Seventh meeting of the Santiago Network Advisory Board

29 September–1 October 2026
Tokyo, Japan
Provisional agenda item 4.a.

SNAB/2026/07/05

14 September 2026

Guidelines for catalysing technical assistance

Summary

This document has been elaborated pursuant to paragraphs 5.1 and 5.2 of the existing document *SNAB/2024/3/06.Rev2 Guidelines and procedures for responding to requests for technical assistance*, which specify that the guidelines shall be reviewed every two years to ensure that they continue to be applicable and grounded in lessons and experience.

The revision has been informed by institutional policies, including the Santiago Network Strategy and Advisory Board-approved Results Framework, and by lessons learned through the Secretariat's operational experience to date. From 22 June and 10 July 2026 structured feedback was gathered through a set of consultation questions on possible amendments posed to key stakeholders, including Advisory Board members and representatives, Members of the Network, National Liaisons, the Warsaw International Mechanism Executive Committee and Fund for responding to Loss and Damage Secretariats, and Santiago Network co-hosts. A consultation of the draft document was held for Advisory Board members and representatives and co-hosts from 17 to 30 August 2026.

The revised Guidelines for catalysing technical assistance are contained in Annex I to this document.

Contents

I. Introduction 3

II. Summary of the changes from the previous version 3

A. Summary of proposed changes 3

B. Specific proposed changes 4

Annex I: Guidelines for catalysing technical assistance 7

I. Background 7

II. Requesting technical assistance 8

A. Scope of technical assistance 8

B. Types of technical assistance 9

C. Proponents of technical assistance 11

D. Country-driven process for requesting technical assistance 12

E. Criteria governing requests for technical assistance 14

III. Procedures for catalysing technical assistance under the standard modality 16

A. Overview 16

B. Submission and review of technical assistance requests 16

B.1 Informal engagement with a particular focus on SIDS and LDCs 18

B.2 Preparation and submission of requests 18

B.3 Review and formal submission 19

C. Matching requests for technical assistance with the Members' expertise 21

C.1 Development of the call for proposals/experts 23

C.2 Evaluation process and award 23

D. Delivery of technical assistance through Members 25

D.1 Delivery of technical assistance 27

D.2 Monitoring and reporting 27

D.3 Knowledge- and experience-sharing 28

IV. Procedures for catalysing technical assistance under the simplified modality for community access 28

A. Overview 28

B. Call and proposal submission by communities 31

C. Evaluation and award 31

D. Review of these guidelines 32

I. Introduction

1. The *Guidelines and procedures for responding to requests for technical assistance* (SNAB/2024/3/06.Rev.2) stipulate revision of the guidelines every two years to ensure they remain applicable and grounded in lessons and experience. This document contains the draft revised *Guidelines for catalysing technical assistance* for consideration by the Santiago Network Advisory Board.

2. This revision draws on operational experience gained by the Secretariat across the full technical assistance workflow since the guidelines were approved in 2024. Since then, relevant strategic and operational documents have been approved by the Advisory Board, including the *Santiago Network Strategy 2026–2028* and the *Results Framework*. During this period, continuous feedback has been received during the course of outreach and sustained engagement with Proponents and National Liaisons, discussions at Santiago Network-led regional workshops and bilateral meetings at various forums. The Secretariat conducted a consultation on the revision between 22 June and 10 July 2026, via a survey with specific questions about the guidelines sent to Advisory Board members and representatives, Members of the Network, National Liaisons, the Warsaw International Mechanism Executive Committee and Fund for responding to Loss and Damage Secretariats, and Santiago Network co-hosts. Additional consultation was held with Advisory Board members and representatives and co-hosts from 17 to 30 August 2026. Successive rounds of feedback have revealed key insights that have been incorporated into this revision of the guidelines.

II. Summary of the changes from the previous version

A. Summary of proposed changes

3. The overall level of content has been streamlined and reorganized in order to simplify the guidelines and provide for processes that are efficient, effective, accountable and transparent.

4. The guidelines have been adapted to reflect Secretariat learning with regard to the operationalization of technical assistance. As delivery scales, it is becoming clear that preserving demand-drivenness throughout the technical assistance workflow is essential to ensure that assistance catalysed through the Network is grounded in countries' needs and priorities, responds to context-specific realities during implementation, and contributes to actionable and durable outcomes beyond closure.

5. The text now includes further detail on operationalization of the simplified modality for communities.

6. The document has been reviewed from a gender and inclusion perspective, notably to align fully with the eleventh preambular paragraph of the Paris Agreement, paragraph 122 of the outcome of the global stocktake (1/CMA.5) and the Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report findings on global hotspots of high human vulnerability.

7. The document has been reviewed against the *Santiago Network Strategy 2026–2028* and strategic framework, the Advisory Board-approved approach to the minimum percentage, the *Results Framework* and the Draft Monitoring, Evaluation and Learning (MEAL) framework and Zero Draft Gender and Inclusion Action Plan (GIAP), to ensure alignment.

B. Specific proposed changes

8. Modalities and structure:

    a. The standard modality of matching requests for technical assistance with Members' expertise remains the primary pillar of technical assistance delivery and has been streamlined based on operational experience to date. In addition, the simplified modality for communities has been elaborated.

    b. Based on operational learning, the modality for requesting support without financial assistance has been removed from these guidelines and will remain as a function of Member engagement.

9. Role of the National Liaison:

    a. Additional detail has been provided on procedures for nominating a National Liaison.

    b. The National Liaison's coordination, awareness-raising and engagement role has been harmonized with the Advisory Board-approved *Santiago Network Outreach and Engagement Strategy*.

    c. As part of the criteria governing the catalysing of technical assistance, Proponents are now required to consult with their National Liaisons[1] or United Nations Framework Convention on Climate Change (UNFCCC) National Focal Point in the absence of a National Liaison, during request

[1] The term National Liaison is used throughout the document, and it should be noted that where a National Liaison has not been nominated, the UNFCCC National Focal Point serves these functions.

development for the standard modality. For the simplified modality for community access, it is recommended that Proponents consult with their National Liaison.

d. Further, the National Liaison must provide a written no-objection for requests falling under the standard modality. This will help secure alignment with national priorities from the technical assistance preparation stage onwards. The no-objection procedure for the simplified window remains unchanged from the previous guidelines.

10. Criteria governing catalysing of technical assistance:

a. Request urgency, which was previously a criteria under 'demonstrated need for technical assistance' has been moved into 'prioritization criteria' to make this factor more operational.

b. The requirements for regional balance, gender and inclusion, which were previously discussed in text below the table of criteria governing the catalysing of technical assistance, have been more explicitly codified as prioritization criteria.

c. For clarity, completion of the no-objection process by National Liaisons has been included in the eligibility section of the table.

11. Technical assistance pipeline:

a. The stage of informal engagement prior to request submission has been introduced as a dedicated support option specifically for least developed countries (LDCs) and small island developing states (SIDS).

b. The point of submission for technical assistance has been clarified to identify 'first submission' of requests, which signifies when a request is received by the Secretariat, and 'formal submission', which signifies that a request has reached a level of quality to enter the workflow.

c. Aligned with the Advisory Board-approved *Results Framework* indicator O.1.2, indicative technical assistance workflow timelines and dependencies have been defined to achieve the six-month 'Secretariat processing time' target.

d. Additional details have been included about the evaluation and selection process when matching a request for technical assistance with Members' expertise. This includes the required composition of the evaluation panel and clarifies the ability of external members (i.e. a representative from

the Proponent, Member or co-host) to participate in the evaluation process.

e. The workflows for each modality now more clearly identify and specify entry points where support from co-hosts and Members can be requested by the Secretariat.

