

Technical Assistance Process

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Technical Assistance Process

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 **2-4 months**, provided that the necessary information is available and key stakeholders are responsive.

3 Bidding Process

Conduct of the competitive bidding process for about **6-8 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

Interested parties in developing countries contact their NDE to request climate technology assistance of a value of up to 300,000 USD.

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

- Identify and prioritize national climate technology needs (NDCs, TNAs, TAPs, etc.)
- Check existing climate technology resources of CTCN, TEC, WIPO and DPGA
- Engage all relevant stakeholders before submission
- Build clear pipeline for scale-up through MDFs, MDBs and FIs

CTCN Technical Assistance Request Submission Form
Version: 02/2024

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/ctcnar/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.).

Request evaluation: Eligibility Criteria

1	The request has a clear and positive benefit to the requesting country in mitigating, or adapting to the negative effect of, climate change.
2	The request is in line with national strategies and plans.
3	The request enhances endogenous capacities.
4	Processes are placed in the requesting country to monitor and evaluate any support provided.

Request evaluation: 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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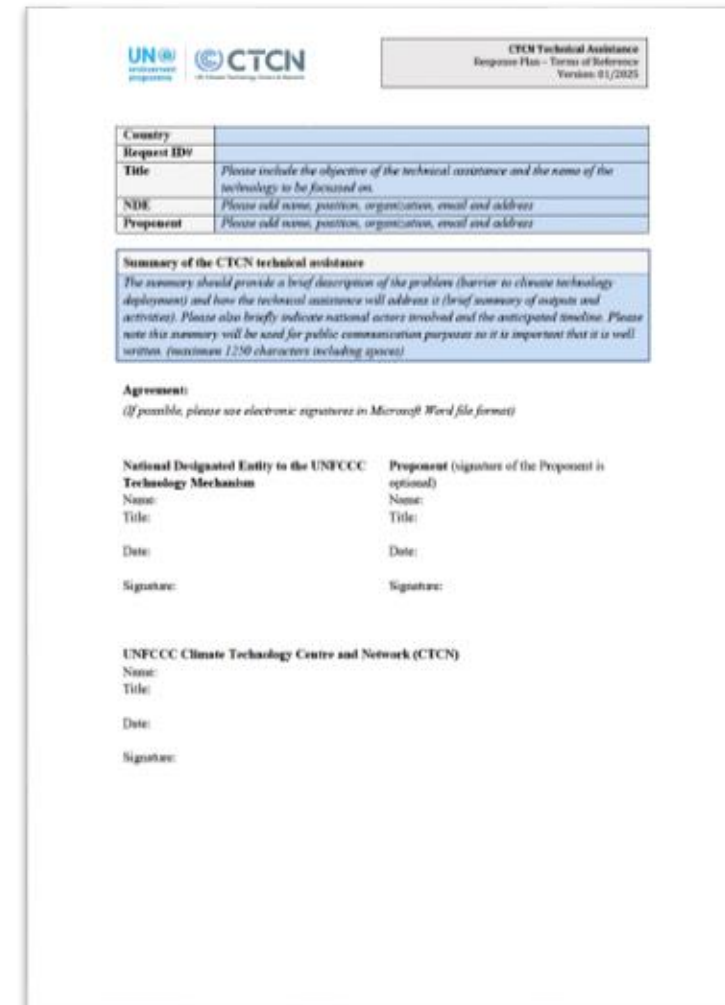
Response Plan Design

Response Plan Design

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

- Set clear expectations for all activities, including data collection, stakeholder engagement, capacity building, etc.
- Involve all relevant stakeholders in the preparation and review
- Create a pipeline for follow-on activities and financing
- Define clear actions for gender mainstreaming
- Prepare resources and data that are relevant for the implementation in advance



The screenshot shows the 'CTCN Technical Assistance Response Plan - Terms of Reference' form, Version 01/2025. It includes logos for UN environment programme and CTCN. The form contains several sections: a header with logos and version, a table for basic information (Country, Request ID, Title, NDE, Proponent), a 'Summary of the CTCN technical assistance' section with instructions, an 'Agreement' section with a note on electronic signatures, and signature lines for the National Designated Entity to the UNFCCC Technology Mechanism, the Proponent, and the UNFCCC Climate Technology Centre and Network (CTCN).

