

Introduction to NDE manual, Logistical support scheme, and NDE survey

2026 Joint Programme: Asia NDE Forum, Capacity Building, NDE-
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Proposal for the Operating Manual for NDEs

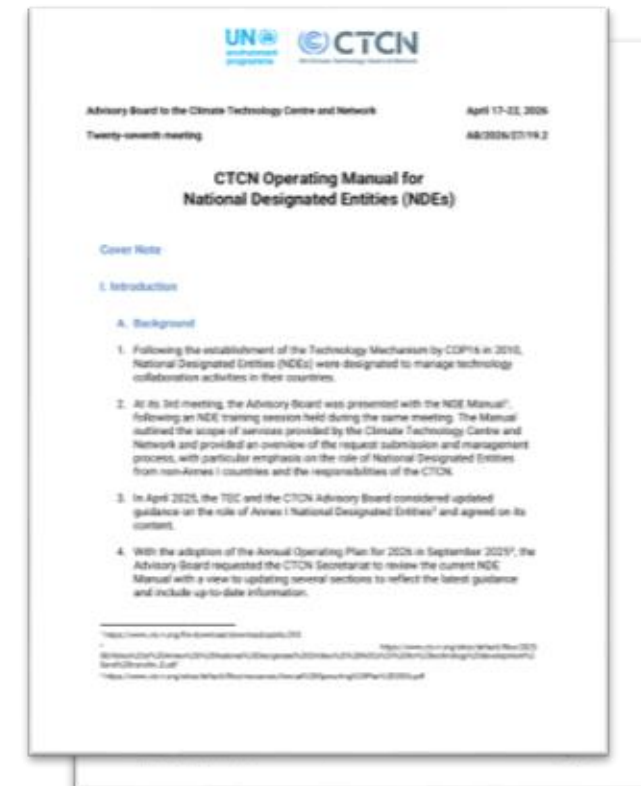
The existing NDE Manual required updating to reflect the **latest guidance and operational experience**

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.



Purpose of the updated Manual

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.

Clearer end-to-end TA request process

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:

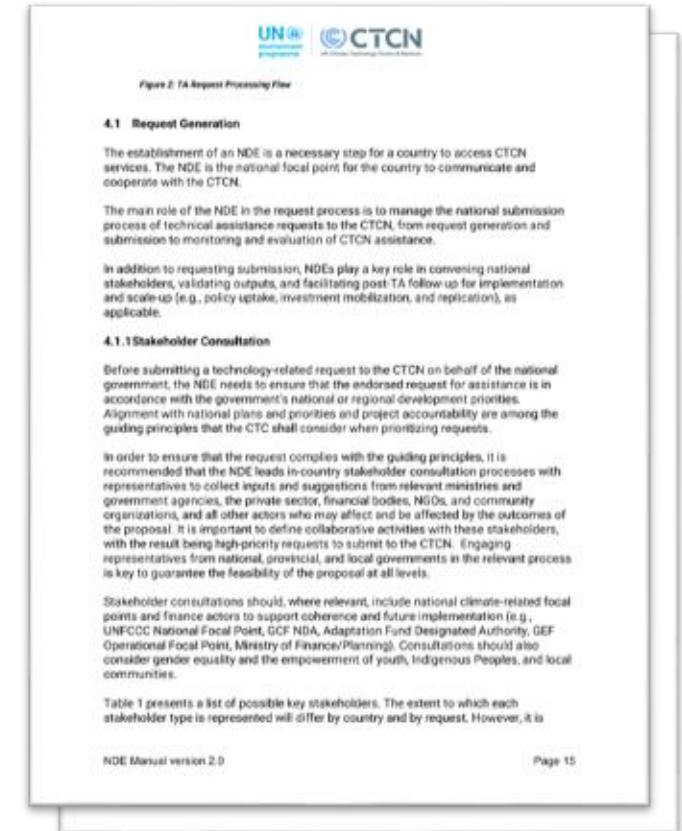
- Clarifies how requests move from submission to implementation
- Improves transparency on the roles of the **NDE, CTCN secretariat and implementing partner**
- Helps manage expectations regarding timelines and process steps
- Reinforces that NDE engagement continues beyond submission

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.



Stronger focus on implementation and scale-up

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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Logistical support scheme

- ❖ **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 national designated entities to provide technical and logistical support to them.



