*Please submit all information and relevant support documents (coming soon: through the* ***Santiago network portal)*** *or by email to* ***secretariat@santiago-network.org***

# Template for request for technical assistance

*Considerations for completing the submission form:*

* The request for technical assistance submission form should be completed in keeping with the country-driven process on Santiago network if and as communicated by the national liaison, or where such liaison does not exist, the UNFCCC focal point.
* When completing the request for technical assistance submission form, proponents of requests for technical assistance are encouraged to consider the criteria governing requests for technical assistance as well as scope of technical assistance.
* Please note that the Santiago network, in catalysing technical assistance, does not serve as a fund but as a network to manage demand and supply of technical assistance on topics relevant to loss and damage. Note, however, that technical assistance may facilitate access to action and support, including finance, in keeping with the functions of the Santiago network.

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| **Basic information** | | |
| Name of the country |  |
| Title of request for technical assistance | *The title should provide a high-level indication of the overall objective of the technical assistance (max. 200 characters)* |
| National liaison or other focal point, where identified | *Name of focal point, position, name of organization/entity, email, address and telephone number* |
| National, regional, local entity requesting technical assistance | *Details of proponent of the request for technical assistance, including name of entity, name of contact person, position, email, address and telephone number (this should include the contact person(s) for further elaboration of the request for technical assistance)* |
| Need for financial support from the Santiago network | *Indicate whether the request for technical assistance is for:*  ☐ technical assistance without financial support from the Santiago network (i.e. funding is already secured by the proponent of the request for technical assistance and the Santiago network secretariat will facilitate the identification of members to provide technical assistance) - *proponents of requests for technical assistance may provide information on the source and amount of the funding available*  ☐ technical assistance with financial support from the Santiago network – *please indicate, if applicable, any co-financing that may be available* | |

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| **Objective and scope** | | |
| Objective | *Indicate how the request for technical assistance aims to avert, minimise and address loss and damage including, if relevant, outline how the technical assistance align with the workstreams[[1]](#footnote-2) of the Executive Committee of the Warsaw International Mechanism for loss and damage. (max. 200 words)* |
| Geographical scope | *Indicate the geographical scope from the list below:*  ☐ Local / community-level  ☐ National  ☐ Regional |
| Timeline for technical assistance delivery | *Indicate the expected timeline / duration of the technical assistance.* |

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| **Request for technical assistance** | | |
| Context and problem statement | *Provide a brief overview of the context and problem statement related to the request for technical assistance, including elaboration of the gaps and needs being addressed. This section should clearly outline the rationale for the request and the challenges related to averting/ minimizing/ addressing loss and damage that the technical assistance aims to tackle. (max. 500 words)*  *Key questions to consider for completing this section:*   * *What is the current loss and damage context related to the geographical scope of the request?* * *What concrete problem is the request for technical assistance addressing?* * *What technical assistance needs, priorities and challenges are being addressed? What are current barriers that the technical assistance is aiming to overcome?* |
| Past and ongoing efforts to address the problem, synergies and complementarities | *Provide a brief overview of existing (past and ongoing) efforts to address the problem, including any past or ongoing processes, projects, initiatives, etc. in the country. (max. 500 words), where applicable*  *Key questions to consider for completing this section:*   * *What past or ongoing efforts are being implemented to address the problem as described above?* * *How does the request for technical assistance build on / link with past / ongoing efforts?* * *What complementarities exist with past / ongoing initiatives? Does the technical assistance relate to ongoing initiatives?* * *What synergies are being sought with past / ongoing efforts?* |
| Objective of technical assistance and expected results | *Describe the technical assistance request, including an outline of the objective of the technical assistance and expected results. Include an overview of the activities to be performed and the products to be delivered by technical assistance (the focus should be on the specialized services / skills to be provided as part of the technical assistance). The final activities and outputs of the technical assistance will be outlined when the request is processed and TOR for call for proposals from members is developed, in discussion with the proponent. (max. 500 words)*  *Key questions to consider for completing this section:*   * *What is the overall objective of the technical assistance?* * *What is the intended result of the technical assistance?* * *What activities and outputs / products are envisaged?* * *How will the technical assistance address the identified problem, gaps and needs? What specialized services / skills are required?* |
| Explanation if the request requires an urgent response | *If the request for technical assistance is deemed to require an urgent response, please provide an explanation. (max. 200 words)* |

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| **Country-driven and inclusiveness** | | |
| Development of the request | *Describe how the request was developed and how it takes into account the needs of vulnerable people, indigenous peoples and local communities, as appropriate[[2]](#footnote-3), also considering children, youth, women, etc. Please indicate if and how any OBNE or member of the Santiago network was involved in development of this request (max 500 words)* |
| Involvement of liaison to the Santiago network, where identified | *If a liaison to the Santiago network has been nominated in the country, describe if and how they have been involved/consulted in the request for technical assistance. (max. 100 words)* | |
| Alignment with national priorities on loss and damage | *Describe how the request for technical assistance responds to and is aligned with national/regional/local priorities on loss and damage, including relevant elements of policies, strategies or plans, for instance National Adaptation Plans, Nationally Determined Contributions, national/local disaster risk reduction strategies, sectoral policies, national biodiversity strategies, etc. (max. 300 words)*  *Key questions to consider for completing this section:*   * *What national / regional / local policies / plans does the request respond to / align with?* * *How will the technical assistance contribute to the achievement of national / regional / local policy / planning priorities, goals and outcomes?* | |
| Inclusiveness and leaving no one behind | *Describe how the needs of vulnerable people, Indigenous Peoples, and local communities, also considering children, youth, women, etc., have been considered in the request for technical assistance. (max. 300 words)*   * *Do the most vulnerable communities receive access to the technical assistance? Are there any gender or other co-benefits (e.g. biodiversity, economic, social, cultural, etc.) that are likely to be generated from the provision of the technical assistance?* | |

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| **Expected impact of technical assistance** | | |
| Capacity development and retention | *Provide an overview of any steps that may ensure capacity retention in country. (max. 200 words)*  *Key questions to consider for completing this section:*   * *How will retention of capacities in country as well as the long-term sustainability of the technical assistance be ensured?* |

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| **Further information related to the request** | | |
| Relevant background documents | *Provide a list of and/or Annex relevant documents that support the request for technical assistance and may help the Santiago network secretariat with the review of the request against the criteria governing requests for technical assistance. Please only include documents that have been referred to in previous sections or are directly related to the request.* |

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| **Signature** | | |
| Proponent of request for technical assistance |  |
| Date |  |
| Signature |  |

1. Slow-onset events, non-economic losses, comprehensive risk management, human mobility, and action and support [↑](#footnote-ref-2)
2. [Decision 12/CMA.4](https://unfccc.int/sites/default/files/resource/cma2022_10a03E.pdf), endorsed in [decision 11/CP.27](https://unfccc.int/sites/default/files/resource/cp2022_10a01_adv.pdf#page=37) [↑](#footnote-ref-3)