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
Proponent	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
Name:
Title:
Date:
Signature:

Proponent (signature of the Proponent is optional)
Name:
Title:
Date:
Signature:

UNFCCC Climate Technology Centre and Network (CTCN)
Name:
Title:
Date:
Signature:

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Bidding Process

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 five (5) 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

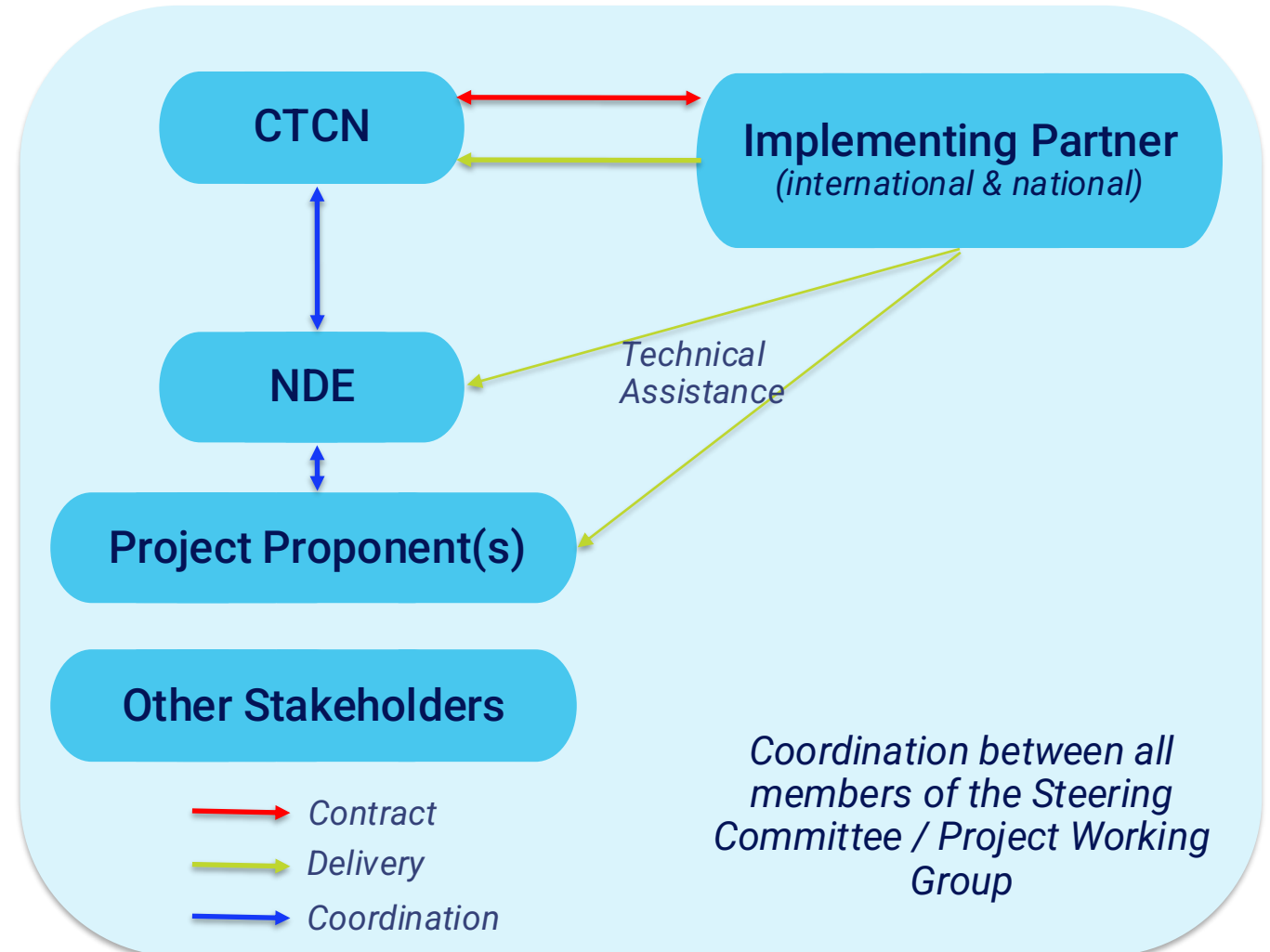
Project Implementation

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 biennial basis

By NDE and Proponent

Monitoring and Evaluation (M&E) Plan

The M&E Plan sets out the indicators and data that will be tracked throughout the technical assistance so that progress can be monitored and the Closure Report completed at the end.

It is filled out by the implementing partner in consultation with key stakeholders at the start of the technical assistance and followed throughout the project implementation.

Best Practices

- Review the proposed indicators and give feedback on whether they're relevant, realistic, and nationally useful
- Provide baseline data where available

Monitoring & Evaluation (M&E) Plan and Impact Statement Form

Objective of the M&E Plan and Impact Statement:

- The M&E Plan and Impact Statement must be designed based on the Technical Assistance Response Plan and must enable the Implementer to complete the Closure Report at the end of the assistance.