12. Annexes:

a. The annexes have been removed given the learning from technical assistance operations to date. For example, illustrative types of technical assistance are now included in the guidelines as section II.B.

Annex I: Guidelines for catalysing technical assistance

I. Background

1. These guidelines support the Santiago Network in its role of catalysing technical assistance from organizations, bodies, networks and experts (OBNEs) for the implementation of relevant approaches for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change at the local, national and regional level in developing countries that are particularly vulnerable to the adverse effects of climate change.

2. Technical assistance will be provided in a demand-driven manner and developed through an inclusive and country-driven process, supporting gender-responsive and inclusive action, taking into account the needs of stakeholders identified in the eleventh preambular paragraph of the Paris Agreement,[2] paragraph 122 of the outcome of the global stocktake (1/CMA.5)[3] and the Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report findings on global hotspots of high human vulnerability. Drawing on these references, these guidelines account for the needs of women and girls,[4] Indigenous Peoples, local communities, migrants, children and youth, persons with disabilities and people in vulnerable situations (hereinafter referred to as 'particularly vulnerable communities').

3. These guidelines were developed in accordance with decision 12/CMA.4 of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement, endorsed in decision 11/CP.27 of the United Nations Framework Convention on Climate Change (UNFCCC) Conference of the Parties[5], which decided that the Santiago Network Secretariat shall elaborate modalities and procedures for the Santiago Network under the guidance of and by approval of the Advisory Board. The Advisory Board's review was informed by operational experience gained between 2024 and 2026, as required under Section 5 of the original guidelines. It also drew on strategic and operational documents adopted since then, including the *Santiago Network Strategy 2026-2028*, *Outreach and Engagement Strategy* and the Advisory Board-approved *Results Framework*.

[2] "Acknowledging that climate change is a common concern of humankind, Parties should, when taking action to address climate change, respect, promote and consider their respective obligations on human rights, the right to health, the rights of Indigenous Peoples, local communities, migrants, children, persons with disabilities and people in vulnerable situations and the right to development, as well as gender equality, empowerment of women and intergenerational equity".

[3] "Recognizes the importance of particularly vulnerable developing countries and segments of the population that are already vulnerable owing to geography, socioeconomic status, livelihood, gender, age, minority status, marginalization, displacement or disability, as well as the ecosystems that they depend on, in responding to loss and damage associated with climate change impacts".

[4] UNFCCC, decision 7/CP.30, Belém gender action plan, document FCCC/CP/2025/12/Add.1, third preambular paragraph.

[5] Paragraph 17.

Additionally, these guidelines will be applied in alignment with the Santiago Network's Gender and Inclusion Action Plan (GIAP).

4. These guidelines outline the scope of technical assistance; modalities of support; procedures for supporting the development, receiving, assessing and managing the process of responding to requests for technical assistance; the criteria governing the eligibility of requests for technical assistance; and the workflow for catalysing technical assistance through OBNEs as Members of the Santiago Network (hereinafter referred to as "Members").

II. Requesting technical assistance

A. Scope of technical assistance

5. The scope of technical assistance includes a wide range of topics relevant to averting, minimizing and addressing loss and damage approaches, including but not limited to current and future impacts, the areas referred to in Article 8 of the Paris Agreement and the strategic workstreams of the second five-year rolling workplan of the Executive Committee of the Warsaw International Mechanism (WIM)[6]. Requests may relate for instance, to impacts from extreme weather events and slow-onset events, as well as diverse types of impacts, including non-economic losses and a range of comprehensive risk management approaches.

6. Technical assistance catalysed by the Santiago Network should focus on averting, minimizing and addressing loss and damage associated with the adverse effects of climate change in developing countries and communities particularly vulnerable to the adverse effects of climate change[7]. Technical assistance can include:

    a. Facilitating the consideration of a wide range of topics relevant to averting, minimizing and addressing loss and damage associated with the adverse effects of climate change.

    b. Enhancing access to knowledge and information on averting, minimizing and addressing loss and damage, including comprehensive risk management approaches, at the regional, national and local level.

[6] This may include action on addressing loss and damage referred to in paragraph 6 of decision 3/CP.18 and paragraph 5 of decision 2/CP.19.

[7] Decision 3/CP.18; Decision 12/CMA.4, endorsed in decision 11/CP.27, Annex 1

c. Facilitating access to action and support (finance, technology and capacity- building) relevant to averting, minimizing and addressing loss and damage associated with the adverse effects of climate change, including urgent and timely responses to the impacts of climate change.

7. The Santiago Network seeks to contribute to complementarity and coherence across the loss and damage architecture, including with the WIM Executive Committee and Fund for responding to Loss and Damage, as well as the wider loss and damage ecosystem. In this regard, the Santiago Network will contribute to coherence with the WIM Executive Committee by supporting the dissemination and application of its technical guides and knowledge products. Engagement with the Fund for responding to Loss and Damage and with other sources of funding for loss and damage will focus on strengthening operational synergies and country readiness for access, including through technical studies and analyses, and by supporting the development of funding requests and financing frameworks through the provision of technical assistance.

B. Types of technical assistance

8. Requests for technical assistance should address regional, national and/or local technical assistance needs, priorities and challenges, including those of particularly vulnerable groups and communities, through an inclusive and country-driven process.

9. Drawing on operational experience from the early pipeline, technical assistance to avert, minimize and address loss and damage from the adverse effects of climate change can include, but are not limited to:

    a. Strengthening data systems
    b. Access to finance, including proposal development and financing frameworks
    c. Institutional strengthening
    d. Development and harmonization of methodologies
    e. Knowledge management, training and capacity-building
    f. Assessment and data collection, economic / non-economic loss and damage
    g. National loss and damage visioning / framework
    h. Needs and gaps analysis
    i. National / subnational coordination
    j. Integration into policy and planning frameworks
    k. Strengthening early warning systems

10. Technical assistance may be catalysed through the Santiago Network in a number of ways, as follows:

    a. **Standard modality:** The standard modality provides financial support from the Santiago Network. These requests are subject to review, managed by the Santiago Network, against predefined criteria set by the Santiago Network Advisory Board. The technical assistance is delivered through Members based on an efficient, effective, accountable and transparent selection process. Co-finance from Members or the Proponent may be used to supplement finance from the Santiago Network. Further, technical assistance provided through the Santiago Network may catalyse additional funds, action or support. See section III for more information on the standard modality.

    b. **Simplified modality for community access:** The simplified modality for community access provides grants below US$ 50,000 for technical assistance requested directly by particularly vulnerable communities. These requests for support are subject to review, managed by the Santiago Network Secretariat, against the predefined criteria set by the Santiago Network Advisory Board. This modality follows a simplified call, evaluation and award process, which is described in Section IV of these guidelines.

11. Table 1 below provides a comparative overview of each modality. The details of each modality are explained in sections III-IV below.