Efforts to enhance logistical support to NDEs

At the 26th Advisory Board meeting:

- ❖ The CTCN Advisory Board considered an update on the **implementation of logistical support** for NDEs.
- ❖ Members noted high interest from NDEs but limited awareness and access to the support, encouraging the Secretariat to **increase outreach and communication**. Some members also suggested increasing the level of logistical support in the future to better meet NDEs' planned activities.
- ❖ It was agreed to evaluate and provide guidance regarding logistical support when developing the **next programme of work**.



Date & time: 17 July, 9am - 5pm

Venue: Ministry of Environment, Cambodia

Participants: MoE, MISTI, MPT, ARDB, Network members, Universities

Key insights

- Marked as the first time in the history of Cambodia's MOE to run the workshop on climate technology (separate from the national working group)
- 3 TA ideas were generated (1 on digitalization, 1 on adaptation, 1 on mitigation)



Request template – Modality 1&2

NDE LOGISTICAL SUPPORT TEMPLATE

Guidelines:

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

Requesting country:	
NDE	Add the name of the organization, name of the individual, position, email, and address.
Modality	☐ Modality 1 (Organization of national climate technology workshops to promote the CTCN and support the ideation process of TAs) or ☐ Modality 2 (post-TA implementation monitoring, reporting and follow-up)

The objective of the request:

Please describe the main objective of the NDE logistical support (in no more than 200 characters).

Description:

Expected activities:

Please describe the expected activities (e.g. organization of meetings, field visits, preparation of materials) and deliverables including estimated timeline.

Description of activities:

Activity 1: Add title.

Add description.

Activity 2: Add title.

- ❖ The logistical support offered by the CTCN towards NDEs aims to **enable effective delivery of climate action at national level**.
- ❖ Following advise from the board, the CTCN secretariat has simplified the template into one covering request ideations to post TA implementation.
- ❖ The NDE is free to **select** either Modality 1 or 2.
- ❖ Subject to availability of funds, the support should have a total value not exceeding **5,000 USD per request per year per NDE**.

The request can cover:

Modality 1

Organization and facilitation of National workshops to promote CTCN in countries.

Modality 2

Undertake activities to facilitate TA follow-up actions for increasing impacts from CTCN TAs – and fine-tune CTCN TA impact monitoring processes.

Procedure for delivery of Logistical Support

1 LS Request Template

Completion of the by the NDE, including objectives, activities, results, activity-based budget and NDE signature.

3 Agreement Preparation

Upon approval, agreement between the NDE hosting institution and UNEP

5 Final Reporting

Done by NDEs on the usage of funds and disbursement of pending funds.

2 Review Request

CTCN reviews in terms of eligibility for support, prioritization for LDCs / SIDS and geographical balance, and availability of funds.

4 Disbursement of Funds

Upon signature and/ or submission of deliverables.

Operationalization: (Oct 2025-July 2026)

Modality Type	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, Mongolia, LAO PDR, Congo-Brazzaville, Burundi, Nigeria, Gambia, Uruguay, SKN, Saint Lucia	1) Closed: Cambodia, Somalia 2) Under implementation: Kenya, Lesotho 3) Under contracting: Liberia, Senegal, Mongolia
2) Post-TA implementation monitoring, reporting and follow-up	Mozambique, Chile	Under contracting: Togo

2) Somalia Workshop Outputs and Outcomes

Figure 3: H.E. Ahmed Osman, State minister of MoCT delivering opening remarks

*During the workshop 2 TA ideas were generated.
The NDE submitted 2 TA requests (under refinement);*

- Solar Photovoltaic Irrigation Systems (SPIS)
- Early warning system for small holder farmers

Lessons Learned – Modality 1

1

Catalyzing Quality & Scalable Requests:

Modality 1 support is useful for helping organization of national climate technology workshops to promote the CTCN and engage key stakeholders in the ideation and development process of quality scalable Technical Assistance (TA) requests.

2

Challenges:

NDEs (who serve as the implementing partners for the meetings/workshops) often operate under institutions with varying government legal statuses, which may be subjected to a longer due diligence process.

3

Best Practices:

Requests in advance of the planned event allow time for processing of contractual arrangements. Cambodia, for example, submitted its request in Q1 for Q4 implementation and, as a registered UNEP partner, experienced a smoother process.