Process for filling in the form:

- The Implementer must identify relevant quantitative and qualitative indicators as specified in the Closure Report. A sub-set of indicators to monitor and assess must be chosen among these.
- The Implementer may also identify other specific, measurable, achievable, relevant, and time-bound indicators suitable to monitor Activities, Outputs and anticipated Outcomes from the technical assistance and add to the M&E Plan and Impact Statement.
- During implementation of the TA or FTA, the Implementer must collect all relevant data as described in the Monitoring & Evaluation Plan. Aggregated data on selected indicators as well as an updated version of the Impact Statement will be presented in the Closure Report at the end of the assistance.

Basic Information	
Title of response plan	
Technical assistance reference number	
Country/ countries	
NDE focal point and organisation	
Sector(s) addressed	
Technologies supported	
Implementation period and total duration	
Total budget for implementation	
Designer of the response plan	
Implementer of response plan	

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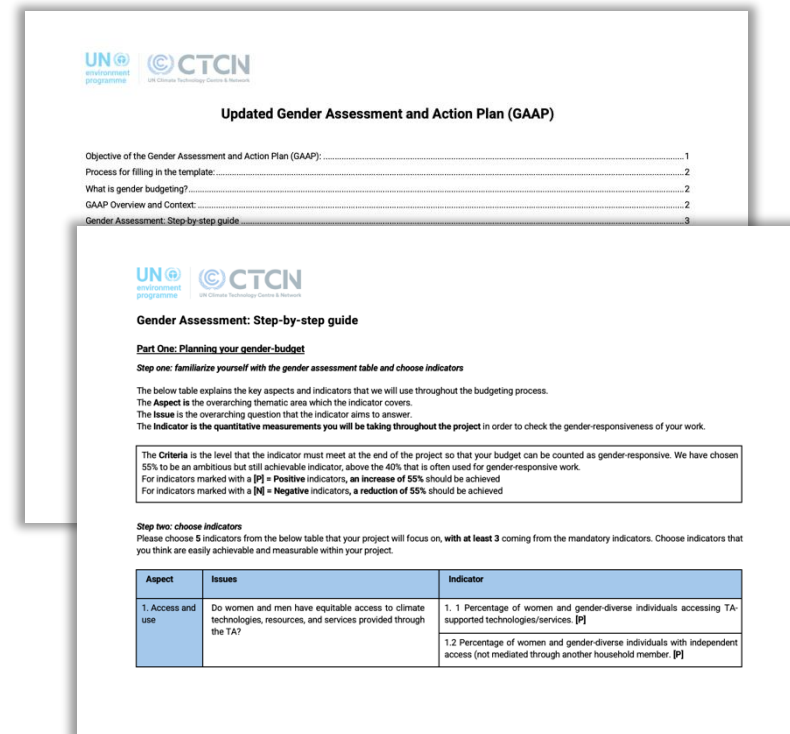
Gender Assessment and Action Plan (GAAP)

The GAAP ensures that gender mainstreaming is effectively integrated both throughout the implementation process and as a key outcome of the technical assistance.

