

## Strengthening NDEs role in developing countries

### Logistic support to NDEs

#### 1.0 Background

As part of the ongoing global commitment to address climate change, numerous COP decisions and discussions in recent climate weeks have emphasized the crucial role of developing countries in implementing sustainable and resilient technologies. Decisions from COP 28<sup>1</sup> have called for increased collaboration and support from the UNFCCC mechanism to non-annex I countries:

*FCCC/SB/2023/L.9. Decision 4/ CP.28 Welcomes the engagement of the Technology Executive Committee and the Climate Technology Centre and Network with national designated entities to provide technical and logistical support to them, including through regional forums for national designated entities.*

The UN Climate Technology Centre and Network (CTCN) recognizes the need for logistical support of its National Designated Entities (NDEs) to facilitate the adoption and deployment of climate technologies.

#### 2.0 Need for logistical support.

The need for logistical support arises from the requirements towards NDEs as national focal points to the technology mechanism. The roles and responsibilities of [NDEs](#) include

- facilitation of effective technical and capacity building support to the country,
- engagement of national representatives at all levels for CTCN assistance,
- facilitation of in-country activities such as training, capacity building and dissemination of information,
- participation in regional and global events,
- coordination with other national focal points,
- and the provision of feedback to the CTCN in terms of monitoring and evaluation of received assistance.

To successfully pursue their roles, NDEs have raised the issue of requiring additional logistical support at various platforms.

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<sup>1</sup> Enhancing climate technology development and transfer through the Technology Mechanism: Recalling decisions 2/CP.17, 1/CP.21, 15/CP.22, 21/CP.22, 15/CP.23, 12/CP.24, 13/CP.24, 14/CP.25, 9/CP.26 and 18/CP.27,

FCCC/SB/2023/L.9. Decision 4/CP.28: [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://unfccc.int/sites/default/files/resource/sb2023\\_L9\\_adv.pdf](https://unfccc.int/sites/default/files/resource/sb2023_L9_adv.pdf)

Decision 18/CP.27, para. 7.

### 3.0 Types of activities for logistical support

The logistical support offered by the CTCN towards NDEs could span across a spectrum of different types of activities crucial for effective climate action at a national level. The main activities eligible for request of logistical support are listed below:

- Organization and facilitation of meetings and workshops to promote CTCN assistance.
- Preparation, coordination and monitoring of technical assistances (TAs).
- 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).

To receive support from the CTCN, NDEs would be required to provide detailed information about the cost categories associated with each activity on the NDE Support Request Submission Form (Annex A). These cost categories include additional human resources, travel expenses, meeting/event expenses, and expert service costs. Any expenses related capital goods procurement would not be eligible for support.

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

#### Examples of types of requests to receive logistical support from CTCN

What can be considered	What cannot be considered
Organisation of national meetings with national stakeholders.	Any type of infrastructure.
Promote visibility of the actions/projects taken by the NDE, and synergies with the technical assistance received from CTCN.	Any asset or equipment, such as laptops, tablets, cell-phones, etc.
Promote engagement of key national stakeholders.	Any international travel to participate in meetings and conferences, such as COPs, SBs. etc.
Field visits to the implemented projects.	
Post TA implementation activities to increase visibility and <b>leverage future actions</b> .	
National campaigns to promote the results, and increase awareness of the general public.	

#### **4.0 Frequency of support requests**

##### **1. Annual basis request**

NDEs may consider making requests on an annual basis based on scheduled NDE / CTCN activities. This approach ensures a consistent level of support from the CTCN, enabling continuity in the operations of the NDE.

##### **2. Ad-hoc basis request**

NDEs can also submit requests for logistical support based on their evolving needs and the progress of ongoing initiatives. It is advisable to align submissions with significant requirements for support in order to limit administrative efforts.

#### **5.0 Contractual modalities to receive logistical support.**

##### **a) After Approval**

Upon approval of a request for logistical support, the contractual process involves the establishment of a Small-Scale Agreement (SSA) between the NDE (host institution) and UNEP. The financial resources are transferred to a designated institutional account, and the NDEs are expected to follow the established financial reporting procedures indicated in the SSA. All contractual modalities would that be as per the administrative rules and procedures of United Nations Environment Programme (UNEP); as a host institution.

##### **b) After Closure**

At the closure of the agreement, the NDE (host institution) needs to submit a Substantive and Audited Financial Closure Report, and deliverables as per the agreement / initial support request. The CTCN follows a transparent and responsible process to ensure that funds are used efficiently and in accordance with the activities outlined in the SSA, as per UN rules and regulations. Any new request for logistical support will be accepted only after the full closure of the preceding/ previous request.

**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/ttclear/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:*

<b>Requesting country:</b>	
<b>NDE</b>	Add the name of the organisation, name of the individual, position, email, and address.
<b>Support period</b>	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:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Logistical support (meetings and workshops for CTCN promotion) | <input type="checkbox"/> Technical Assistance monitoring, and follow up (add TA reference number) | <input type="checkbox"/> Local or National Representational Travel | <input type="checkbox"/> Other expenses (5% of the total) |
|---|---|--|---|

**Activities:**

- Please describe the activities to be carried out with the support of the CTCN in detail.
- Name the deliverables and expected delivery date.

Description of activities:

Activity 1: *Add title.*

*Add description.*

Activity 2: *Add title.*

*Add description.*

Deliverable	Delivery date
<i>Deliverable 1</i>	
<i>Deliverable 2</i>	

**Results:**

Please describe the expected results/outputs to be achieved and the use of the deliverables.

**Activity based Budget:**

For each activity described above, please detail the cost category based on:

- Expert services (estimated number of days)
- Supervisory travel (national/local, number of days)
- Meeting/event title with number of participants, number of days
- Material (e.g. printing, banners, etc.)

e) Monitoring and follow up

Activities and Outputs	Input: Expert Services	Input: Travel	Inputs: Meetings/events	Estimated cost
	<i>(Title, role, estimated number of days)</i>	<i>(Purpose, national vs. international, number of days)</i>	<i>(Meeting title, number of participants, number of days)</i>	<b>USD</b>
<b>Output 1:</b>				
Activity 1				\$
				\$
				\$
				\$

Add as many rows as needed.

**Signature:**

NDE name:

Date:

Signature:

**THE COMPLETED FORM SHALL BE SENT TO THE [CTCN@UN.ORG](mailto:CTCN@UN.ORG)**

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