4

Recommendation:

Introduce a structured 'Call for Request' (e.g., submissions in Q1 for implementation in Q3) to streamline planning. Remain open to leveraging a UN-to-UN agreement with UNDP Country Offices as it may provide a more efficient contracting process.

Lessons learned – Modality 2

(Post-TA Implementation monitoring, reporting and follow-up)

1

Observation: Only one request received so far-Togo

2

Best Practices: Sensitize the NDE on the need to do this post-implementation analysis and activities of the modality easily supports the analysis.

3

Recommendation: Clarify the roles of Non-Annex I NDEs in undertaking post-implementation analysis, and provide information on readily available analytic tools developed by CTCN partners.

3

NDE Survey and Post-Implementation Form

Biennial UNFCCC Technology Mechanism NDE Survey

The NDE Survey collects inputs from NDEs on:

- Experiences with CTCN and TEC support
- Awareness and use of Technology Mechanism services
- Effectiveness of support for climate technology development and transfer
- Success stories, best practices and areas for improvement

Your input is important for monitoring, evaluation and learning across the Technology Mechanism.

Why your response matters

Survey responses will help:

- Inform the Periodic Assessment of the Technology Mechanism
- Contribute to the Global Stocktake under the Paris Agreement
- Identify practical improvements to CTCN and TEC support
- Strengthen evidence on country needs, results and impact
- Reflect Asia-Pacific priorities more clearly in global analysis

More responses from Asia-Pacific NDEs are needed to support balanced and meaningful analysis.

Technical Assistance Post-Implementation Form

The Post-Implementation Form aims to understand what happened after TA completion.

It helps CTCN and NDEs track:

- Whether TA outputs have been used after completion
- Policy, planning, investment or implementation follow-up
- Stakeholder ownership and institutional uptake
- Replication, scale-up or financing opportunities
- Lessons learned for improving future TA design

The form should be completed for relevant CTCN TAs concluded between 2022 and 2024, in collaboration with the main beneficiary.

Call to action for NDEs

The CTCN Secretariat already circulated the NDE Survey and Post-Implementation Form by email in April 2026. This is a reminder to support completion and follow-up **by 30 July 2026**.

Practical steps

- Complete the online NDE Survey
- Map relevant TA projects completed between 2022 and 2024
- Share the Post-Implementation Form with the main beneficiary
- Complete and review the form collaboratively
- Submit the completed form to CTCN

For support:

Contact the CTCN Secretariat or your regional CTCN focal point.

Biennial UNFCCC Technology Mechanism NDE Survey (Annex I)

Dear National Designated Entity (NDE):

The following survey collected by the UNFCCC Technology Centre and Network (CTCN) to support the transfer of climate technology.

As key stakeholders of the evaluation (M&E) process, your input is crucial. The survey will help identify the needs and challenges of the technology transfer process. It will also be used as a source of information for the Global Stocktake of the Paris Agreement.

Please complete the survey

The survey should be filled out by the NDE. If you need assistance, please reach out to the CTCN Secretariat. Your input will be kept confidential and anonymized before presentation.

When you submit this form, you consent to the CTCN using the provided data, information and materials for communication purposes.

* Required

This form is to be completed by the NDE

1. Please confirm you are the National Designated Entity (NDE) for the country/region.

☐ Yes (as NDE)

☐ Yes (on behalf of NDE)

☐ No

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Technical Assistance Post-Implementation Form v.3/2026

TECHNICAL ASSISTANCE 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.
- 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 mid and long-term impacts of technical assistances, inform the continuous improvement of the CTCN technical assistance process, and provide follow-up support.
- By completing this Form, you consent to the CTCN using the provided data, information and materials for communication purposes.

Country:		TA Request reference number:	
Title of TA:			
NDE			
Project proponent(s)			
Date of TA completion:	Click or tap to enter a date.		
1 st follow up	Click or tap to enter a date.		
2 nd follow up	Click or tap to enter a date.		

Continue on next page

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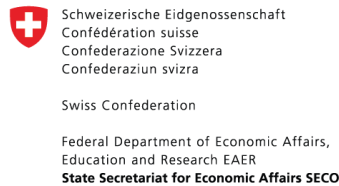
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