Modality	Standard	Simplified (for community access)
Trigger	Open, rolling	Periodic calls for proposals
Access route	Once a call is released Members submit proposals for evaluation	Proponents submit a proposal directly; evaluation against criteria contained in the call
Eligibility	All	Particularly vulnerable communities
Cap (US$)	No fixed cap	Below 50,000
No-objection process	Written no-objection from NL required	21-day no objection- if none, it is considered endorsed
Thematic scope	Open, within criteria governing TA	Open, within criteria governing TA
Duration	Not fixed	Not fixed
Role of Members	Support and Implementation	Expert review and support

Table 1: Comparative overview of modalities

C. Proponents of technical assistance

12. As per the mandate of the Santiago Network, requests for technical assistance are intended to be implemented in developing countries that are particularly vulnerable to the adverse effects of climate change at the local, national and regional levels.

13. Requests for technical assistance should be developed through an inclusive and demand-driven process, taking into account the needs of particularly vulnerable communities.

14. Requests can be prepared by Proponents who may include: government/public institutions (including national, regional, subnational and local governments), academic institutions, non-governmental organizations and civil society organizations, including those representing the needs of the groups defined as particularly vulnerable communities in these guidelines, among others.

15. These guidelines also recognize in particular the significant capacity constraints of the least developed countries (LDCs) and small island developing states (SIDS), making provisions for dedicated support to Proponents from these country groupings.

16. Members may provide technical support for the development of technical assistance requests to prospective Proponents. Members must disclose the technical support they provided to become eligible to respond to the request for technical assistance they supported, in adherence with the Advisory Board-approved *Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network*[8].

D. Country-driven process for requesting technical assistance

17. To deliver on its functions, the Santiago Network strongly encourages countries to nominate a Santiago Network National Liaison[9], as appropriate to their national circumstances. Where a National Liaison is not nominated, the UNFCCC National Focal Point will serve as the liaison to the Santiago Network.

    a. Nominations of a National Liaison should be submitted by countries by email to the Santiago Network Secretariat via secretariat@santiago-network.org. Nominations can be submitted directly by the UNFCCC National Focal Point or by a higher-ranking official within the UNFCCC National Focal Point Ministry, depending on each country's procedure. In the latter case, the UNFCCC National Focal Point should be copied on the communication.

    b. Upon receipt, the Secretariat will review the nomination, record it in the database, and update the Santiago Network website accordingly. The Secretariat will then notify the nominating country that the nomination has been received and reflected on the website.

[8]https://assets.santiago-network.org/Common/Documents/Core/Santiago-Network-Conflict-of-Interest-Guidelines-Updated-28-February-2026.pdf.
[9] Decision 12/CMA.4, endorsed by decision 11/CP.27, paragraph 25.

18. In addition to establishing the National Liaison function in accordance with decision 12/CMA.4, endorsed by decision 11/CP.27 paragraph 25, the Advisory Board-approved Santiago Network Outreach and Engagement Strategy[10] also outlines the expected functions of National Liaisons. These include the following:

19. Aligned to COP/CMA decisions:

    a. Coordinating national stakeholders and relevant national coordination mechanisms throughout the technical assistance lifecycle from request development to implementation of technical assistance.

    b. Receiving information from and communicating with the Santiago Network.

    c. Aligning requests for technical assistance at national, regional and local levels with national priorities, and demonstrating the need for the technical assistance requested.

    d. Consulting with the Secretariat to seek endorsement of a request on a no-objection basis. Where circumstances limit the ability of a National Liaison to engage in a timely manner, the Secretariat may apply alternative consultation arrangements consistent with the country-driven approach and the objective of ensuring timely access to technical assistance.

20. Aligned with the Advisory Board-approved Outreach and Engagement Strategy:

    a. Raise awareness about the Santiago Network's technical assistance support and membership opportunities within their countries at the local, national and regional level.

    b. Engage with the Santiago Network Secretariat, as appropriate, in outreach activities at the community level, following the country-driven process to ensure the alignment of technical assistance requests with national priorities.

    c. Coordinate, as appropriate, with loss and damage contact points, disaster risk reduction focal points, and other relevant designated focal points for developing countries, to ensure complementarity at the national level.

    d. Follow progress, share experiences and results, and provide feedback on the impact of technical assistance delivered in their countries.

[10] Santiago Network Outreach and Engagement Strategy, adopted at the fifth meeting of the Advisory Board in Geneva, Switzerland, 2–4 September 2025.

E. Criteria governing requests for technical assistance

21. The Santiago Network Secretariat will manage the process for responding to requests for technical assistance. It will support the development, receipt, review and assessment of the requests as per the workflows outlined in subsequent sections. Provision of technical assistance will be based on a thorough review of requests by the Secretariat against the predefined criteria and considerations.

22. Table 2 outlines the criteria governing the consideration of technical assistance requests applicable to all types of technical assistance from the Santiago Network.

Eligibility of a request	a. The request is received from within a developing country[11] that is particularly vulnerable to the adverse effects of climate change. b. The request is related to averting, minimizing and addressing loss and damage associated with the adverse effects of climate change, including, but not limited to, alignment with the workstreams of the WIM Executive Committee[12]. c. The request is for initiatives to be implemented at the local, national and/or regional levels. d. The request clearly describes how the technical assistance aligns with and/or contributes to national/regional/local priorities on loss and damage, including relevant elements of policies, strategies or plans. e. The request has undergone the requisite no-objection procedure with the National Liaison (see table 1 above).
Demonstrated need for technical assistance	a. The request contains a clear rationale, identifies regional, national or local gaps and demonstrates outcomes that are expected to fill identified gaps and complement other initiatives. b. The request demonstrates how the proposed technical assistance is complementary to, and avoids duplication with, other related ongoing or planned initiatives in the country. c. The request takes into account cross-cutting issues, including those referenced in the eleventh preambular paragraph of the Paris Agreement[13] and in paragraph 122 of the outcome of the global

[11] Defined here as Non-Annex I Parties to the UNFCCC.

[12] Slow-onset events, non-economic losses, comprehensive risk management, human mobility, and action and support.

[13] "*Acknowledging* that climate change is a common concern of humankind, Parties should, when taking action to address climate change, respect, promote and consider their respective obligations on human rights, the right to health, the rights of Indigenous Peoples, local communities, migrants, children, persons with disabilities and people in vulnerable situations and the right to development, as well as gender equality, empowerment of women and intergenerational equity"

	stocktake (1/CMA.5)[14] and the and the Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report findings on global hotspots of high human vulnerability. d. The request clearly describes how it was developed through an inclusive[15] and a country-driven process[16]. e. The request clearly explains how the National Liaison has been engaged in request development.
Prioritization criteria * The Secretariat applies the prioritization criteria in managing the overall pipeline of requests, which is otherwise managed on a first-come, first-served basis.	a. The request is directly targeting communities particularly vulnerable to the adverse effects of climate change[17]. b. The request explains if the assistance is urgent and immediate action is required. c. The request promotes development and retention of capacities in the country and long-term sustainability or scalability of the technical assistance. d. The request contributes to a balanced regional distribution of technical assistance, reaching developing countries across all regions that are particularly vulnerable to the adverse effects of climate change [18] e. The requests contribute to gender-responsive and inclusion objectives in line with the Gender and Inclusion Action Plan.

Table 2: Criteria governing technical assistance requests

23. The criteria presented in table 2 promote fairness, objectivity and transparency in the provision of technical assistance.

24. The Santiago Network Secretariat will report on indicators relevant to the provision of technical assistance, in accordance with the Advisory Board-approved approach to the minimum percentage, the *Results Framework* and the Monitoring, Evaluation and Learning (MEAL) framework and the GIAP.

