

Training on CTCN Procedures

Virtual Session
27 October 2025



Technical Assistance Process



United Nations Climate Change
Technology Executive Committee



1 Request Submission

Evaluation of requests for technical assistance within **2 weeks**, depending on clarity of the request.

2 Response Plan Design

Development of response plans within **4 months**, provided that the necessary information is available and key stakeholders are responsive.

3 Bidding Process

Conduct of the competitive bidding process for about **6 months** depending on UNON procedures

4 Project Implementation

Delivery of the technical assistance between **6-24 months** depending on the requested activities.

5 Monitoring and Evaluation

Execution of monitoring and evaluation activities on an **ongoing basis**.



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Request Submission

Request Submission



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Interested parties in developing countries contact their national focal point (NDE) to request climate technology assistance, using the request template.

The NDE confirms the alignment of the request with its national climate priorities and passes it along to the CTCN.

Requests can be submitted on a rolling basis.

Best practices:

- Identification or alignment of climate technologies needs through national strategies, such as TNAs/TAPs, NAPs and LT-LEDS
- Engagement of all relevant stakeholders before submission
- Check existing resources on CTCN and TEC website or WIPO Green Technology Database

CTCN Technical Assistance Request Submission Form
Version: 05/2024

Guidelines:

- This Request Submission Form should be completed by the organisation requesting technical assistance from the Climate Technology Centre & Network (CTCN) in collaboration with 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/ctcn/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.
- For requests submitted by multiple countries, all the NDEs of the respective countries shall sign identical forms before official submission to the CTCN.
- NDEs have the opportunity to submit CTCN requests in collaboration with National Designated Authorities (NDAs) for the Green Climate Fund (GCF) if targeting the GCF Readiness Programme.

Requesting country or countries:	
Request title:	Please reflect the objective of the technical assistance in the title (maximum 200 characters).
NDE	Please add name of organisation, name of individual, position, email and address.
Request Applicant:	Please add name of organisation, contact person, position, email and address of the organisation requesting assistance from the CTCN.

Climate objective:

Adaptation to climate change
 Mitigation of climate change
 Combination of adaptation and mitigation of climate change

Geographical scope:

Community level
 Sub-national
 National
 Multi-country

If the request is at a sub-national or multi-country level, please describe specific geographical areas (provinces, states, countries, regions, etc.).

The CTCN evaluates the submitted request based on a standardized framework.

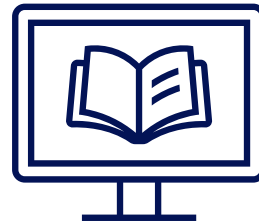
To prioritize a technical assistance request, it must meet two compulsory criteria (#1 and #2).

Additionally, it must comply with four out of the remaining six criteria.

	Prioritization Criteria
1	The request is aligned to the CTCN's existing Programme of Work.
2	The request is aligned to the key themes of the Technology Framework of the Paris Agreement.
3	The request is submitted by LDCs or SIDS or by a country that has not received CTCN technical assistance in the last 5 years, taking into account regional balance.
4	The request contributes to the CTCN's portfolio balance between mitigation and adaptation.
5	The request has the potential to contribute to systems transformations (nationally, regionally, and/or internationally).
6	The request is part of multi-country approach to allow regional bundling of requests to promote collaboration among stakeholders, including between countries (South-South, bilateral, or multilateral cooperation).
7	The request, developed in consultation with or with the engagement of various national climate-related focal points, enables leveraging public and/or private financing or is developed in consultation with research or private sector.
8	The request promotes gender equality and / or the empowerment of youth, Indigenous Peoples, or local communities.



Template Demonstration





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Response Plan Design

Response Plan Design



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The CTCN collaborates with the NDE and applicants to develop a tailored 'Response Plan'. This Response Plan will set the basis for the Terms of Reference under which an implementing partner will be contracted.

Best practices:

- Proper involvement of all relevant stakeholders in the preparation and review
- Preparation of resources and data that are relevant for the implementation
- Clear setting of expectations for all activities, including data collection, stakeholder engagement, capacity building, etc.
- Anticipation of follow-on activities and financing

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

CTCN Technical Assistance
Response Plan - Terms of Reference
Version: 01/2023

Country	
Request ID#	
Title	Please include the objective of the technical assistance and the name of the technology to be focused on.
NDE	Please add name, position, organization, email and address
Proposer	Please add name, position, organization, email and address

Summary of the CTCN technical assistance
The summary should provide a brief description of the problem (barrier to climate technology deployment) and how the technical assistance will address it (brief summary of outputs and activities). Please also briefly indicate national actors involved and the anticipated timeline. Please note this summary will be used for public communication purposes so it is important that it is well written. (maximum 1250 characters including spaces)

Agreement
(If possible, please use electronic signatures in Microsoft Word file format)

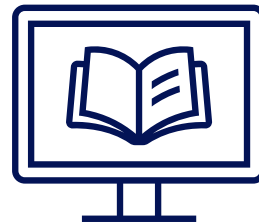
National Designated Entity to the UNFCCC Technology Mechanism	Proposer (signature of the Proposer is optional)
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:

UNFCCC Climate Technology Centre and Network (CTCN)

Name:
Title:
Date:
Signature:



Template Demonstration





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Bidding Process

Bidding Process



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The CTCN prepares bidding documents based on the agreed Response Plan.

The competitive bidding is conducted through the United Nations Office of Nairobi (UNON), abiding by UNEP rules and regulations.

Consortium partners or existing and new Network members can respond to the Expression of Interest (EoI) and thereafter to the Request for Proposals (RfP).

A weighted technical evaluation (by CTCN) and financial evaluation (by UNON) of bids is conducted. No involvement of the NDE or beneficiary is possible.

Pass / Fail Criteria

1. CTCN Network Membership
2. The bidder firm has been in business relevant to the Terms of Reference for at least three (3) years
3. Statement to not sub-contract more than 50% of the budget allocated to the work
4. If not an organization based in the requesting country, letter of partnership with a local organization/expert with clearly defined roles and at least 25% of budget
5. Reference letter from a past client indicating experience of conducting similar work to the ToRs
6. Work Plan detailing activities, deliverables and timelines for this requirement in line with the ToR
7. Organigram and curriculum vitae/professional qualifications of each key personnel
8. Approach and Methodology to undertake the work

Scoring Criteria

Around 7 criteria defined for each technical assistance individually to for the technical evaluation and scoring of the different bids



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Project Implementation

Project Implementation

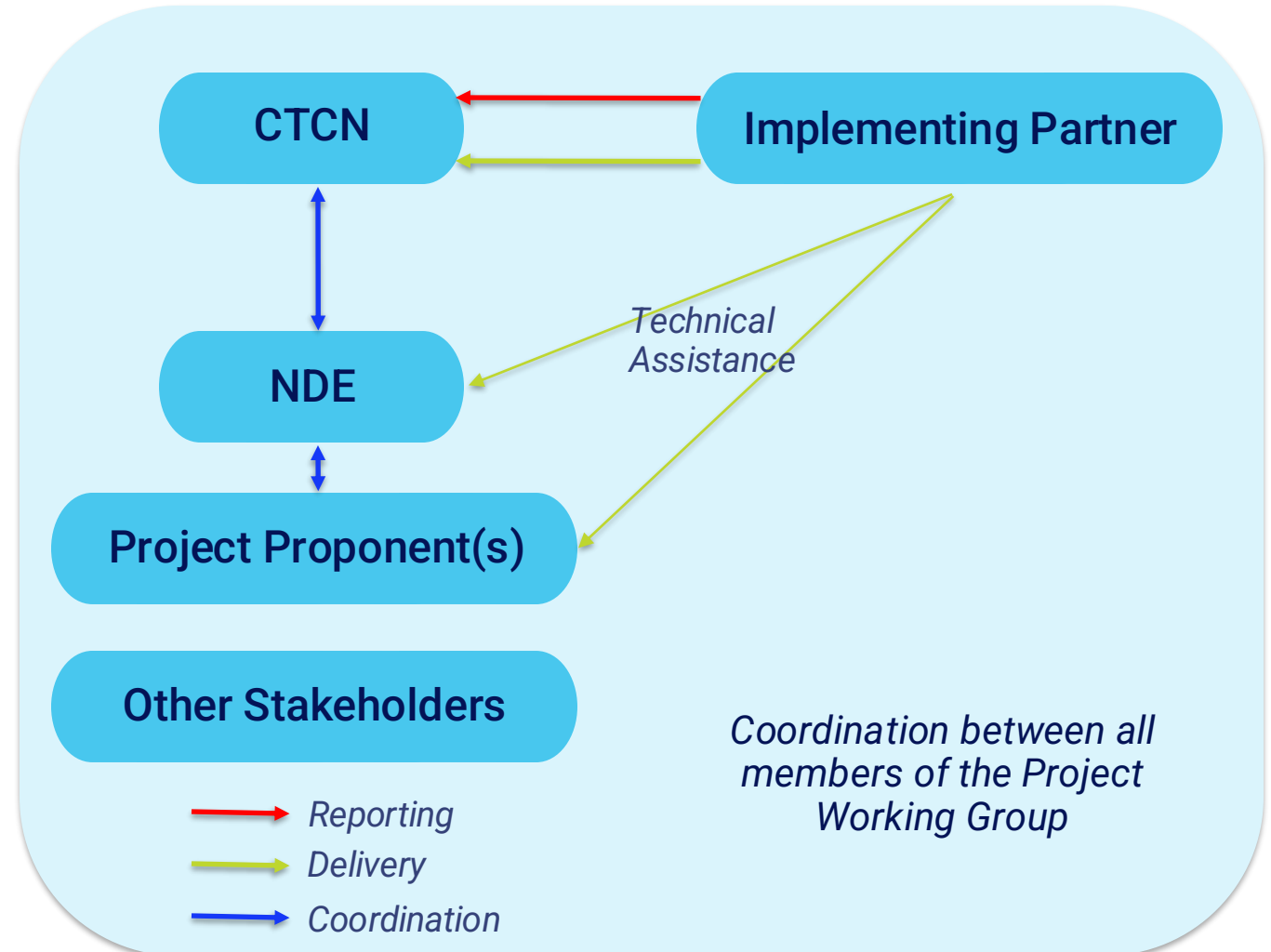


The network member selected through a competitive bidding process implements the project according to the 'Response Plan'.

At the beginning of the technical assistance, the network member / implementing partner will develop a monitoring and evaluation (M&E) plan, detailed workplan, and gender assessment and action plan.

Regular project steering meetings will be organized to provide updates. Deliverables will be shared for review and approval with the NDE and proponent.

The CTCN conducts quality assurance of deliverables and regular monitoring and evaluation.





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Monitoring and Evaluation

The CTCN regularly reach out to the NDEs, project implementers and project proponents to follow up to collect the lessons learned and impacts achieved in countries before, during and after implementation.

Beginning

M&E Plan

Template to define performance and success indicators for the technical assistance.

By Implementing Partner

GAAP

Template to assess and define actions for gender mainstreaming.

By Implementing Partner

During

Progress Reporting

Continuous reporting on the project progress and success.

