

Proposal for the Operating Manual for National Designated Entities (NDEs) update

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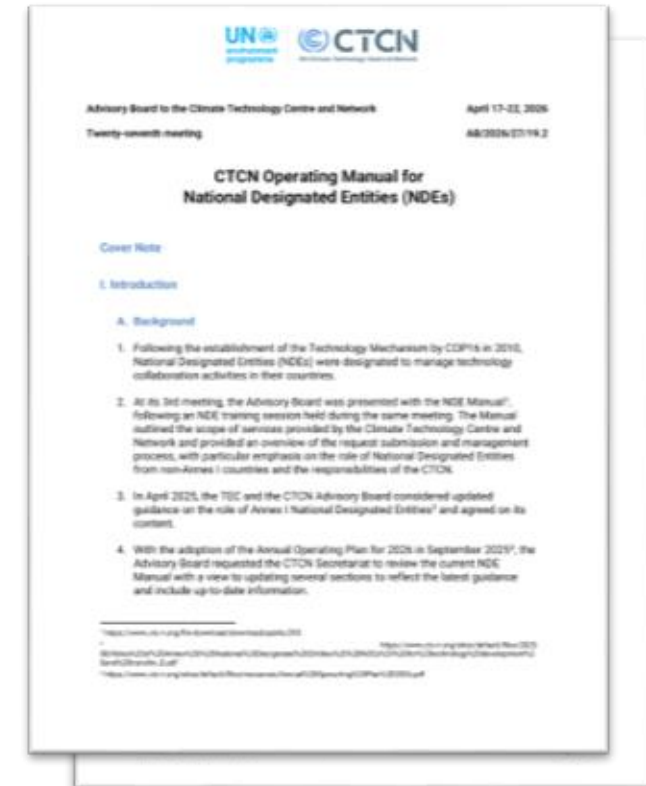
The existing NDE Manual required updating to reflect the **latest guidance and operational experience**

At AB26 in September 2025, with the adoption of the **2026 Annual Operating Plan**, the Advisory Board requested the Secretariat to review and update the NDE Manual

The revised Manual responds to:

- Evolving guidance from the **Advisory Board**
- Relevant **COP and CMA decisions**
- Lessons learned and best practices emerging from **CTCN operations**

This is a practical update to ensure that the Manual reflects how the CTCN operates today and how Non-Annex I NDEs are expected to engage across the full climate technology support cycle.



The updated Manual provides **strategic and operational guidance** on:

- **The scope of CTCN services**
- **The request submission and management process**
- **The role of NDEs from Non-Annex I Parties as national points of contact**
- **The role of these NDEs in facilitating and scaling up climate technology transfer**

What the update aims to do:

- **Clarify roles of Non-Annex I NDEs across the full TA lifecycle**
- **Strengthen guidance on implementation, follow-up and scale-up**
- **Improve transparency and usability of the request process**

What is new in the updated Manual

Previous emphasis	Updated emphasis
General description of NDE engagement	Clearer operational guidance for NDEs
Focus on request submission	Guidance across the full TA lifecycle
Limited operational detail	Clearer step-by-step request and implementation process
Basic description of NDE functions	Stronger role of NDEs in coordination, validation and follow-up
Limited treatment of scale-up	Stronger emphasis on implementation pathways and scale-up
Less visible post-project stage	Clearer guidance on post-implementation monitoring and follow-up

The updated Manual better reflects the role of Non-Annex I NDEs not only in submitting requests, but also in coordinating, validating and advancing follow-up action.

The updated Manual presents CTCN support across **five service areas**:

- Technical assistance
- Capacity building
- Information and knowledge sharing
- Networking and collaboration
- Logistical support

For **Non-Annex I Parties**, NDEs are the primary entry point for requesting the CTCN services

The Manual distinguishes between the broader contribution of all NDEs and the specific operational role of **NDEs from Non-Annex I Parties**.

For NDEs from Non-Annex I Parties, the Manual emphasizes:

- Acting as the **national CTCN focal point**
- Managing the **national submission process of technical assistance requests**
- Convening and coordinating **national stakeholders**
- Supporting implementation by validating outputs and facilitating country ownership
- Promoting knowledge sharing and networking
- Supporting **post-TA follow-up**, including implementation and scale-up opportunities

Before TA

- Identify needs and priorities
- Lead stakeholder consultation
- Ensure alignment with national plans and strategies
- Engage relevant focal points and finance actors where appropriate

During TA

- Support coordination with stakeholders
- Facilitate access to national data and institutions
- Review and validate key deliverables
- Support country ownership of outputs

After TA

- Support follow-up coordination
- Help translate outputs into implementation pathways
- Engage finance actors and development partners
- Promote replication and scale-up where feasible

The updated Manual gives a clearer and more complete picture of what Non-Annex I NDEs are expected to do before, during and after technical assistance.

The updated Manual explains the request process across **six phases**:

1. Request development and submission
2. Screening and prioritization
3. Response Plan development and NDE endorsement
4. Partner selection and contracting
5. Implementation and closure
6. Post-project follow-up and impact tracking

Why this matters for Non-Annex I NDEs:

- Clarifies how requests move from submission to implementation
- Improves transparency on the roles of the **NDE, CTCN secretariat and implementing partner**
- Helps manage expectations regarding timelines and process steps
- Reinforces that NDE engagement continues beyond submission

Better guidance on request quality and stakeholder engagement

The updated Manual provides clearer guidance to Non-Annex I NDEs on how to develop stronger requests:

- Alignment with national strategies and plans
- Enhancement of endogenous capacities
- A defined monitoring and evaluation approach
- Stronger engagement of national climate-related focal points
- Stronger engagement of finance actors and relevant stakeholders
- Attention to gender equality and social inclusion
- Potential for multi-country collaboration and regional bundling where relevant

The Manual supports Non-Annex I NDEs not only in submitting requests, but in shaping higher-quality and more implementation-oriented requests.



A key evolution in the updated Manual is the stronger emphasis on what happens **after technical assistance**.

For Non-Annex I NDEs, technical assistance should be seen not as an end point, but as a **potential catalyst for broader implementation impact**.

The Manual now gives clearer guidance to Non-Annex I NDEs on:

- Post-TA follow-up coordination
- Engagement of:
 - GCF NDA
 - Ministry of Finance/Planning
 - GEF Operational Focal Point
 - Adaptation Fund Designated Authority
 - Development partners
- Use of outputs for:
 - Policy uptake
 - Investment planning
 - Concept note and proposal development
 - Replication and scale-up
- Post-implementation monitoring through follow-up forms and surveys

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