25. These guidelines are implemented within the framework of policies, rules, regulations and procedures of the United Nations Office for Project Services (UNOPS), co-host of the Secretariat, which governs the technical assistance

[14] Paragraph 122 in Decision 1/CMA.5, on the outcome of the global stocktake on loss and damage "recognizes the importance of particularly vulnerable developing countries and segments of the population that are already vulnerable owing to geography, socioeconomic status, livelihood, gender, age, minority status, marginalization, displacement or disability, as well as the ecosystems that they depend on, in responding to loss and damage associated with climate change impacts".

[15] This means that the technical assistance request reflects the needs of vulnerable people, Indigenous Peoples, and local communities and is developed through a demand-driven process, and takes into account gender-responsive approaches, human rights and the interests of present and future generations (decision 12/CMA.4, endorsed in decision 11/CP.27)

[16] Including considering the needs of and consulting with segments of the population that are vulnerable owing to geography, socioeconomic status, livelihood, gender, age, Indigenous or minority status or disability.

[17] 12/CMA.4, endorsed in decision 11/CP.27, paragraph 17 (c)

[18] Decision 6/CMA.5 and 2/CP.28, paragraph 24 (e)

activities carried out under the Santiago Network. Modalities to implement technical assistance available under UNOPS rules and regulations include grants, procurement and human resources modalities. All technical assistance agreements and contracts required to implement the technical assistance outlined in these guidelines shall be executed by UNOPs as the legal entity hosting the Secretariat. Further, the technical assistance process will be carried out in line with Santiago Network's *Guidelines for managing funding*.

III. Procedures for catalysing technical assistance under the standard modality

A. Overview

26. The development, submission and review of requests, matching of requests with Members and subsequent delivery of technical assistance by Members follow a clear workflow, elaborated in sections B to D below.

27. The figures provide an overview of the steps and indicative timelines in the technical assistance process. The timelines are aligned with the Advisory Board-approved Results Framework, which targets a six-month window of Secretariat processing time from signed request to award.

28. The Santiago Network Secretariat will make efforts to communicate the procedures for requesting technical assistance widely, including to Members and National Liaisons.

29. Overall timelines are subject to the following factors at key stages in the process:

    a. Request quality at entry

    b. Responsiveness of Proponents during request development, the development of calls for proposals, evaluation and selection

    c. Responsiveness of National Liaisons during request development and processing of technical assistance

    d. Responsiveness of selected Members during award negotiation.

B. Submission and review of technical assistance requests

30. Figure 1 below demonstrates the workflow for the development, submission and review of requests. It is important to note that this workflow applies to the standard technical assistance modality. Requests that require alternative modalities follow simplified processes described in section IV of these guidelines.

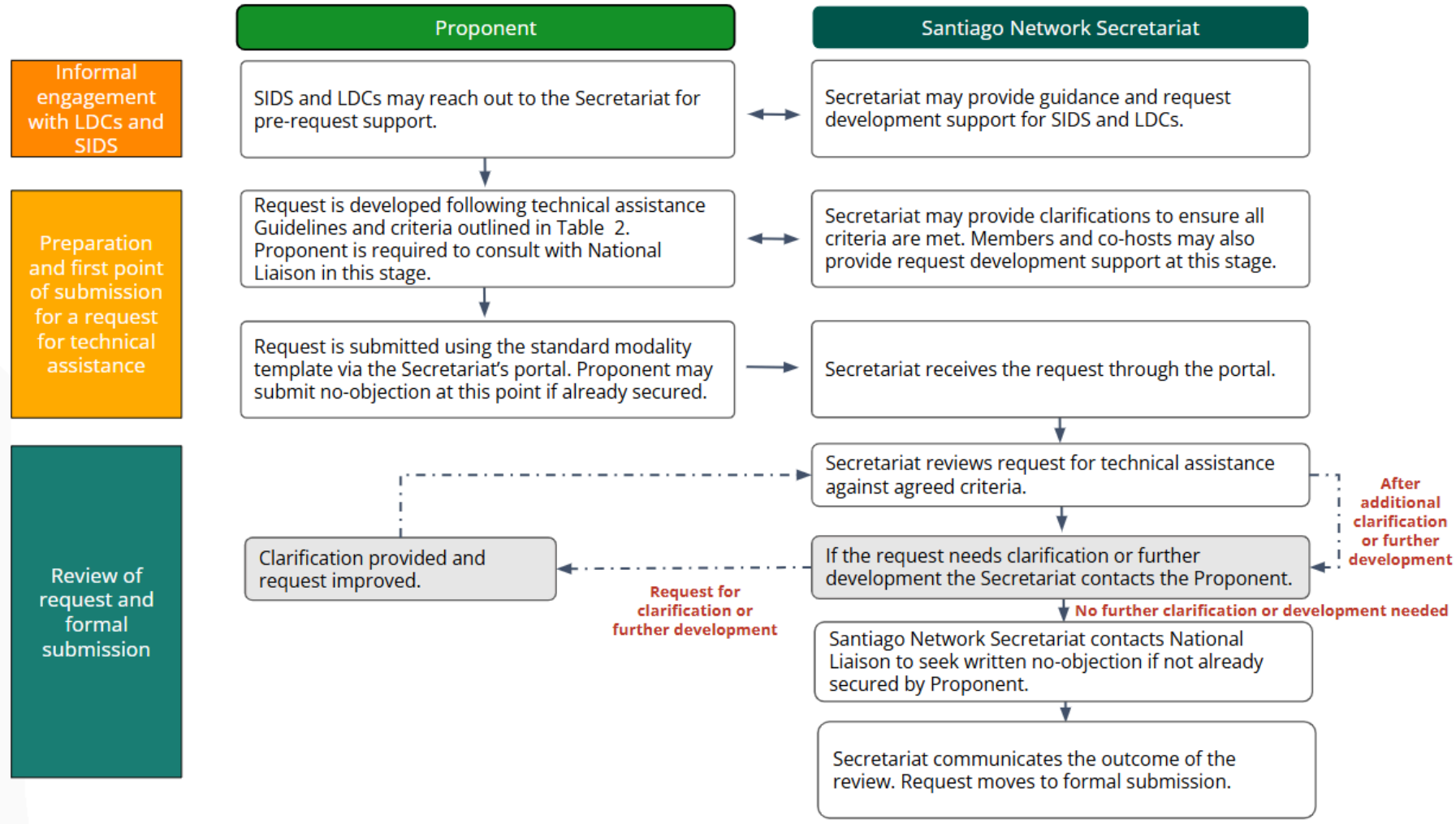


Figure 1: Request development and submission process under the standard modality

B.1 Informal engagement with a particular focus on SIDS and LDCs

31. Before drafting their request for technical assistance, Proponents from SIDS and LDCs are encouraged to engage with the Secretariat through informal discussions to more fully understand how technical assistance provided by the Santiago Network can fit their needs.

32. Proponents from SIDS and LDCs may send unsigned, draft requests to the Secretariat for preliminary feedback, particularly if they require drafting support or have specific technical questions.

33. In line with the mandate to provide particular guidance to LDCs and SIDS, the Secretariat may provide additional support to assist such Proponents with in-country coordination, needs identification and request development. This support will be led and/or coordinated with the Secretariat's Desk Officers for LDCs and SIDS.

B.2 Preparation and submission of requests

34. Proponents develop their request using the standard template for technical assistance, which is publicly available on the Santiago Network's website in the six official languages of the United Nations[19]. Proponents should ensure they follow the criteria outlined in table 2 above when developing the request, in addition to the guidance provided in the template.

35. When applicable, requests should include information on how Members of the Network have been involved in the preparation of the request, in line with the *Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network*[20].

36. Additionally, Proponents are required to discuss their planned request with the country's National Liaison to the Santiago Network. Early engagement with the National Liaison may help facilitate the processing of the request and support alignment with national priorities. Where appropriate and in accordance with their functions, the National Liaison can help to coordinate with other relevant national actors (e.g. loss and damage contact points and disaster risk reduction focal points), who may be able to provide guidance throughout the technical assistance process and/or facilitate complementarity and coherence with ongoing initiatives.

[19] Link to be included in approved draft.
[20] https://assets.santiago-network.org/Common/Documents/Core/Santiago-Network-Conflict-of-Interest-Guidelines-Updated-28-February-2026.pdf.

37. Requests should be submitted via the Santiago Network portal. Should a Proponent be unable to submit through the portal, they must contact the Secretariat and discuss alternative options for the submission.

38. The first point of submission for a technical assistance request is when it has been signed by the Proponent and submitted via the Santiago Network portal (or via alternative options discussed with the Secretariat prior to submission).

B.3 Review and formal submission

39. Upon receipt, the Secretariat will conduct a preliminary review of a request against the established criteria described in table 2 above.

40. Upon review, if there is a need to improve the quality and readiness of requests to fully meet the criteria and enter the workflow, the Secretariat will engage with the Proponent to seek further clarification and information. This is demonstrated in the cyclical flow between the Secretariat and the Proponent in figure 1 above. Once the issues are addressed, the request will be considered formally submitted, and will enter the Santiago Network's workflow for tracking in accordance with the MEAL framework. Early contact with the Secretariat may enable mobilization of support, including from Members, and therefore optimize the timeline for processing.

41. If a request does not meet one or more of the established criteria, it may be rejected. In the event of a rejected request, the Secretariat will provide justification to the Proponent and the National Liaison, as appropriate, and the request will be moved to inactive status in the pipeline of requests.

42. Requests that conform to the established criteria will prompt the Secretariat to reach out to the National Liaison to seek a written no-objection, if not secured earlier by the Proponent, if not secured earlier by the Proponent, providing a response window of 21 days or fewer[21].

43. During this period, the Secretariat will take proactive measures to support a timely response, for example through acknowledgement of receipt or reminder communications. Requests that receive a written no-objection will advance in the workflow described in subsequent sections.

44. If concerns are raised, the Secretariat and/or the National Liaison will share these with the Proponent. The Proponent may engage with the National Liaison to address the issue and determine any follow-up actions. During this period, the

[21] The National Liaison may communicate to the Secretariat that additional time is needed to consider the request.

Secretariat will move the request to inactive status in the pipeline and keep it in abeyance.

45. The Secretariat may seek technical expertise from Members or co-hosts to support the review of requests, subject to the *Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network*[22].

46. The timeline for the request development and review process is explained in figure 2 below.

47. The Proponent may inform the Secretariat of their decision to withdraw or resubmit a request at any time by writing to secretariat@santiago-network.org.

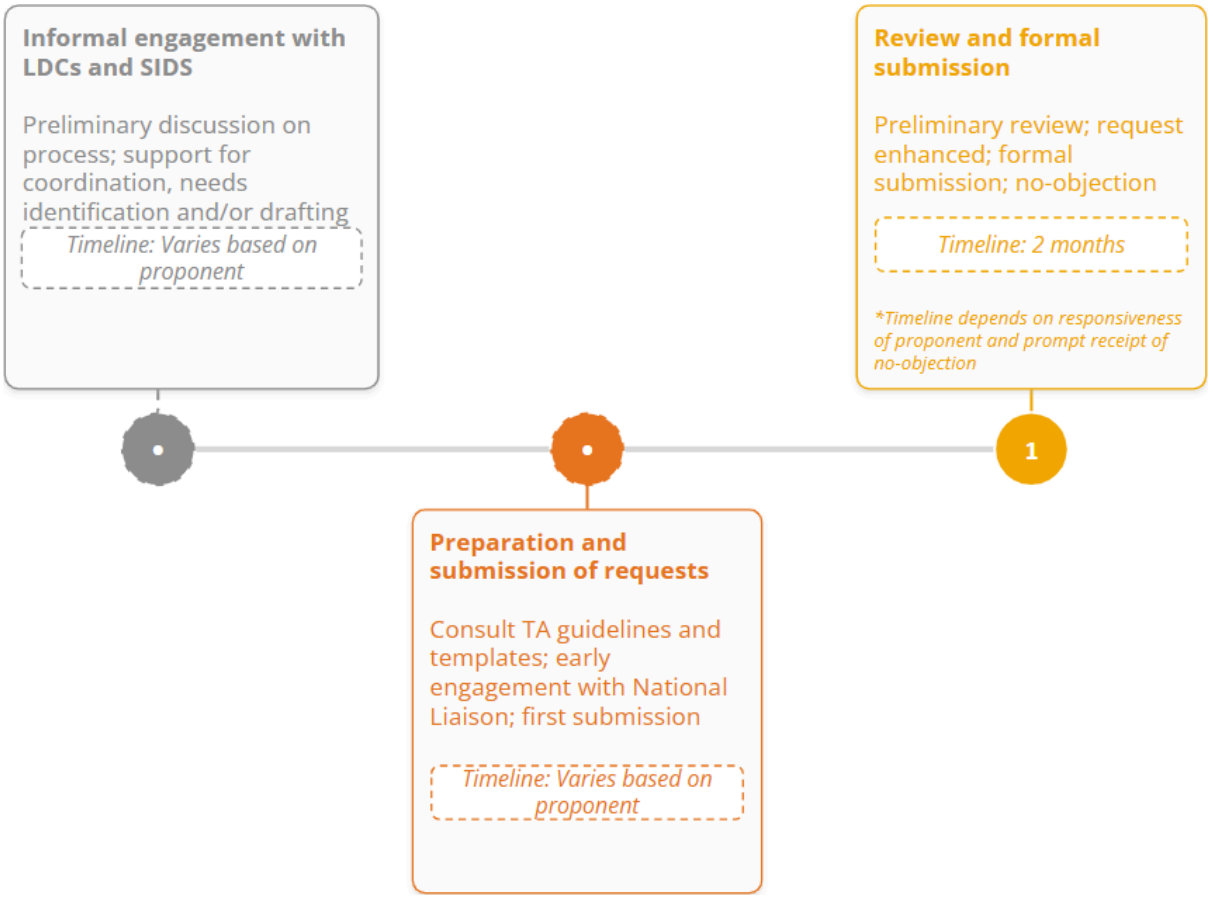


Figure 2: Timeline for request development, submission and request decision under the standard modality[23]

[22]https://assets.santiago-network.org/Common/Documents/Core/Santiago-Network-Conflict-of-Interest-Guidelines-Updated-28-February-2026.pdf

[23] The informal engagement or request preparation stages do not count toward the Secretariat timeline for indicator reporting purposes.

C. Matching requests for technical assistance with the Members' expertise

48. The workflow in figure 3 outlines the next step in the process – matching requests for technical assistance with Members' expertise. The process will follow the appropriate selection process to identify suitable Member(s) to provide the technical assistance. Figure 4 provides indicative timelines related to matching the request for technical assistance with the Members' expertise.