By Implementing Partner

End

Closure Report

Template to evaluate final project performance and lessons learned

By Implementing Partner

NDE Feedback Form

Template to provide feedback on implementation and define next steps after closure

By NDE and Proponent

After

Post-implementation Form

Template to provide updates on post-implementation progress and impact for past technical assistances on an annual basis

By NDE and Proponent



Templates Demonstration





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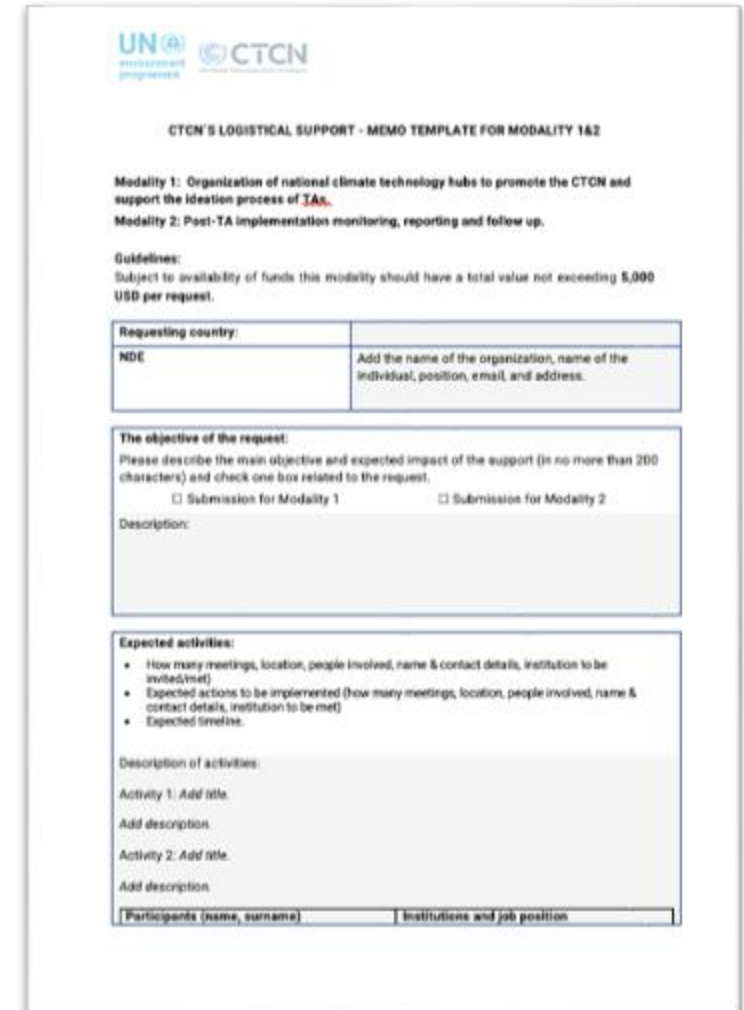
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NDE Logistical Support

NDEs have access to logistical support for preparatory and follow-up purposes for technical assistances. Each NDE can submit one request per year for up to 5,000 USD.

Types of activities for logistical support:

- Modality 1: Organization of national climate technology workshops to promote the CTCN, and engage key stakeholders to the ideation and development process of scalable TA requests
- Modality 2: Post TA Implementation monitoring, reporting and follow-up



The image shows a document titled "CTCN'S LOGISTICAL SUPPORT - MEMO TEMPLATE FOR MODALITY 1&2". It includes the UN Environment Programme and CTCN logos at the top. The document outlines two modalities: Modality 1 (Organization of national climate technology hubs) and Modality 2 (Post-TA implementation monitoring). It provides guidelines, such as a maximum value of 5,000 USD per request. The form contains several sections: "Requesting country:" with a table for NDE details; "The objective of the request:" with a character limit and checkboxes for Modality 1 or 2; "Expected activities:" with a list of bullet points and a description field; and a table for "Participants (name, surname)" and "Institutions and job position".



Template Demonstration





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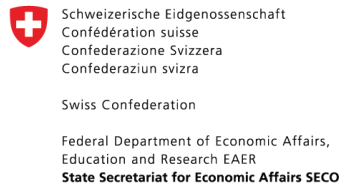


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Supported by:





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Questions and Answers

Coffee Break

See you in 15 minutes!

Technical Assurances Case Studies

