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Board of the Santiago network**

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## **Santiago network guidelines for managing funding**

### **Glossary of key terms**

#### **Summary**

Paragraph 26 of the hosting MOU, [annexed to decision 6/CMA.5, endorsed in decision 2/CP.28](#), details that the Santiago network secretariat shall administer, through UNOPS and, where required, UNDRR, in accordance with their respective regulations, rules and procedures, the funds that will be provided to the Santiago network.

At its third meeting, the Advisory Board of the Santiago network approved the Santiago network managing funding guidelines and requested the interim secretariat to develop a glossary of key terms in the managing funding guidelines for its consideration and approval.

This document includes a glossary of terms with reference to relevant regulations, rules and procedures of UNOPS.

This document complements the Santiago network [Guidelines and procedures for Technical Assistance](#) and the [Guidelines for Managing funding](#). It is recommended it should be reviewed in parallel with the 'Relevant existing rules and regulations of the co-hosts' (SNAB/2025/04/06) and the 'Process flow of the Santiago network - Technical Assistance & Managing Funding' (SNAB/2025/04/07).

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## I. Background

1. Paragraph 26 of the [Santiago network hosting MOU, annexed to decision 6/CMA.5, endorsed in decision 2/CP.28](#), details that ‘the Santiago network secretariat shall administer, through UNOPS and, where required, UNDRR, in accordance with their respective regulations, rules and procedures, the funds that will be provided to the Santiago network to support technical assistance for the implementation of relevant approaches to averting, minimizing and addressing loss and damage associated with the adverse effects of climate change in developing countries that are particularly vulnerable to those effects in support of the functions of the Santiago network, including the engagement of appropriate organizations, bodies, networks and experts. The funds will be managed in accordance with the respective regulations and rules of UNOPS and UNDRR, as applicable’.
2. At its third meeting, the Advisory Board of the Santiago network approved the [guidelines for managing funding](#) and requested the interim secretariat to develop a glossary of key terms in the managing funding guidelines for its consideration and approval.
3. Paragraph 18 of the [guidelines for managing funding](#) details that the section on fund management ‘contains information on how the Santiago network will manage funding allocated to members to provide technical assistance. Please refer to [UNOPS Financial Regulations and Rules](#) and [UNOPS Grant Support Operational Instruction](#) for further information’.
4. This document includes a glossary of terms in the approved Santiago network managing funding guidelines with reference to relevant rules and regulations of UNOPS, in particular the UNOPS Financial Regulations and Rules and UNOPS Grant Support Operational Instruction.

## II. Glossary of terms for managing funding

SR	Term	Description	Section(s) in MF guidelines
1	Agreement	<p>A written contractual arrangement, and any amendments thereof, between UNOPS (on behalf of the Santiago network) and an implementing partner.</p> <p>Provision of resources to members providing technical assistance will be made through written legal agreements. The type of legal agreement, Grant Support Agreement (GSA), Project Cooperation Agreement (PCA) and UN-UN Transfer Agreement will be determined by the type of member (grantees, central-level government entities, international organisations, UN system organizations and non-UN intergovernmental</p>	Multiple

SR	Term	Description	Section(s) in MF guidelines
		non-profit organizations including local youth-based organizations and indigenous groups).	
2	Amendment	A change to an agreement, including but not limited to, any agreement provision(s), activities, duration, amount, and/or outputs (in exceptional cases), that is agreed to by both parties in writing.	Section IV.G
3	Award	The authorization given by authorized personnel to establish a commitment, based on the information contained in a request for award.	Section IV.B
4	Budget	A summary of anticipated revenue and proposed costs allocated for a specified purpose.	Section II, IV.G
5	Budget revision	Reflects the latest applicable changes to the current or approved budget.	Section IV.H
6	Call for Proposal (CFP)	<p>A solicitation method to ensure transparency when announcing new grants. This process involves transferring funds to assist, support, and stimulate a grantee to implement agreed-upon activities. The goal of the grant solicitation and selection process is to establish clear, transparent, and fair criteria for selecting grantees.</p> <p>As detailed in the <a href="#">Guidelines and procedures for technical assistance</a>, the Santiago network Secretariat develops call for proposals / ToR based on the request for technical assistance, including tailored criteria for the assessment of proposals as well as of the capacity of relevant members to deliver the technical assistance requested (e.g. technical capacities, delivery capacity, environmental and social safeguards, etc. as relevant). This also includes an estimation of the required budget by the Santiago network Secretariat, which may also indicate the category of member relevant to the specifications related to the request.</p>	Section IV.J
7	Co-hosts/host	The consortium of organizations selected to host and support the functions of the Santiago network Secretariat, i.e. UNOPS and UNDRR.	Section I, IV
8	Commitment	Legal obligation arising from a contract entered into by UNOPS on behalf of the Santiago network that is expected to result in the disbursement of resources administered by UNOPS.	Section IV.J, V
9	Communication and visibility	A plan that will outline if and how information will	Section III

SR	Term	Description	Section(s) in MF guidelines
	plan	be shared publicly.	
10	Contributions (from donors)	Any cash, cash equivalents or in-kind resources provided to the Santiago network by a funding source for a specified purpose.	Multiple
11	Disbursement	The amount paid.	Section IV.K
12	Disbursement of payments	A schedule for disbursements for the duration of the grant. The rights and obligations implementing partners (including members providing technical assistance) regarding the disbursement of payments are stated in Articles 3 and 9, among others, of the General Conditions attached as Annex A to the legal agreement.	Section IV.K
13	Donor	Any entity that provides financial resources, in-kind contributions, or other forms of support to fund the Santiago network.	Multiple
14	Due diligence assessment	<p>Due diligence is a process needed to obtain accurate, verifiable and consistent information with respect to an entity that UNOPS (on behalf of the Santiago network) seeks to engage or contract with in any capacity. Due Diligence falls under the following functional areas, depending on the type of entity that UNOPS (on behalf of the Santiago network) engages or contracts with:</p> <ol style="list-style-type: none"> <li>1. Donors, partners, clients, for which Due Diligence Reviews (“DDRs”) are conducted centrally by a dedicated team;</li> <li>2. Vendors, for which DDRs are conducted by the unit running the procurement process pursuant to monetary/DoA thresholds.</li> <li>3. implementing partners and grantees, for which DDRs are conducted by the unit running the contracting process pursuant to monetary/DoA thresholds.</li> </ol> <p>UNOPS (on behalf of the Santiago network) exercises due diligence when awarding a grant/funding through the following steps:</p> <ol style="list-style-type: none"> <li>1. Ineligibility check (eliminary);</li> <li>2. Protection from Sexual Exploitation and Abuse (PSEA) capacity assessment of IPs (eliminary);</li> <li>3. Background check (eliminary); and</li> <li>4. Capacity assessment of IPs (not eliminary).</li> </ol>	Section IV.C

SR	Term	Description	Section(s) in MF guidelines
15	Eligible Expenses	Allowable costs are stated in Article 7 of the General Conditions attached as Annex A to the legal agreement.	Section IV.E
16	Engagement Agreement	Legally binding agreement (also referred to as 'project agreement' in the FRR), together with any amendments thereto, between UNOPS and the Funding Source, whereby the Funding Source provides funds to UNOPS to deliver specific services, including grant support, to or on behalf of the Client through a project, multiple projects, or a programme.	Section III
17	External audit	A periodic or specific-purpose audit conducted by external qualified auditors.	Section V
18	Financial Evaluation	All proposals that have undergone the technical evaluation and were determined to be technically compliant by the evaluation committee will proceed with the financial evaluation. The financial evaluation is the process of evaluating the proposals against the financial evaluation criteria communicated to potential applicants.	Section IV.B
19	Financial report	The set of financial documents prepared at the end of the financial period, unless agreed otherwise in the agreement.	Multiple
20	Fund(s)	The sum of cash set aside for a specified purpose.	Multiple
21	Funding	Monetary or in-kind resources, which is not a loan, and is provided by UNOPS (on behalf of the Santiago network), to a United Nations system organization, intergovernmental organization or central-level government entity for a particular Santiago network activity that is without a commercial purpose and is outside of the procurement framework.	Multiple
22	Grant	Monetary or in-kind resources, which is not a loan, and is provided by UNOPS (on behalf of the Santiago network) to a Grantee for an activity that is without a commercial purpose and is outside of the UNOPS procurement framework.	Multiple
23	Grant Negotiations	Negotiations between the Secretariat and the member(s) selected to provide technical assistance that take place after the selection of the member(s) and prior to the award. The purpose of negotiations will be to ensure clarity, consistency, and completeness of the technical and financial	Section IV.B

SR	Term	Description	Section(s) in MF guidelines
		proposal, and to incorporate any changes and recommendations on good practices from the Secretariat	
24	Grant Support	<p>A project activity, which is outside the framework of procurement activities, and is undertaken by way of grants, credits or loans carried out through an implementing partner.</p> <p>The Santiago network's principal implementing mechanism will be through the issuance and administration of grants to selected members in accordance with UNOPS regulatory framework.</p>	Multiple
25	Grant Support Activities	Refers to the activities proposed by the implementing partners and accepted by UNOPS, which are reflected in the Agreement between UNOPS and the implementing partner.	Section IV
26	Grantee	<p>A type of implementing partner that is the recipient of a Grant, and may include the following:</p> <ul style="list-style-type: none"> <li>i. Organizations or entities with a legal personality that are not-for-profit bodies, including, but not limited to: non-governmental organizations (NGOs); community-based organizations (CBOs); civil society organizations (CSO); grass-roots organizations; indigenous peoples organizations (IPOs), institutions or federations; ethnic organizations; academic and research institutions; charitable organizations; and foundations;</li> <li>ii. Local or regional branches of government, such as municipalities;</li> <li>iii. Quasi-governmental entities;</li> <li>iv. Individuals, including legal representatives; or</li> <li>v. For-profit entities.</li> </ul>	Multiple
27	Internal audit	An independent, objective assurance and advisory activity designed to add value and improve operations, helping the organization accomplish its objectives in bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.	Section V
28	Management fee	The sum payable to UNOPS for carrying out project activities pursuant to a project agreement. It should include all indirect costs associated with the development, negotiation, conclusion and implementation of such agreements.	Section III

SR	Term	Description	Section(s) in MF guidelines
29	Monitoring and Evaluation for Accountability and Learning (MEAL) Framework	A structured approach used by organizations to systematically track progress, assess effectiveness, ensure accountability, and promote learning within projects and programs.	Section IV.D & I
30	Organizations, Bodies, Networks, and Experts (OBNEs)	Organizations, bodies, networks and experts (OBNEs) are defined as follows: Organizations (O): Independent legal entities. Bodies (B): A broader term that can refer to groups that are not necessarily independent legal entities. Networks (N): Interconnected groups of organizations or individuals that collaborate, share resources, or coordinate activities to achieve common goals. These networks can vary in structure, purpose, and scope but do not necessarily have legally established arrangements such as consortiums. Experts (E): Individuals who are recognized specialists in a specific field. OBNEs cover a wide range of topics relevant to averting, minimizing and addressing loss and damage.	Section I
31	Pooled fund	A pool of contributions made by several funding sources for which a separate account (or accounts) has been established.	Section III
32	Procurement	The acquisition of property, plant and/or equipment, goods, works or services through purchase, hire, lease, rental or exchange from any source other than United Nations system organizations.	Section IV.D
33	Proposal Evaluation Committee	The evaluation committee is formed to evaluate the proposals received from applicants, according to the predefined evaluation criteria and methodology communicated to the potential applicants. The evaluation committee shall be composed of at least three members, of which two shall be the chairperson and a grant support official. The evaluation committee and observers shall be appointed in writing by the grant authority.	Linked to Section IV.A
34	Santiago network work programme	Outlines activities, outputs and outcomes related to a number of different priority areas, including operationalizing the Santiago network and catalyzing provision of technical assistance, among others. The <a href="#">initial two-year work programme</a> for the Santiago network was approved by the Advisory	Multiple

SR	Term	Description	Section(s) in MF guidelines
		Board and ensures, as much as possible, coherence and synergies with relevant processes under the Executive Committee (ExCom) of the Warsaw International Mechanism (WIM).	
35	Sub-grantees	A sub-grantee refers to a legal entity that receives a sub-grant from a primary grantee to implement specific components of a project/activity. The primary grantee, having entered into a Grant Support Agreement with UNOPS (on behalf of the Santiago network), may allocate a portion of the grant to sub-grantees to fulfill particular tasks or objectives within the overarching project/activity framework. The rights and obligations of members providing technical assistance regarding sub-grant agreements are stated in Article 12 of the General Conditions attached as Annex A to the legal agreement.	Section IV.F

### III. Definitions in UNOPS regulations, rules and procedures

#### A. Grant Support Operational Instruction

- Please see section 2 of UNOPS [Grant Support Operational Instruction](#) definitions of specific terms used that shall apply. These terms are listed in alphabetical order.

#### B. Financial Regulations and Rules

- Please see section A of UNOPS [EOD - Financial Regulations and Rules](#) definitions of specific terms used that shall apply. These terms are listed in alphabetical order.