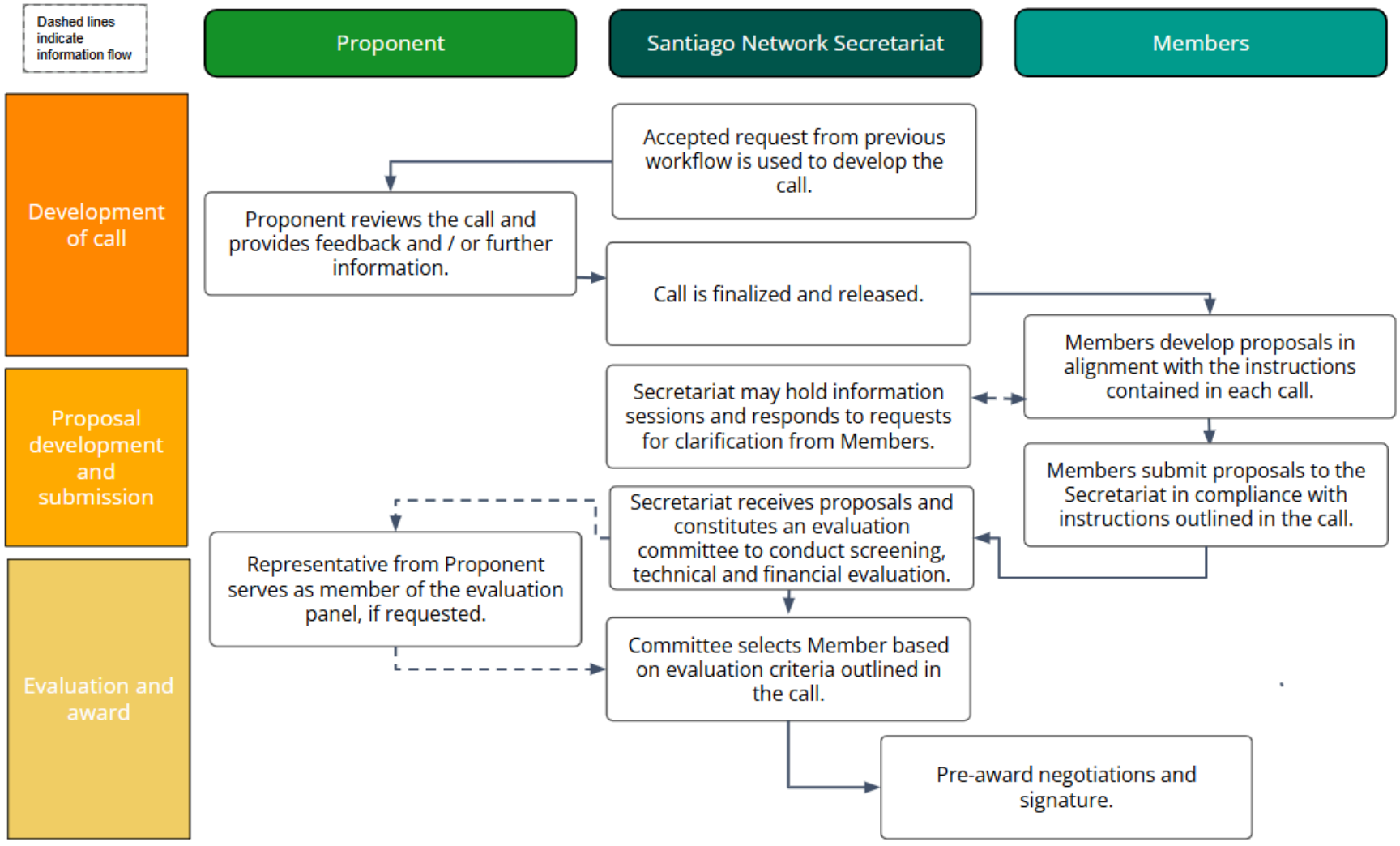


Figure 3: The process for matching requests for technical assistance with the expertise of Members under the standard modality

C.1 Development of the call for proposals/experts

49. The process begins with the Secretariat translating the accepted request from a Proponent (section B above) into a call for proposals (CFP) or call for experts (CFE). In addition to the technical content, a budget estimation and implementation duration will be prepared by the Secretariat as part of the call development. Once the call is drafted, it will be shared with the Proponent for review and comment prior to finalization and release.

50. Calls will be released for an estimated period of four to eight weeks. Each call will contain defined requirements and selection criteria. Proposals/applications will be assessed against these requirements and criteria to identify the most suitable Member or consortium of Members.

51. The Secretariat will ensure that the process for matching requests for technical assistance with the expertise of Members is effective, efficient, accountable and transparent. Specific criteria are developed and released for each call. To ensure the Santiago Network can respond effectively to the full range of technical assistance needs, including situations requiring an urgent response, the Secretariat may draw on existing mechanisms available under UNOPS rules and regulations (e.g. rosters) to preserve the principle of demand drivenness and ensure an efficient, effective, accountable and transparent process.

C.2 Evaluation process and award

52. Once the call has closed, the Secretariat will constitute an evaluation panel to conduct pre-screening and evaluation of proposals or applications against the criteria released in the call.

53. In accordance with UNOPS policy, each panel will consist of at least three voting personnel and one grant support official from the Secretariat or other UNOPS staff. In addition to the required Secretariat or UNOPS staff, panels may receive technical support from Members, co-hosts and Proponents as appropriate. All documents and information related to the evaluation process are confidential and shall not be revealed outside the evaluation committee[24].

54. Proposals received from Members will be assessed against four primary technical criteria, which include the following factors:

    a. Capacity and expertise
    b. Proposed methodology, approach and implementation plan

[24]All panel members shall sign a 'Declaration of confidentiality and no conflict of interest' prior to the commencement of the evaluation process.

c. Key personnel and team structure
d. Relevant past experience.

55. Following the technical assessment of proposals, those that are technically compliant are advanced to financial evaluation. Proposals are assessed based on the following financial criteria:

    a. Cost-effectiveness and delivery efficiency
    b. Budget justification and allocation
    c. Reasonableness of cost estimates.

56. To promote ownership, address issues within the scope of the call and set up effective governance arrangements for implementation, the Proponent may be invited to serve as a member of the evaluation panel or to nominate a technical expert from their organization or agency to serve as such.

57. Once the evaluation process is complete, the selected proposal or application is identified and the selected Member (lead Member in the case of a consortium) is notified. The technical assistance award will be negotiated and signed accordingly.

58. The indicative timeline for matching requests with Members' expertise is set out in figure 4.

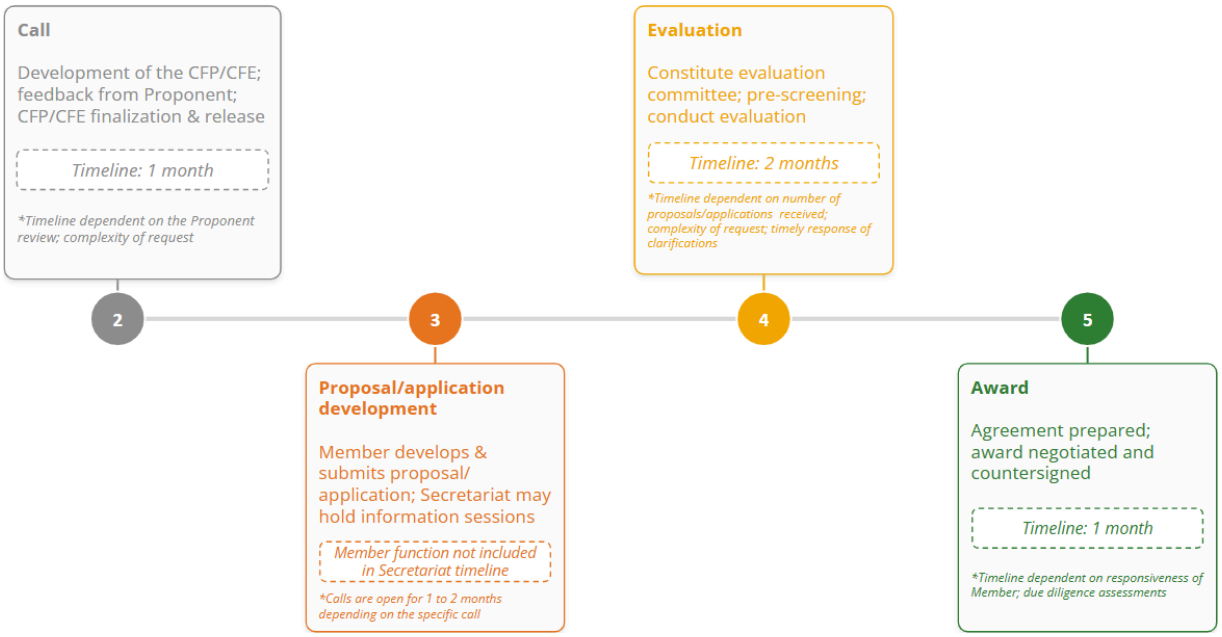


Figure 4: Timeline for matching requests for technical assistance with Members' expertise under the standard modality[25]

[25] The time elapsed when members are preparing their proposals does not count toward the Secretariat indicator reporting.

D. Delivery of technical assistance through Members

59. Figure 5 below demonstrates the delivery workflow to ensure the effective and efficient implementation of technical assistance. It provides details on the arrangements for the implementation, monitoring and reporting of technical assistance.

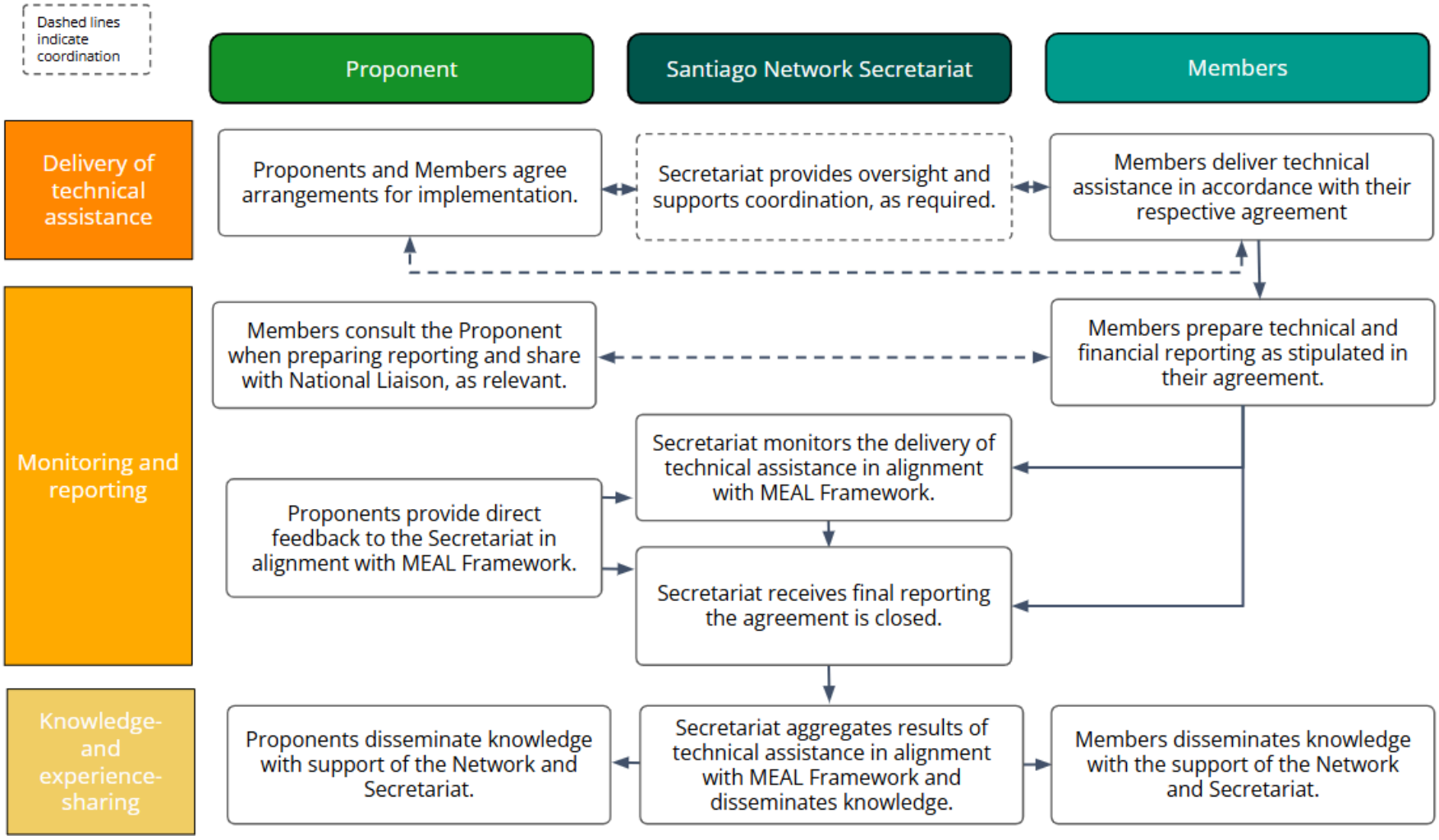


Figure 5: Technical assistance delivery under the standard modality

D.1 Delivery of technical assistance

60. Once an agreement has been countersigned, implementation will proceed in accordance with the individualized timeline and plan of work specified in each agreement. The (lead) Member will keep the Secretariat apprised of implementation progress, including in accordance with the technical and financial reporting procedures contained in the agreement and with the approved *Results Framework* and MEAL framework. The Secretariat will oversee implementation progress, quality and fiduciary performance against the agreed deliverables.

61. Implementing Members must acknowledge that the technical assistance is being delivered in response to a request that originated with the Proponent. Therefore, the implementing Member is required to coordinate closely with the Proponent's designated focal point during all stages of implementation. This should include early consultation with the Proponent to agree the plan of work and confirm appropriate governance, oversight and coordination arrangements are in place for the duration of the technical assistance.

62. During implementation, the Proponent, in coordination with the Secretariat, will guide the provision of the technical assistance as required, including consultation of adaptations to the workplan or changes in approach. Where technical assistance is delivered in contexts with limited institutional capacity or rapidly changing circumstances, the Secretariat may accept recommendations from Members for adaptive implementation arrangements that ensure the continued relevance and effectiveness of the technical assistance. Further, the Proponent and Member will provide updates to the National Liaison as appropriate.

D.2 Monitoring and reporting

63. Monitoring and reporting are critical for ensuring that technical assistance is provided in an effective and efficient manner. The Santiago Network will guide the monitoring and reporting of technical assistance through the Advisory Board-approved *Results Framework* and MEAL framework. These documents contain guidance and indicators that will be used to assess progress against the intended results stipulated in the agreement and Members will report in accordance with the provisions stated in their agreement.

