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TERMS OF REFERENCE (TOR)

Title: Technical guidance and support for conducting a technology needs assessment

CTCN Request Reference Number: 2018000030

Country: Syrian Arab Republic

15 May 2020

1. BACKGROUND INFORMATION

The Climate Technology Centre and Network (CTCN) is the operational arm of the United Nations Framework Convention on Climate Change (UNFCCC) Technology Mechanism and hosted by the United Nations Environment Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by 11 partner institutions with expertise in climate technologies. The mission of the CTCN is to promote accelerated deployment and transfer of climate technologies at the request of developing countries for energy-efficient, low-carbon and climate-resilient development.

These requests for Technical Assistance (TA) are being submitted to the CTCN by the National Designated Entity (NDE) of the respective country. The scope of services under these Terms of Reference shall be executed based on a restricted solicitation process. By mandate, only accepted Members of the CTC Network are eligible to submit proposals and execute the required services to implement the response.

In case you are not a CTCN network member yet, you may bid for implementation of the technical assistance, subject to the condition that you submit your completed application for CTC Network membership before the bid closure and the same is acknowledged by the CTCN. Furthermore, the contract award – should your bid be selected – is conditional to your network membership application having been successfully approved by the Director of CTCN. Should the bidder partner with another institution to deliver the services described in these Terms of Reference, it is expected that the partner institution also joins the CTC Network.

The budget for this contract is USD 332,450 and needs to be in line with the detailed budget breakdown provided in the GCF readiness proposal annexed to the TOR. A maximum 10% variation will be allowed among budget lines within outputs. Budget variation between outputs is not allowed. The bidders are free to add on activities beyond what is mentioned in the TOR to enhance the quality of the deliverables and outputs, as long as the budget lines remains the same.

It is mandatory for the implementer(s) to allocate at least 1% of the budget to integrate a gender-approach to the activities. Please refer to the CTCN Gender Mainstreaming Tool for Response Plan Development for guidance at <https://www.ctc-n.org/technologies/ctcn-gender-mainstreaming-tool-response-plan-development>.

During the implementation of the project, the UNIDO staff including the CTCN staff and all contractors and individuals contracted by UNIDO under this project and involved in the delivery of in-country



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activities under the project must comply with UNDSS rules and recommendations with regard to all security and safety measures for carrying out in-country activities.

Should the bidder be interested in the execution of other Technology Needs Assessments (TNA)-related technical assistances, UNIDO and CTCN encourage them to participate in the bidding process for the implementation of the TNA and technology action plan formulation in Equatorial Guinea, Nigeria, Democratic Republic of the Congo, Cameroon, Gabon and Iraq, also available in the UNGM and the UNIDO Procurement page.

2. PROJECT CONTEXT

The Syrian Arab Republic (SAR) is an arid and semi-arid country which is very vulnerable to the adverse effects of climate change. The impacts ranges from changes in rainfall patterns and fluctuations in temperature, a dramatic fall in the annual rainfall affecting the main agricultural areas, prolonged and recurrent droughts, coupled with its increased intensity which has reduced available water supplies and adversely affected the quality of water, thereby aggravating water resources management problems in the country. These effects have been worsened by the prevailing war situation in the Syrian Arab Republic that has hindered the local government's capacity and the international community's ability to address the challenges and plan for future efforts.

The impact of global climate changes has put pressure on:

- Natural resources for agriculture and livestock exploitation, and the implications on sustainable production and strengthening communities' resilience.
- Renewable energy resources such as hydropower, due to drop in water levels, and wind power, as a result of climate variability.
- Water resources, which are already limited, and exacerbated by the increasing water demand for irrigation, drinking and industrial purposes.
- Natural ecosystems and their balance, as well as the overall impact on public health and other economic, production, service and social sectors.

SAR's NDC identifies the following sectors for the fulfilment of national mitigation commitments: energy, water, waste, industry, transport, housing, biodiversity conservation, agriculture, land use and forests. This readiness proposal will focus on four key sectors (agriculture, water, energy and waste). It will propose viable technology solutions that are adapted to the local context and that will enable SAR to meet its mitigation and adaption targets. This would enable the proposed technology solutions to be easily turned into concrete, scalable and financially robust project proposals that would feed into GCF future projects pipeline. The country programming process in the areas of climate change and environment has been hampered by the war that has affected the country since 2011. This process will therefore be crucial to reinforce the country planning process and to enable the SAR tap into multilateral climate financing that is much needed in the country.

The CTCN has established formal working relationship with the FAO which is implementing the current readiness as a part of its network engagement. It is also proposed that the representative of FAO local



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office in Syria would be included in the TNA committee. Further the outputs of the TNA project would be integrated in the country programme being developed in current readiness. While this proposal will complement the ongoing readiness proposal being implemented by the FAO, the two proposals are fundamentally different in scope and proposed impact. The proposed UNDP project focused on building general capacity through a coordination mechanism within the NDA, the CTCN proposal focuses specifically on technology related capacity building and the establishment of a coordination mechanism within the NDA.

3. AIM OF THE CONTRACT

The objective of this contract is to provide technical assistance to Syria to enable the development of a comprehensive Technology Needs Assessment (TNA) and action plan. The technical assistance will entail conducting a categorization and prioritization of technologies that will comply with the country's NDC and other strategies.

This work will enable Syria to implement its climate targets (included in the country's NDC) using the most appropriate technologies. In this context, the TNA report and Action Plan will provide the necessary guidance to evolve the prioritized technologies and address the country needs in climate change adaptation and mitigation.

The work will also be useful to the country to develop and strengthen its pipeline of projects to target the international and institutional climate finance landscape and associated opportunities for project implementation and so can act as connector between technology, policy and investor communities.

4. SCOPE AND ACTIVITIES OF THE PROPOSED CONTRACTED SERVICES

To get a better understanding of the objectives of the request for technical assistance, the work elaborated beforehand by CTCN, as well as the necessary collaboration with the GCF National Designated Authority (NDA) and National Designated Entity (NDE), it is recommended that the bidder refers to the complete GCF Readiness and Support proposal approved by the Green Climate Fund (GCF) and attached to this tender.

Once this contract is signed, the CTCN will organize a kick-off call among all relevant parties involved in the request to introduce the Contractor to the NDE and NDA. This kick-off virtual meeting shall present the activities, their timeline and clarify roles and responsibilities. In general, to ensure a successful implementation and proper interaction with national counterparts and stakeholders, it is recommended that enough days be allocated on site for most of the relevant activities. It is also recommended to include regional, or preferably, national experts or organizations in the proposed implementation team.

The Contractor shall undertake the following activities:

Outcome 1: Institutional capacity and coordination mechanisms in place to govern and coordinate climate action and finance

Sub-outcome 1: Institutionalization of a coordination mechanism for the implementation of the TNA.



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Activity 1.1: Development of implementation planning and communication documents

The contractor must undertake the following activities in the course of this CTCN technical assistance.

- i. Prepare a detailed work plan of all activities, deliveries, outputs, deadlines and responsible persons/organizations and detailed budget to implement the GCF Readiness and Support proposal approved by the GCF to enable all parties involved in the implementation (NDE and NDA included) to track and plan ahead their time around the project execution. The detailed work plan and budget must be based directly on the GCF approved document (in English);
- ii. Based on the work plan, prepare a monitoring and evaluation plan with specific, measurable, achievable, relevant, and time-bound indicators used to monitor and evaluate the timeliness and appropriateness of the implementation. The monitoring and evaluation plan should apply selected indicators from the Closure and Data Collection report template and enable the lead implementer to complete the CTCN Closure and Data collection report at the end of the assignment. UNIDO guidelines will be also taken into account (a template will be provided) (in English);
- iii. Prepare a one-page description of intended outcomes and impacts of the project, that considers gender dimensions, formulated in the beginning of the technical assistance and updated/revised once the technical assistance is fully delivered. This is in order for the country to have a communication document and disseminate in relevant events the objectives, anticipated impacts and alignment with INDCs and SDGs of the current project (a template will be provided) (in English);
- iv. Complete a closure and data collection report at the end of the technical assistance (a template will be provided) (in English);
- v. Prepare a GCF Interim Progress Report covering the period from 1 January to 30 June and from 1 July to 31 December during the entire duration of the technical assistance (a template will be provided).
- vi. Prepare a financial statement in accordance with consistently applied accounting standards, audited on an annual basis by registered independent auditors or audit firms.
- vii. Prepare a GCF Completion report once the technical assistance is finalized (a template will be provided) (in English).
- viii. Prepare a final audited financial report, audited by registered independent auditor or audit firms.

Deliverables 1.1	Delivery date
i. Detailed work plan (English)	1 month after contract signing
ii. Monitoring and evaluation plan (a template will be provided) (in English)	1 month after contract signing
iii. Impact description (a template will be provided) (in English)	1 month after contract signing 18 months after contract signing or once the technical assistance is completed
iv. CTCN Closure and data collection report (a template will be provided) (in English)	18 months after contract signing or



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be provided) (in English)	once the technical assistance is completed
v. GCF progress interim report (a template will be provided) (in English)	Every 5 January and 5 July during the entire duration of the technical assistance
vi. Annual audited financial statement, audited by registered independent auditor or audit firms.	12 months after contract signing
vii. GCF completion report (a template will be provided) (in English)	Not exceeding 18 months ¹ after contract signing or 5 days after the technical assistance is completed
viii. Final audited financial report, audited by registered independent auditors or audit firms.	Not exceeding 18 months ² after contract signing or 5 days after the technical assistance is completed

Activity 1.2 Conduct stakeholder's analysis

This activity aims at defining stakeholders to be directly involved in a National TNA Committee running the project, including government ministries and associated organizations, private sectors, financial institutions, research organizations, local communities' representatives, representatives from disadvantage groups (vulnerable & indigenous communities, gender focal points, youth and people with disabilities).

The activity includes identifying key stakeholders (public, private and civil society) and facilitating their participation. Civil society includes engagement of the private sector, NGOs and academia and will be facilitated through bilateral meetings between experts/ stakeholders.

The 4 identified sectors that are identified for prioritization are not homogeneous and not uniform. Significant effort will be required to identify various stakeholders across each of the four sectors. This activity will leverage the already established stakeholder consultation mechanism in the ongoing GCF country programming readiness support.

This activity will ensure a transparent stakeholders selection process and will ensure integration of disadvantaged groups and most vulnerable communities. The TNA activity requires a range of actors, institutions and sectors. Such a matrix will consider key national representatives from private, public and academic sectors and will target stakeholders across the 4 prioritized sectors identified by the NDC. This will be a key input into delivering activities 2.2-2.4 and 3.1, which will be conducted in line with the GFC investment criteria. The 4 sectors identified are prioritized in the Syria's' NDCs and hence aiming to effectively address the nations climate action needs.

This also includes those directly involved in National TNA Committee running the project, including institutions from line ministries and governmental organizations, private sectors, research organizations,

¹ The precise timeline to submit the completion report will be agreed upon and settled prior to contract signing.

² The precise timeline to submit the final audited financial report will be agreed upon and settled prior to contract signing.



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disadvantaged groups; key stakeholders from the 4 sectors identified, etc. The stakeholder input will be critical for identification of the various sub-sectors and technologies that will inform the technology fact sheets/briefs that will result in robust proposals ready for GCF support under activity 2.

The input from the NDE and NDA will be critical to shaping and informing the TNA and associated action plans from the outset but also interfacing with the CTCN and its host organizations UNIDO/UNEP.

The TNA committee that will be set up at the initial stages will ensure systematic selection of key stakeholders to be used in the process. This will be conducted through meeting and interviews with relevant official in the 4 prioritized sector; water, energy, waste and agriculture.

The exercise will ensure gender consideration in that it will strive to ensure representation of both women and men as well as any other special groups (youth, indigenous people) as per GCF ESS policy.

The stakeholder roles and responsibilities will also be specified in order to ensure their contribution is streamlined with the goals of the TNA process.

A centralized coordination office that will serve as the based for the TNA implementation will be set up at this stage.

Deliverables 1.2:	Delivery date
i. Stakeholder mapping report, where roles and responsibilities are specified.	2 months after signing contract
ii. Report of the 2-day stakeholders matrix development workshops.	2 months after signing contract

Activity 1.3: Support establishment of a TNA Committee

The TNA Committee and constitution in place will be responsible for appointing key stakeholder groups and ensure their participation and engagement during its execution. The TNA Committee will include representatives from the public, private, and academic sectors and consider gender balance and appropriate representation to also include representation of most vulnerable communities. The NDE and NDA will play a large role in supporting the establishment of the TNA Committee.

The roles and responsibilities of stakeholders will be defined for the TNA process, including for the review of outcomes and for providing technical input.

This activity will include creating of a centralized mechanism for TNA coordination and so enable a coordination mechanism to commence (Month 3). It will also provide training on TNA processes across all stakeholders over 2 workshop sessions (Month 3-4). Additionally, it will include the importance of understanding and applying environmental and social safeguard approaches, including incorporation of gender considerations throughout the process.



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Deliverables 1.3:	Delivery date
i. National TNA Committee Constitution to inform about the work of TNA Committee.	3 months after signing contract
ii. Set up of a centralized coordination office.	3 months after signing contract
iii. Report on the TNA Training detailing the TNA process, quality assurance, M&E of the TNA process for the 2 training workshops	4 months after signing contract

Activity 1.4: Development and endorsement of a work plan for monitoring and oversight

The work plan will define and schedule TNA meetings to be conducted in the Syrian Arab Republic. Stakeholders engaged in the TNA committee will be engaged in contributing to the work plan. The TNA Committee will be engaged at all important steps of the TNA process to ensure national consultation and country ownership of the process and results of the work.

