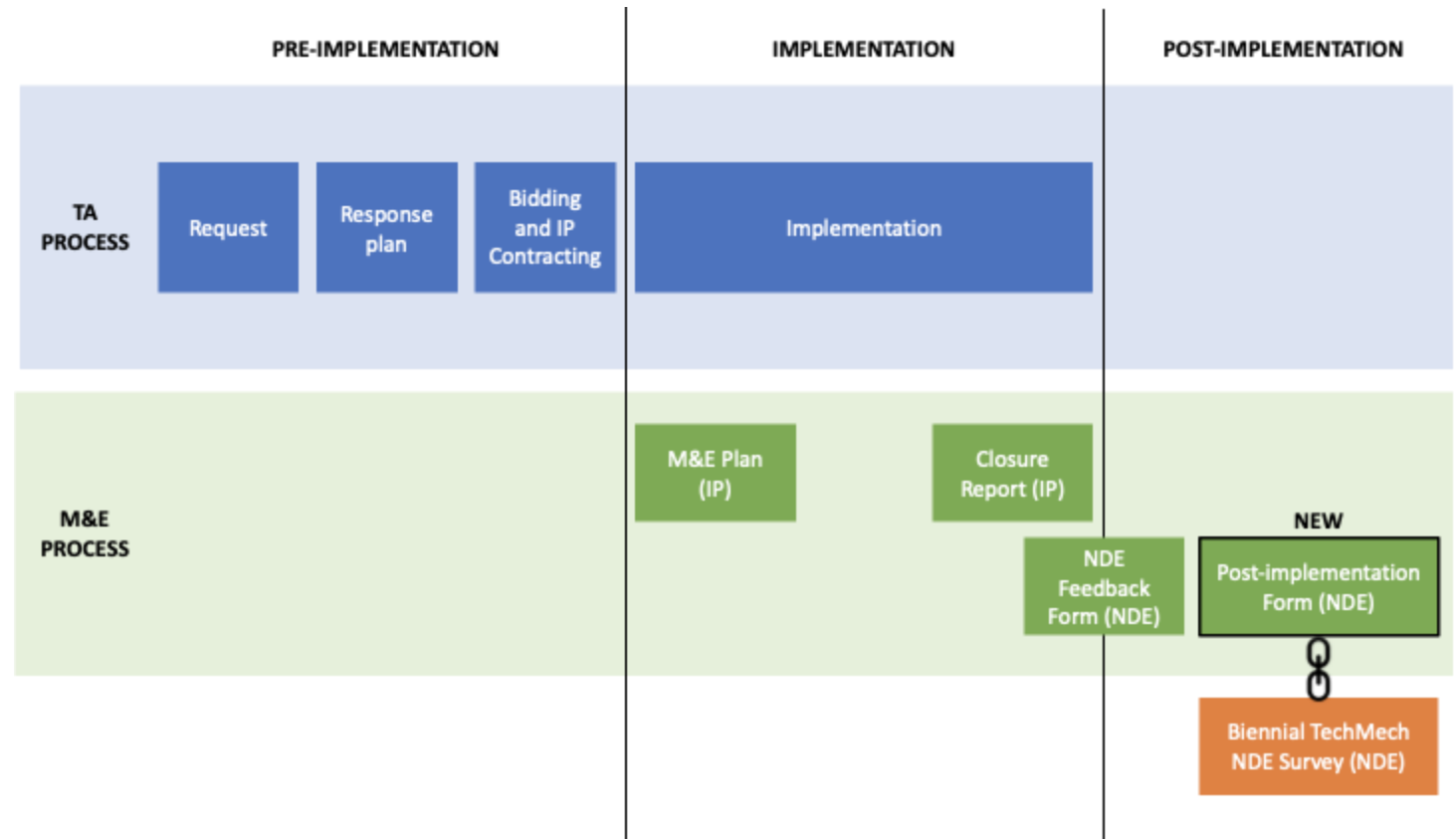
- Access to measurable quantitative and qualitative outcomes
- Possibility of evidence-based decision-making and justification for continued funding

For NDEs and Project Proponents

- Additional visibility and reach on successful implementation
- Attraction of further financing and partnerships
- Access to additional post-implementation assistance in case of challenges

Approach for Post-Implementation Impact Monitoring

- A coherent and effective approach to post-implementation monitoring is required
- Introduction of a Post-Implementation Form that links to the information and data provided in existing templates
- Completed by NDEs and project proponents of technical assistance on a frequent basis for each technical assistance closed in the last years



Draft Post-Implementation Form

Provision of tangible qualitative and quantitative information on:

- actions taken after the completion of the technical assistance
- achieved climate mitigation and/or adaptation impact
- challenges that are encountered

This is structured along:

- Technology innovation and implementation
- Enabling Environment and Technology Pathways
- Capacity Building and Training
- Stakeholder engagement and collaboration
- Funding and Investments

The image shows a draft form titled "Annex 1 POST-IMPLEMENTATION FORM". At the top, it features the logos for the UN Environment Programme and the UN Climate Technology Centre & Network (CTCN). Below the logos, the text "Annex 1 POST-IMPLEMENTATION FORM" is centered. The form includes a "Guidelines" section with five bullet points explaining the purpose and use of the form. At the bottom, there is a table with fields for "Country:", "TA Request reference number:", "Year of TA completion:", "Date of form submission:", "Title of TA:", "NDE", and "Project proponent(s)". A note "Click or tap to enter a date." is next to the date field. At the very bottom, it says "Continue on next page".

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Annex 1
POST-IMPLEMENTATION FORM

Guidelines:

- This form is to be completed by the National Designated Entity (NDE) in coordination with the Project Proponent(s) of the country which has/have received the technical assistance. It has to be filled on an annual/biannual basis for each technical assistance completed in the last X years.
- The purpose of this form is to provide a progress update on the implementation activities after the end of CTCN support. This will help to monitor long-term impact, inform the continuous improvement of the CTCN technical assistance process, and provide follow-up support.
- This form is a mandatory reporting document as part of the technical assistance process. It will enable enhanced support from the CTCN through matchmaking and communication. Future CTCN support may be subject to active engagement and reporting on past projects.
- Logistical support to complete this form can be accessed through NDE Logistical Support Modality 2, subject to the availability of funding and other requests for logistical support from the NDE.
- By completing this Form, you agree that the CTCN is permitted to use the provided data, information and materials for communication purposes.

Country:		TA Request reference number:		Year of TA completion:	
				Date of form submission:	Click or tap to enter a date.
Title of TA:					
NDE					
Project proponent(s)					

Continue on next page

Modalities of the Post-Implementation Form

Frequency:

- On a biennial basis coupled with the Technology Mechanism NDE Survey
- For a duration of maximum 5 years

Procedure:

- Completion in consultation with the project proponent and key stakeholders of each technical assistance
- Submission to the CTCN Secretariat
- Potential follow-up by the CTCN Secretariat for clarifications and additional support

Incentives:

- Active monitoring and evaluation leads to enhanced access to CTCN support
- NDE Logistical support for post-implementation M&E through Modality 2

Next steps:

- Piloting of the Form until the end of 2025 (volunteer country in Asia?)
- Finalization of the Form until 27th AB meeting
- Operationalization of the Form with the NDE Survey in 2026

Supported by:

