SANTIAGO NETWORK

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Process flow of the Santiago network

Technical assistance & managing funding

Summary

At its third meeting, the Advisory Board of the Santiago network requested the interim Secretariat to ensure necessary synergy and complementarity between guidelines and procedures for responding to requests for technical assistance and the guidelines for managing funding provided for technical assistance, including necessary graphics to illustrate the process flow of the Santiago network.

The document outlines the proposed process flow for managing funding for technical assistance under the Santiago network. It ensures coherence between the Guidelines and procedures for responding to requests for technical assistance and the Guidelines for managing funding, as well as draws on the experience and lessons learned of matchmaking based on the request received from Vanuatu. It provides a structured process flow detailing key steps in Figure 1.

This document complements the Santiago network Guidelines and procedures for Technical Assistance and the Guidelines for Managing Funding. It is recommended that it should be reviewed together with the 'Glossary of key terms in the Santiago network guidelines for Managing Funding (SNAB/2025/04/05)' and the 'Relevant existing rules and regulations of the co-hosts (SNAB/2025/04/06)'.

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I.   Background

1.   Pursuant to Decision 12/CMA.4, endorsed by decision 11/CP.27, the Santiago network Secretariat was asked to elaborate modalities and procedures for the Santiago network under the guidance of and by approval of the Advisory Board. At its third meeting on 6 September 2024, the Advisory Board approved the *Guidelines and procedures for responding to requests for technical assistance* (technical assistance guidelines) and the *Guidelines for managing funding* (managing funding guidelines) provided for technical assistance.

2.   Together, these guidelines support the Santiago network in its role to catalyse technical assistance of relevant organizations, bodies, networks and experts (OBNEs) for the implementation of relevant approaches for averting, minimizing and addressing loss and damage at the local, national and regional level in developing countries that are particularly vulnerable to the adverse effects of climate change and to manage funding provided for technical assistance.

3.   At its third meeting, the Advisory Board requested the Secretariat to ensure necessary synergy and complementarity between guidelines and procedures for responding to requests for technical assistance and the guidelines for managing funding provided for technical assistance, including necessary graphics to illustrate the process flow of the Santiago network.

II.   Synergy and complementarity between the guidelines and procedures
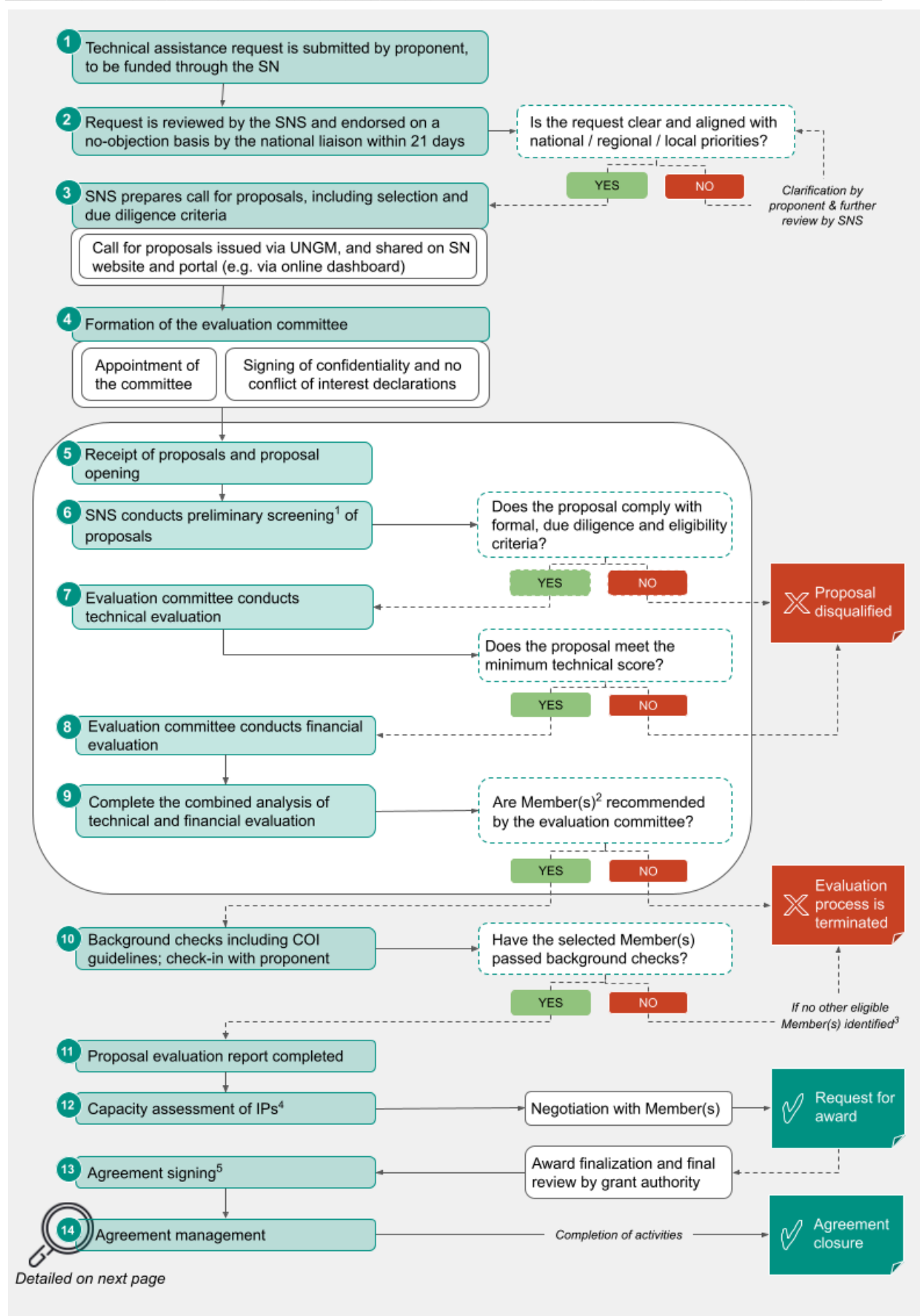
4.   Annex 3 of the technical assistance guidelines includes the workflow for processing requests for and delivering technical assistance and outlines how the Santiago network will receive and review requests, match requests with relevant Members, implement and report on technical assistance, as well as share knowledge and experiences. The workflows in section 4 and Annex 3 of the guidelines further clarify the respective roles of proponents of requests for technical assistance, the Santiago network Secretariat and Santiago network Members in each step of the process. The technical assistance guidelines apply to all types of technical assistance catalysed through the Santiago network, including both those that involve matching requests for technical assistance with Members not receiving financial support from the Santiago networks and and those that involve responding to requests for technical assistance that receive financial support from the Santiago network.

5.   This document presents a more detailed process flow for the provision of technical assistance with financial support from the Santiago network Secretariat, in line with the scope of the managing funding guidelines. The process flow included here applies in instances, where the regular Santiago network selection process applies. It has been developed to complement the broader workflow found in Annex 3 of the technical assistance guidelines by providing additional details on the steps related to matchmaking (selection of Member(s)) as described in section 4.2 of the technical assistance guidelines. Specifically, it clarifies the preparation and issuing of calls for proposals, the assessment of proposals, the selection of Member(s), and agreement / contract management.

6.   Thus, the technical assistance workflow and the process flow for managing funding should be considered in conjunction. To provide context for the managing of funding, steps 1 and 2
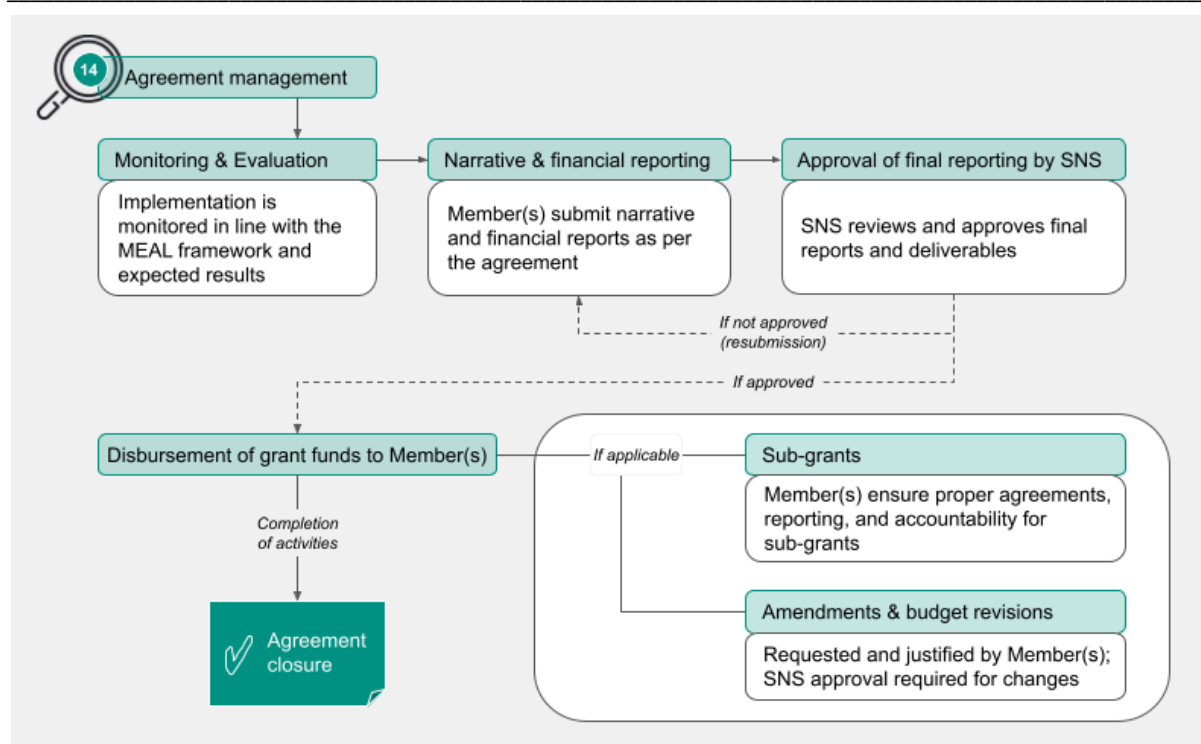
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below summarise the submission and review of requests for technical assistance, while the spotlight on step 13 includes elements related to the delivery of technical assistance, and monitoring and reporting that are relevant to the management of funding. These steps are further elaborated in the technical assistance guidelines.

III.   Process flow for managing funding provided for technical assistance

7.   The process flow of managing funding provided for technical assistance is only applicable to requests for technical assistance receiving financial support from the Santiago network.

8.   Depending on the outcomes of the fourth and subsequent meetings and the guidance received from the Advisory Board, this process flow may be revised, including in relation to pending elements such as discussions on the levels of a minimum percentage of technical assistance directed to communities particularly vulnerable to the adverse effects of climate change, and the possibility of a dedicated window for these communities.

9.   The process flow may also be adjusted over time based on experience gained and lessons learned, as well as once the full Secretariat is on-board, and the Secretariat establishes internal processes managed with institutional independence to function effectively in keeping with the decisions of Parties and the Advisory Board.

Figure 1: Process flow for managing funding provided for technical assistance

1 Technical assistance request is submitted by proponent, to be funded through the SN

2 Request is reviewed by the SNS and endorsed on a no-objection basis by the national liaison within 21 days

Is the request clear and aligned with national / regional / local priorities?

YES   NO

Clarification by proponent & further review by SNS

3 SNS prepares call for proposals, including selection and due diligence criteria

Call for proposals issued via UNGM, and shared on SN website and portal (e.g. via online dashboard)

4 Formation of the evaluation committee

| Appointment of the committee | Signing of confidentiality and no conflict of interest declarations |

5 Receipt of proposals and proposal opening

6 SNS conducts preliminary screening[1] of proposals

Does the proposal comply with formal, due diligence and eligibility criteria?

YES   NO

7 Evaluation committee conducts technical evaluation

Does the proposal meet the minimum technical score?

YES   NO

X Proposal disqualified

8 Evaluation committee conducts financial evaluation

9 Complete the combined analysis of technical and financial evaluation

Are Member(s)[2] recommended by the evaluation committee?

YES   NO

X Evaluation process is terminated

10 Background checks including COI guidelines; check-in with proponent

Have the selected Member(s) passed background checks?

YES   NO

If no other eligible Member(s) identified[3]

11 Proposal evaluation report completed

12 Capacity assessment of IPs[4]

Negotiation with Member(s)

✓ Request for award

13 Agreement signing[5]

Award finalization and final review by grant authority

14 Agreement management

Completion of activities

✓ Agreement closure

Detailed on next page

¹ The evaluation committee conducts a preliminary screening to verify applicant eligibility, including checks against UN and World Bank ineligibility lists, UN sanctions lists, and UNOPS vendor restrictions. Applicants must also comply with Santiago network membership and conflict of interest guidelines, submit all required documentation, and accept the specified legal agreement terms. The preliminary screening may also include any criteria as communicated in the call for proposals.

² Members of the Santiago network are eligible to respond to this call for proposals (CFP). Interested organizations, bodies, networks and experts (OBNEs) may respond to this call for proposals, provided they also submit their expression of interest for membership in line with the membership guidelines before the deadline of the call for proposals. Any OBNE selected to respond to the call for proposals must have also been confirmed as a Member of the Santiago network prior to their selection.

³ If the selected Member(s) does not pass the background check or due diligence, the proposals of other Member(s) may be considered, in case any have passed the technical and financial evaluation, and the combined analysis.

⁴ Steps 6, 10, & 12 make up the due diligence assessment as per the managing funding guidelines.

⁵ Agreement signing takes place between the signees, i.e. the dedicated grant authority and the Member (grantee).

Key:

SNS	Santiago network Secretariat
UNGM	UN Global Marketplace
MF	Managing funding
COI	Conflict of interest