It is filled out by the implementing partner in consultation with key stakeholders at the start of the technical assistance and followed throughout the project implementation.

Best Practices

- Assist the gender expert in identifying relevant civil society organizations
- Provide feedback to define relevant and feasible gender mainstreaming measures



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Updated Gender Assessment and Action Plan (GAAP)

Objective of the Gender Assessment and Action Plan (GAAP): 1
Process for filling in the template: 2
What is gender budgeting? 2
GAAP Overview and Context: 2
Gender Assessment: Step-by-step guide 3

Gender Assessment: Step-by-step guide

Part One: Planning your gender budget

Step one: familiarize yourself with the gender assessment table and choose indicators

The below table explains the key aspects and indicators that we will use throughout the budgeting process.
The **Aspect** is the overarching thematic area which the indicator covers.
The **Issue** is the overarching question that the indicator aims to answer.
The **Indicator** is the quantitative measurements you will be taking throughout the project in order to check the gender-responsiveness of your work.

The **Criteria** is the level that the indicator must meet at the end of the project so that your budget can be counted as gender-responsive. We have chosen 55% to be an ambitious but still achievable indicator, above the 40% that is often used for gender-responsive work.
For indicators marked with a [P] = **Positive** indicators, an **increase of 55%** should be achieved
For indicators marked with a [N] = **Negative** indicators, a **reduction of 55%** should be achieved

Step two: choose indicators
Please choose 5 indicators from the below table that your project will focus on, with **at least 3** coming from the mandatory indicators. Choose indicators that you think are easily achievable and measurable within your project.

Aspect	Issues	Indicator
1. Access and use	Do women and men have equitable access to climate technologies, resources, and services provided through the TA?	1. 1 Percentage of women and gender-diverse individuals accessing TA-supported technologies/services [P]
		1.2 Percentage of women and gender-diverse individuals with independent access (not mediated through another household member) [P]

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NDE Feedback Form

The NDE Feedback Form serves to provide feedback on timeliness and appropriateness of the technical assistance, collect lessons learnt, track results and identify possible impacts.

It is filled out by the NDE and Project Proponent right after the end of implementation.



Best Practices

- Fill out the Form collaboratively with the key beneficiary
- Provide concrete recommendations to CTCN how to improve assistance
- Integrate learnings into next requests for technical assistance

CTCN Technical Assistance
Response Feedback Form
v.01/2020

CTCN
UN Climate Technology Centre & Network
UNFCCC Technology Mechanism

CTCN TECHNICAL ASSISTANCE FEEDBACK FORM

This form is to be completed by National Designated Entity (NDE) and the request applicant of the country which has received the technical assistance (TA).

This form will enable the CTCN to:

- 1) Receive feedback on timeliness and appropriateness of the assistance provided;
- 2) Collect lessons learnt, and improve the design and implementation of technical assistance based on successes and challenges encountered;
- 3) Track the results and effective use of its assistance in the country;
- 4) Identify possible impacts that the assistance will contribute to.

Country:		TA Request reference number:	
Title of TA:			

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Post-Implementation Form

The Post-Implementation Form serves to monitor the activities and impact after the implementation of a technical assistance.

It is filled out by the NDE and Project Proponent on a biennial basis for two times after the end of implementation.

Best Practices

- Review Closure Report and NDE Feedback Form to provide updates
- Request the key beneficiaries to complete the Form
- Ensure precision on the achieved progress with quantitative impact if available
- Ensure that specific areas of next steps and additional support needed are highlighted

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

Technical Assistance Post-Implementation Form v.08/2025

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.		

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Supported by:

