

**Pro bono Contributions for CTCN Technical Assistance**

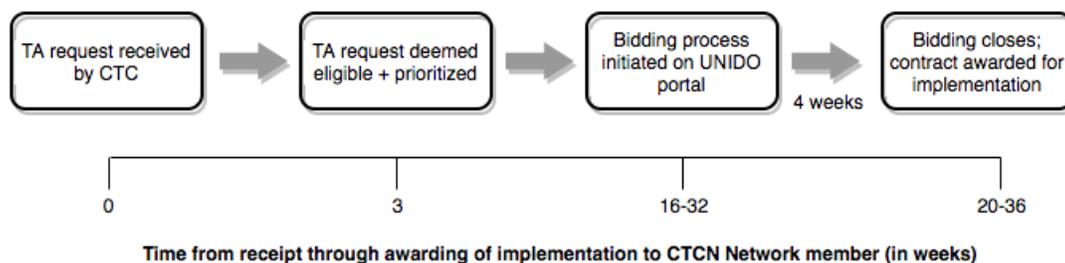
**Overview**

The Climate Technology Centre (CTC), in line with guidance received from Parties to the UNFCCC, has established and implemented procedures to accept in-kind contributions in support of the costs associated with its activities.<sup>1</sup> In order to align the intent of this guidance with the operational realities of the Centre, the CTC created a broader category of pro bono support that allows for the acceptance and reporting of additional financing, material and expert support that can be provided to the CTCN by donors and other partners.

Clear protocols for the acceptance of pro bono contributions are important to the long-term effectiveness of the CTCN as an institution as it represents a streamlined approach to matching developing country needs for climate technologies with providers in a position to offer support. However, it is equally important that the procedures adopted by the CTCN be plainly transparent and not impact the competitive process through which Network members bid on the provision of technical assistance put to tender by CTCN co-host UNIDO.

The CTCN website publicly lists requests for Technical Assistance (TA) once they have been deemed eligible and prioritized. This information is then communicated by email on a bi-weekly basis to all Nationally Designated Entities and members of the Network. The process from receipt of a TA request until bidding via the UNIDO portal closes can take anywhere from 20-36 weeks and is represented in Figure 1. Interested parties are encouraged to identify those requests either from a priority country or region or that could benefit from the expertise of an existing or potential Network member from their country at any point during this period.

**Figure 1: Pro bono window for CTCN Technical Assistance**



When expressions of interest are received, the CTC engages the recipient NDE to ensure compatibility with the request. Implementation is then undertaken in line with established protocols, including for monitoring and evaluation. The CTC will then reflect the provision of pro bono support as appropriate on its website and in reporting documents.

<sup>1</sup> Annex 1 includes text of decisions related to in-kind support. An aide memoire on the procedures related to the acceptance of in-kind contributions for UN organizations is included as Annex 2.

## Annex 1

### **Relevant COP Decisions**

#### **COP Decision 2/CP.17**

139. Decides that the costs associated with the Climate Technology Centre and the mobilization of the services of the Network should be funded from various sources, including the financial mechanism of the Convention, bilateral, multilateral and private-sector channels, philanthropic sources as well as financial and in-kind contributions from the host organization and participants in the Network;

Annex VIII Criteria to be used to evaluate and select the host of the Climate Technology Centre and Network and information required to be included in the proposals

F.7.(b) The level of resource contributions to be provided in the execution of the mandate contained in the terms of reference, such as financial and in-kind contributions, including the total sum in monetary terms;

#### **COP Decision 14/CP.18**

Annex I Memorandum of Understanding between the Conference of the Parties to the United Nations Framework Convention on Climate Change and the United Nations Environment Programme regarding the hosting of the Climate Technology Centre

VII. Financial arrangements of the Climate Technology Centre and Network

22. The costs associated with the CTC and the mobilization of the services of the Network will be funded from various sources, including the financial mechanism of the Convention, bilateral, multilateral and private-sector channels, philanthropic sources and financial and in-kind contributions from the host organization and participants in the Network.

23. UNEP shall provide financial and in-kind contributions to the CTC, in accordance with paragraph 139 of decision 2/CP.17 and taking into account the proposal of UNEP and the contribution of the consortium of partner institutions.

24. The CTC, in collaboration with UNEP and in consultation with the Advisory Board, shall help to mobilize funds to meet the costs associated with the CTCN.

#### **Decision 15/CP.22**

14. Notes that the Climate Technology Centre and Network faces challenges that need attention regarding sustainable funding for implementing its functions and that further financial support should be provided to it;

20. The Director shall manage the financial resources of the CTCN in accordance with the United Nations Financial Regulations and Rules and the Financial Rules of UNEP, fiduciary, anti-fraud and anti-corruption policies and environmental and social safeguards.

24. The CTC, in collaboration with UNEP and in consultation with the Advisory Board, shall help to mobilize funds to meet the costs associated with the CTCN.

## Annex 2

### **Aide memoire: In-kind contributions**

Any goods or services rendered to the CTCN which has a fair market value of more than 5000 USD is considered as In-Kind support subject to the conditions that there is a formal agreement with the contributor and the CTCN before the start of the activity and goods and/or services in-kind come under the direct control of CTC. The following few examples could be considered as In kind support.

- Free property, plant and equipment (e.g. vehicles, computers, etc.), or free supplies
- Free technical assistance, expert services, training, or labour<sup>2</sup>;
- Free facilities or premises, costs of events, or utilities.

### **General criteria for the acceptance of contributions in kind<sup>3</sup>**

Decision whether to accept contributions in kind should be transparent. CTC needs to maintain records of the solicitation (if any), offers, evaluation of offers and consideration leading to the decision to accept an offer. Evaluation of the proposed contributions in kind should take into consideration operational factors (such as need, suitability and specifications of the goods and services offered) and suitability and capacity of the donor.

Contributions in kind should not be accepted from entities that are complicit in human rights abuses, tolerate forced or compulsory labour or use child labour, are involved in the sale or manufacture of anti-personnel mines or their components, or do not meet the purposes and principles of the United Nations. The decision should also take into account, as appropriate, any other ethical or moral considerations that would reflect negatively on the Organization.

Acceptance decision should also represent:

- No conflict of interest, or the appearance thereof
- No de facto standardization of the donor's goods or services
- No need for further goods and services that can be supplied only by the donor
- No undue competitive advantage in a procurement exercise for the supply of further goods or services (this does not apply to contributions in kind by an NGO.)
- No role for the donor in the internal decision-making process
- No compromise in the integrity or independence of the recipient.
- No additional costs and liabilities resulting from the acceptance of the contributions in kind.

### **Valuation of contributions in kind**

All in-kind contributions received by CTC will be valued at fair market value. Fair market value is the amount which CTC would have had to disburse in order to acquire goods or services through a commercial transaction. Valuation put by CTC may be less than the value claimed by the donor.

---

<sup>2</sup> ST/AI/231/Rev.1

<sup>3</sup> ST/SGB/2006/5

### **Reference Materials**

- United Nations Financial Regulations and Rules (ST/SGB/2013/4)
- Secretary-General's bulletin - Acceptance of pro bono goods and services (ST/SGB/2006/5)
- United Nations Administrative instruction - Non-reimbursable loans of personnel services (ST/AI/231/Rev.1)
- *"Making Contributions in Kind to UNHCR - A Guide for Donors"*, UNHCR, November 2012  
(<http://www.unhcr.org/partners/donors/505c795d6/making-contributions-kind-unhcr.html>)
- Global Environment Facility "Co-Financing Policy", June 2014  
([https://www.thegef.org/sites/default/files/documents/Co-financing\\_Policy-2014\\_0.pdf](https://www.thegef.org/sites/default/files/documents/Co-financing_Policy-2014_0.pdf))