In month 5, 7, 8, 9, 14, 15, 16 and 18, the Committee will take stock of current activities and will provide coordination support and recommendation as needed, at the various stages of the process: prioritization of technologies, development of action plan, national consultations and dissemination of action plan.

As part of this activity the work plan developed in activity 1.1 will be reviewed and endorsed by the TNA committee this is to ensure promoting a comprehensive participation of key stakeholders across all sectors in the TNA process.

Deliverables 1.4:	Delivery date
i. TNA Committee work plan	4 months after contract signing
ii. Report of the 1 st Committee’s meeting	5 months after contract signing
iii. Report of the 2 nd Committee’s meeting	7 months after contract signing
iv. Report of the 3 rd Committee’s meeting	8 months after contract signing
v. Report of the 4 th Committee’s meeting	9 months after contract signing
vi. Report of the 5 th Committee’s meeting	14 months after contract signing
vii. Report of the 6 th Committee’s meeting	15 months after contract signing
viii. Report of the 7 th Committee’s meeting	16 months after contract signing
ix. Report of the 8 th Committee’s meeting	18 months after contract signing



Outcome 2: Country Programming process

Sub-outcome 2: Prioritization of technologies and relevant action for increased access to finance

Activity 2.1: Pre-selection of sub-sectors for the fulfilment of Syria's TNA

The objective of this activity is to identify and obtain consensus about priority sectors (and subsectors) to shape the TNA. This will build on the Syrian Arab Republic's NDC and UNFCCC 1st communication. This will be done taking into consideration the GCF investment criteria.

The first sub-activity aims at assessing the Syrian Arab Republic Government's sectoral plans. The engaged stakeholders will aim to establish sectoral priorities for the fulfilment of TNA. Considering the national policy and strategies development over the past years, and the NDC and National Communication, for the selected 4 sectors; (i) agriculture, (ii) energy, (iii) water and (iv) waste.

The purpose of this project is to clearly identify the most suitable sub-sectors in the 4 prioritized sectors and validate this outcome with key stakeholders in a series of workshops. These sectoral priorities will allow for technology identification for mitigation and adaptation and a drafting of the TNA and action plan. Activities include assessing national policies (including development plans, private sector development strategies and existing national policies for private sector engagements and enhanced energy/ environmental performance).

Deliverables 2.1	Delivery date
i. Report on analysis of sectoral priorities expressed in national documents	5 months after signing contracting
ii. Report describing methodology utilized for sector and subsector selection and prioritization.	
iii. Meetings minutes	

Activity 2.2: Validate, prioritize and assess feasibility of key technologies for the fulfilment of the Syrian

The objective of Activity 2.2 is to validate, prioritize and assess the feasibility of key technologies, aligned to the Syrian Arab Republic's energy and environmental policies and international commitments, available competencies and natural resources. A market assessment of each technology will underpin this process. Technology feasibility will be conducted taking into account various financing mechanism that can be utilized to finance climate technology deployment in the county; this would include the GCF readiness funds and other multilateral finance mechanism. This will also take into consideration finance needs at different stages of technology deployment.

This activity will focus on identifying and obtaining consensus about priority technologies by sector to fulfil the NDC. Such outcomes will be validated by key stakeholders through a series of 4 workshops. With this, priorities for the fulfilment of the NDC will be defined, and together with factsheets for each



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prioritized technology, will allow for the drafting of the technology action plan. Fact sheets and data information system will be gender responsive.

The prioritization and validation will be done through a series of 4 workshops (one workshop per sector). The stakeholders invited will be selected together with the TNA committee and limited to 20 participants per workshop (see role TNA committee in activity 1.3). Gender balance of participants and facilitators will be promoted.

During the workshops, up to 3 technologies per sector will be prioritized using the MCA, based on criteria covering key economic, social and environmental aspects as well as innovation and RD&D factors based on CP recommendations. This ensures that technologies selected are the best available solution to fulfill key environmental and social safeguards.

Additionally, a list of criteria and/or a criteria tree for assessing adaptation and mitigation technologies which will be inputted to the Multi-Criteria Analysis (MCA) will also be prepared. A data information system will be created for capturing input to technology prioritization and selection as well as for having the function of a repository of key documents produced during the assessment process. They could be reused for future updating and further deepening of the TNA process.

This activity will ensure effective consultation of the stakeholders identified under activity 1.2; whom included government ministries and associated organizations, private sectors, financial institutions, research organizations, local communities' representatives, representatives from disadvantage groups (vulnerable & indigenous communities, women, youth and people with disabilities)

At the end of the activity, final reports including a mitigation TNA report and an adaptation TNA report resulting from technology prioritization will be developed. Both reports will be gender mainstreamed.

Deliverables 2.2	Delivery date
i. Report of the 4 validation workshops delivered.	8 months after signing contracting
ii. Final reports including a mitigation TNA report and an adaptation TNA report resulting from technology prioritization, feasibility and market assessment.	
iii. Technology fact sheets per prioritized technologies (the TNA will aim to identify approximately 4 technologies per sector) and one TNA (Policy) briefs, summarizing main findings, recommendations and next steps.	
iv. Establishment of a data information system to collect data.	

Activity 2.3: Development of Technology Action Plan(s) per sector and /or sub (sector), quantifying the impact of priority technologies within each sector per action plan.

This activity aims to develop a Technology Action Plan that quantifies the potential impact of priority technologies. The process for the development of this Technology Action Plan(s) will involve a few



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interviews and consultations with key stakeholders across the public, private and academic setting and will target various experts depending on the (sub) sectors and technology prioritized. The TAPs will be gender mainstreamed.

The key output will be an identification of programmatic activities, financial costs and a framework identifying the critical path of actions to be undertaken to meet the Syrian Arab Republic's climate objectives when implementing the TNA.

This activity will be done taking into consideration the relevant linkages with the ongoing country programming. In this regard, the TAP will therefore take into account the linkages of the prioritized technologies that would be deployed through the GCF projects pipeline.

The technology fact sheet delivered in activity 2.2 and TAP would be useful to guide development of concept note that would feed into GCF future project pipeline. This will be done with the guidance of GCF focal point for Syria.

The Action Plan should:

- Elaborate very detailed project ideas including time frames and estimated budget requirements to deliver on ideas that would be turned to concept notes for GCF future pipeline projects;
- Articulate project idea objectives, outputs, relation to national policy priorities, deliverables, activities, and monitoring/evaluation methods;
- Elaborate on innovation and RD&D. This is a topic that has been introduced into the new Technology Framework at COP24. The country will also receive indications on how to strengthen its technology innovation. This may entail an assessment of endogenous technologies and consider elements such as RD&D within the prioritized technologies and action plan;
- Evaluate capacity-building needs to support the implementation of the TAP;
- Include a market assessment (that could include analysis of value chains, risks and overall barriers to implementation);
- Consider the realms of regulatory, institutional, financial and information frameworks that may prevent the accelerated development of markets for identified prioritized technologies.
- Determine technology impact potential in terms of the Syrian Arab Republic's GHG emissions reduction targets (conditional and unconditional), employment impact, potential co-benefits (mitigation and adaptation) resulting from the implementation of technologies prioritized. As well as capture the impact in the environmental and social spheres. Include gender assessment of the technology.

Each Technology Action Plan will include:

- Recommended enabling frameworks to address identified barriers, recommending actions that enable the transfer and uptake of prioritized technologies.
- Conduct and maintain a risk register (of policy, institutional and financial, technology risks) that may impact on project idea delivery.
- Prioritize a few technologies in the focus sectors.



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- Present a clear financial plan with timelines, benchmarks and indicators that will elaborate measures and action across the Syrian Arab Republic economy.
- Instruments could consider investment requirements to stimulate action and financial diligence using costs benefit analysis, RoI/NVP/IRR of prioritized technologies.
- Identify the requirements for financial incentives as an enabler of action, including potential domestic and international funding sources.

Deliverable 2.3	Delivery date
i. Report and executive summary of each Technology Action Plan for each of the priority technologies in compliance with the TNA, including project supports and project ideas, that would be translated to GCF concept notes to be included in future GCF pipeline projects as concrete actions for implementation.	14 months after signing the contract

Activity 2.4: National Consultation exercise to ensure national ownership and technology deployment

This activity aims to engage in consultations with the TNA Committee and key stakeholders to discuss and validate the technology action plan. The forum will be conducted through 2 national workshops, which will enable experience sharing, idea generation, lessons learned and best practices. The TAP and technology briefs developed under 2.3 above will be shared in this activity to all stakeholders (as identified under activity 1.2).

Additionally, virtual/ in person consultation with a GFC representative will be made to seek guidance of the possibilities of future GCF support for the identified technology projects that would see the TAP turned to concrete concepts in the future. This activity will build the capacity of the identified stakeholders with the familiarization of identified technologies, to enhance technical capacity, operation and maintenance, and data collection. Common methods utilized for that process included: interviews with experts and stakeholders; market mapping and problem trees; dedicated workshops; desk studies; and logical problem analyses.

Workshops will ensure representation of private sector to empower them to identify their role in implementation of the country NDC. The participation of GCF representative will be sought in order to undertake an exchange with NDE and NDA on the Readiness project’s effectiveness and results.

Deliverable 2.4:	Delivery date
i. Meeting report and list of attendance of the 2 validation workshops (20-30 stakeholders and key institutions.	16 months after signing the contract



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Activity 2.5: Support the implementation of the Technology Action Plan with communications, guidance and training.

Delivery of a capacity building package for TNA key stakeholders including training and support materials for the development and application of prioritized technologies. Relevant participants will include the NDA, NDE, GEF focal points other climate finance organizations, private sector, government officials, special groups.

Stakeholders will be provided with regional training seminars (the region will be identified during the planning stakeholders meeting, with a target of 8 regional training sessions) on modules including (a) market mapping and problem trees to enable them to become more familiar with identified technologies, (b) gender awareness tools to enhance implementation capacities, (c) access to financing of prioritized technologies across domestic and international sources, (d) technical capacity, operation, maintenance and data collection, and (e) environmental and social risk considerations of each of the technologies.

Deliverables 2.5:	Delivery date
i. Capacity building package developed for the regional training seminars.	18 months after signing the contract
ii. Report on the dissemination strategy	
iii. Report on market use cases for each of the technologies identified resulting from stakeholder engagement.	
iv. One policy brief informing the regional workshops.	

Outcome 3: Climate finance strategies strengthened, private sector mobilized, and project pipeline enhanced

Sub-outcome 3: Private sector engagement

Activity 3.1: Reviving the private sector atmosphere and enabling environment through innovative new business identification training program.

The private sector will play a key role in achieving climate goals. This activity involves engaging with the private sector within the Syrian Arab Republic and assisting in the identification of the Syrian Arab Republic business needs and exploring new business opportunities in climate technology.

The activity involves engaging the Syrian Arab Republic private sector via business creation, helping on establishing new business ventures through development of enabling environments, and creation of market incentives across the Technology Action Plan development process. This will achieve input and perspective sharing on the market readiness of technologies and the potential deployment.

This activity will include training and sensitization workshops to build capacity on the private sector on the technologies areas given priority and the proposed business model and investment opportunity including potential areas where GCF could support. There is potential here to foster industry and



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academic collaboration by including research entities into this initiative. This could focus on how to foster business accelerators, incubators and startups.

Deliverables 3.1	Delivery date
i. Report on the 1st training workshop conducted, including the innovative business and training programmes identified, a full list of participants, photo documentations, etc.	9 months after signing the contract
ii. Report on the 2nd training workshop conducted, including the innovative business and training programmes identified, a full list of participants, photo documentations, etc.	12 months after signing the contract

5. GENERAL TIME SCHEDULE

CTCN technical assistance activities under this contract have an expected duration of up to eighteen (18) months from the contract signature. The proposed plan for the implementation of activities and deliveries is presented in the following table:

Outputs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	O1: Effective coordination mechanism																	
A1. Institutionalization of a coordination mechanism																		
A1.1 Development of planning and communication documents																		
D.i. Detailed work plan	*																	
D.ii. Monitoring and evaluation plan	*																	
D.iii. Impact description	*																	*
D.iv. CTCN Closure and data collection report																		*
D.v. GCF progress interim report	<i>Every January and July</i>																	
D.vi. Annual audited financial statement												*						
D.vii. GCF completion report																		*
D.viii. Final audited financial report																		*
A1.2. Conduct a stakeholder’s analysis																		
D.i. Stakeholder mapping report		*																
Dii Two-day workshop report		*																
A.1.3 Support to the establishment of a TNA Committee																		
Di. National TNA Committee Constitution			*															
D ii. Set up of a Centralized office for coordination of TNA activities			*															
D ii. The TNA Training report for the 2 Day workshop on TNA processes				*														
A.1.4: Development and endorsement of TNA Committee work plan for monitoring and oversight																		



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D.i. TNA Committee Work plan				*															
D.ii. Report of the 1st Committee's meeting				*															
D.iii. Report of the 2nd Committee's meeting					*														
D.iv. Report of the 3rd Committee's meeting						*													
D.v. Report of the 4th Committee's meeting							*												
D.vi. Report of the 5th Committee's meeting										*									
D.vii. Report of the 6th Committee's meeting											*								
D.viii. Report of the 7th Committee's meeting												*							
Dix. Report of the 8th Committee's meeting																			*
O2: Technology solutions identified and prioritized																			
A.2. Prioritization of technologies and relevant action for increased access to finance																			
A.2.1. Pre-selection of sub-sectors																			
D.i. Report on analysis of sectoral priorities expressed in national documents				*															
D.ii. Report describing the methodology utilized for sector and subsector selection and prioritization				*															
D.iii. Meetings minutes				*															
A2.2. Assess, prioritize and validate key technologies																			
Di. Report of the 4-validation workshop delivered							*												
Dii Final reports including a mitigation TNA report and an adaptation TNA report.							*												
D.iii. Technology fact sheets per prioritized technologies (the TNA will aim to identify approximately 4 technologies per sector) and one TNA (Policy) briefs							*												
D.iv. Establishment of a data information system to collect data.							*												
A.2.3. Development of a TAP per sector																			
D.i. Report and executive summary of each TAP for each of the priority technologies in compliance with the TNA.											*								
A.2.4. National consultation workshop to ensure national ownership and technology deployment																			
D.i. Meeting report and list of attendance of the 2 validation workshops													*						
A.2.5. Support the implementation of the TAP with communications, guidance and training																			
D.i. Workshops reports and Training materials for the regional workshops																			*



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D.ii. Report on the dissemination strategy																			*
D.iii. Report on the market-use cases for the selected technologies																			*
D.iv. One policy brief informing the regional workshops.																			*
O3. Private sector engagement																			
A.3.1. Enhancing SME capacity and enabling environment through innovative new business identification training programme																			
D.i. Report on the 1st training workshop conducted										*									
D.ii. Report on the 2nd training workshop conducted																		*	

All drafts and final deliverables are subject to approval by the CTCN Climate Technology Manager and UNIDO, before these can be considered as completed.

6. PERSONNEL IN THE FIELD (PROFESSIONAL EXPERIENCE AND QUALIFICATIONS)

The Contractor is expected to provide the services of a team that should ideally comprise the following competencies. Additional qualifications and experts may be added to the proposal.

Position title	Minimum qualification requirements	Necessary experience
Team Leader	- Master’s degree in project management/ climate change adaptation and mitigation/ or other relevant education	Essential <ul style="list-style-type: none"> - Minimum 7 years of relevant expertise; expertise in climate change adaptation and mitigation work with a focus on technology transfer, project management, high-level negotiations; - Familiarity with the UN process, technology needs assessment methodology and technology actions planning; - working experience in the country (Syria) highly desired; - Language skills: excellent command of oral and written English and Arabic is required. - Experience in conflict and post-conflict countries.
International Experts	- Master’s degree in, science/technology, natural resources management, business, climate change, engineering or other relevant field	Essential <ul style="list-style-type: none"> - 7 years’ experience of providing technical consultancy services within a developing country; - Experience of developing national plans that involve rigorous assessment of technology options and sectoral analysis at a country or regional level; - Familiarity with the UN process, technology



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		<p>needs assessment methodology and technology actions planning;</p> <ul style="list-style-type: none"> - Experience of engaging with multiple actors in the development of initiatives aimed at building regional/national capacity in developing countries; - Facilitation skills in delivering dedicated training workshops around the technology needs assessment process; - Experience of conducting technology prioritisation and multi-criteria analysis; - Nexus experience across energy, industry, water, waste and agriculture sectors specifically in developing countries; - Language skills: excellent command of oral and written English and Arabic is required. - Experience in conflict and post-conflict countries. <p>Highly Desirable</p> <ul style="list-style-type: none"> - Understanding of wider policy measures and drivers to overcome barriers to the deployment of technologies and sectors for climate change mitigation and adaptation; - Knowledge of enabling environments and stimulus for SME development.
Local Experts	<ul style="list-style-type: none"> - A formal academic qualification in, science/technology, business, engineering, climate change or other related field. 	<p><u>Local experts required across the prioritised sectors and technology subsectors</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> - Experience of developing, facilitating and delivering stakeholder workshops and group facilitating aimed at engaging multiple actors; - 7 years' experience of energy, industry, water, waste and agriculture sectors within Syria; - 5 years' experience of industrial policy development within Syria; - Awareness of the methodology of technology needs assessments and/ or technology actions plans; - Fluency in Arabic language and fluency in English highly preferred. <p><u>Highly Desirable</u></p> <ul style="list-style-type: none"> - Understanding of wider policy measures and drivers to overcome barriers to the deployment of technologies and sectors for mitigation and adaptation. - Knowledge of enabling environments and stimulus for SME development.
Gender specialist	<ul style="list-style-type: none"> - Master's degree in gender studies or other discipline with focus on the field of gender issues in a 	<ul style="list-style-type: none"> - At least 5 years working experience with gender mainstreaming issues in a developing country context; - Knowledge and experience of gender



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	developing country context	mainstreaming in climate change adaptation and mitigation; - Fluency in Arabic language, fluency in English highly preferred. - Experience in conflict and post-conflict countries.
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The CVs of the respective experts assigned to this project by the Contractor must be provided.

Full qualification requirements for the contractor, including specific requirements of the proposed team are in the Evaluation criteria, which is an annex to this ToR.

7. LANGUAGE REQUIREMENTS

The working language for the purposes of this project is Arabic and English. The official language for Syria is Arabic thus an excellent command of both Arabic and English is required of the proposed personnel. The final deliverables must be submitted in English. The technical and financial proposal under this tender must also be submitted in English.

All delivered documents must be of such a quality, that no further editing will be required.

8. DELIVERABLES SCHEDULE

The table below details the indicative schedule for this assistance.

Output 1: Effective coordination mechanism between NDA and National Designated Entity (NDE) for the UNFCCC Technology Mechanism and other climate finance		
Deliverables 1.1:		
i.	ii. Detailed work plan (English)	1 month after contract signing
iii.	iv. Monitoring and evaluation plan (a template will be provided) (in English)	1 month after contract signing
v.	vi. Impact description (a template will be provided) (in English)	1 month after contract signing 18 months after contract signing
vii.	viii. Closure and data collection report (a template will be provided) (in English)	18 months after contract signing or once the technical assistance is completed
ix.	x. GCF progress interim report (a template will be provided) (in English)	Every 5 January and 5 July during the entire duration of the technical assistance
xi.	xii. Annual audited financial statement, audited by registered independent auditor or audit firms.	12 months after contract signing
xiii.	xiv. GCF completion report (a template will be provided) (in English)	Not exceeding 18 months ³ after contract signing or 5 days after the technical assistance is completed
xv.	xvi. Final audited financial report, audited by registered independent auditor or audit firms.	Not exceeding 18 months ⁴ after contract signing or 5 days after the

³ The precise timeline to submit the completion report will be agreed upon and settled prior to contract signing.



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	technical assistance is completed
Deliverable 1.2:	
i. ii. Stakeholder mapping report, where roles and responsibilities are specified.	2 months after signing contract
iii. Report of the 2-day stakeholders engagement workshops.	
iv. Set up of a centralized coordination office	
Deliverable 1.3:	
i. National TNA Committee Constitution to inform about the work of TNA Committee.	3 months after contract signing
ii. TNA Training report detailing the TNA process, quality assurance, M&E of the TNA process.	4 months after signing contract
Deliverables 1.4	
i. TNA Committee Work plan	4 months after contract signing
ii. Report of the 1 st Committee's meeting	5 months after contract signing
iii. Report of the 2 nd Committee's meeting	7 months after contract signing
iv. Report of the 3 rd Committee's meeting	8 months after contract signing
v. Report of the 4 th Committee's meeting	9 months after contract signing
vi. Report of the 5 th Committee's meeting	14 months after contract signing
vii. Report of the 6 th Committee's meeting	15 months after contract signing
viii. Report of the 7 th Committee's meeting	16 months after contract signing
ix. Report of the 8 th Committee's meeting	18 months after contract signing
Output 2: Technology solutions identified and prioritized in accordance with national strategies and plans	
Deliverable 2.1:	
i. Report on analysis of sectoral priorities expressed in national documents	5 months after signing contract
ii. Report describing methodology utilized for sector and subsector selection and prioritization.	
iii. Meetings minutes	
Deliverable 2.2:	

⁴ The precise timeline to submit the final audited financial report will be agreed upon and settled prior to contract signing.



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<ul style="list-style-type: none"> i. Report of the 4-validation workshop delivered. ii. Final reports including a mitigation TNA report and an adaptation TNA report resulting from technology prioritization, feasibility and market assessment. iii. Technology fact sheets per prioritized technologies (the TNA will aim to identify approximately 4 technologies per sector) and one TNA (Policy) briefs, summarizing main findings, recommendations and next steps. iv. Establishment of a data information system to collect data. 	<p>8 months after signing contract</p>
Deliverable 2.3:	
<ul style="list-style-type: none"> i. Report and executive summary of each Technology Action Plan for each of the priority technologies in compliance with the TNA, including project supports and project ideas as concrete actions for implementation. 	<p>14 months after signing the contract</p>
Deliverable 2.4:	
<ul style="list-style-type: none"> i. Meeting report and list of attendance of the 2 validation workshops (20-30 stakeholders and key institutions). 	<p>16 months after signing the contract</p>
Deliverable 2.5	
<ul style="list-style-type: none"> i. Capacity building package for the 8 regional training seminars. ii. Report on the dissemination strategy. iii. Report on the market use cases for technologies resulting from stakeholder engagement. iv. One policy briefs informing the regional workshops. 	<p>18 months after signing the contract</p>
O3: Climate finance strategies strengthened, private sector mobilized, and project pipeline enhanced	
Output 3: Private sector engagement	
Deliverables 3.1	
<ul style="list-style-type: none"> i. Report on the 1st training workshop conducted 	<p>9 months after signing the contract</p>
<ul style="list-style-type: none"> ii. Report on the 2nd training workshop conducted 	<p>12 months after signing the contract</p>