64. Proponents will contribute to monitoring and reporting by providing feedback to the Secretariat on the technical assistance received and its results. The Secretariat may also seek feedback from the National Liaison and/or Proponents on the quality, effectiveness and efficiency of the technical assistance delivered, to inform continuous improvement of the technical assistance process.

65. Once implementation is completed and the Secretariat has received and accepted the final reporting, the agreement will be closed.

D.3 Knowledge- and experience-sharing

66. Knowledge- and experience-sharing are important functions for the Santiago Network to contribute to the wider loss and damage ecosystem. As further elaborated in the *Guidelines on Santiago Network membership*[26], relevant efforts build on Members' expertise and on the lessons learned through the delivery of technical assistance and its related processes. Through implementation of the MEAL framework, the Secretariat synthesizes recurring lessons across interventions to improve the technical assistance process and share learning across the wider loss and damage ecosystem. Learning through the coordination structure and interactions between implementing Members, Proponents and National Liaisons will also be captured. Finally, the Secretariat will capture knowledge and learning from the wider Network, as outlined in the *Guidelines on Santiago Network membership*.

IV. Procedures for catalysing technical assistance under the simplified modality for community access

A. Overview

67. The Santiago Network Advisory Board has approved a simplified modality for community access that directly targets particularly vulnerable communities, for grants below US$ 50,000. The simplified modality is designed to make support faster, more accessible and responsive to needs on the ground. It is a key demonstration of the Santiago Network's vision, to build a world where developing countries and communities shape and drive inclusive action on loss and damage. For this reason, the simplified modality is also an important component of the Santiago Network's GIAP.

68. Recognizing that communities and community-based organizations are often best placed to determine, design and execute the technical assistance most

[26] Placeholder for reference to Guidelines under revision.

relevant to their own local context, and given their direct knowledge of the risks, priorities and realities they face, the simplified modality allows the Santiago Network to respond to community requests efficiently while preserving the inclusive and demand-driven nature of the assistance provided.

69. Figure 6 below outlines the technical assistance workflow under the simplified modality for community access.

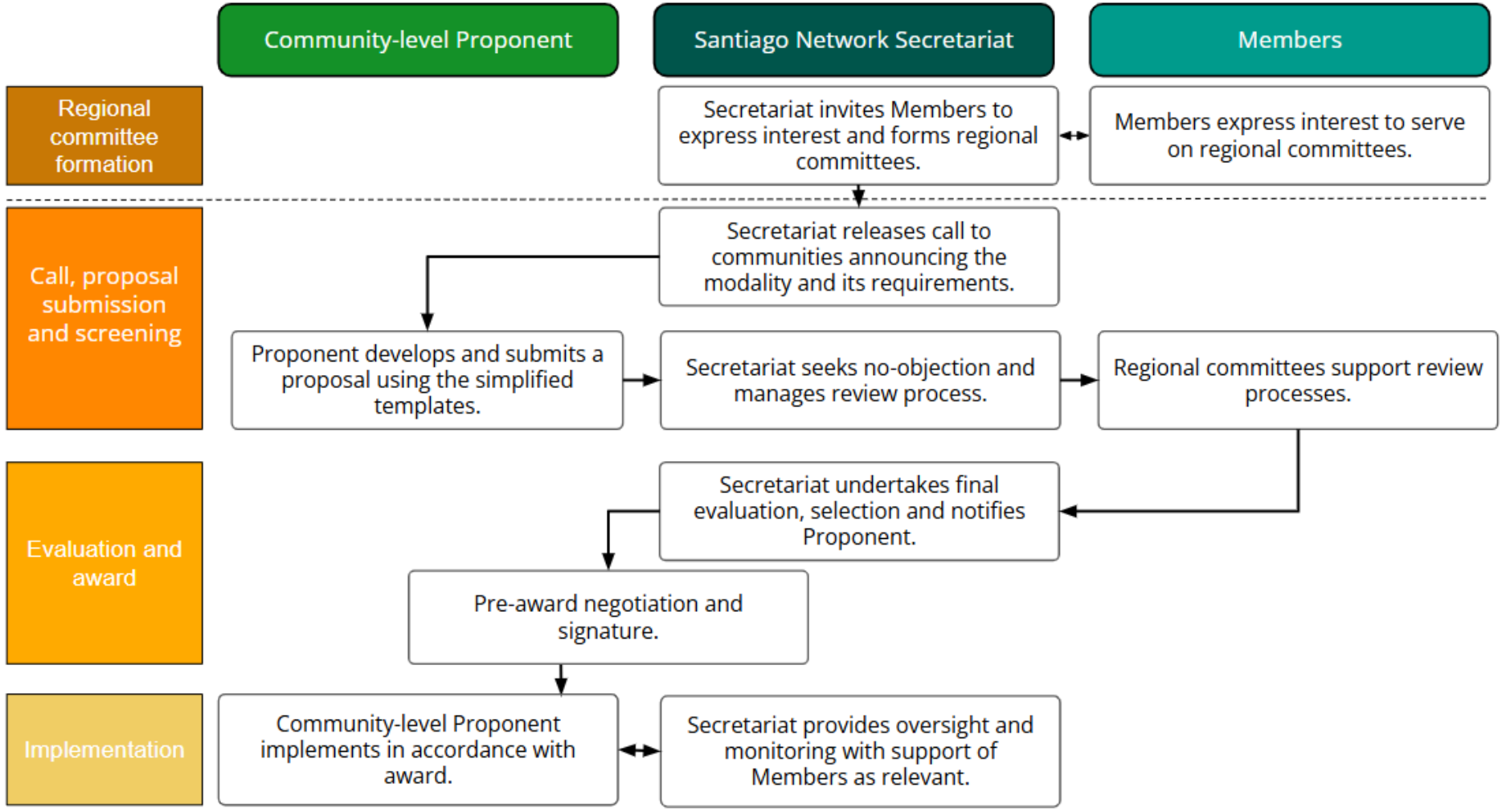


Figure 6: Technical assistance workflow under the simplified modality for community access

B. Call and proposal submission by communities

70. The process is initiated by the Secretariat releasing a public call to particularly vulnerable communities announcing the simplified modality and its requirements. Calls will be issued periodically, at intervals determined by the Secretariat based on factors such as available funding and identified demand. If a community is interested to apply under the simplified modality, it is recommended that they discuss their proposal with the National Liaison at an early stage. Should they be able to secure a written no-objection, this will expedite the process during Secretariat review.

71. The Secretariat will provide guidance that includes a simplified proposal and budget template, evaluation criteria checklist, and simplified monitoring and reporting templates for use by Proponents from particularly vulnerable communities when submitting their proposals.

C. Evaluation and award

72. Members will be invited to voluntarily express interest to join a pool that will support the Santiago Network's simplified modality. Members volunteering for the pool are expected to confirm their ability to dedicate the requisite time and expertise to committee tasks when called upon. The Secretariat will draw from this pool to constitute regional committees organized based on the Santiago Network's existing regional structure. Members are encouraged to volunteer for one or more regional committees based on their relevant experience. The Secretariat may convene and dissolve committees based on need and proposal volume.

73. The Secretariat will oversee Members serving on regional committees, including their functions of pre-screening of applications, verifying completeness, confirming eligibility, liaising with community-level Proponents and shortlisting proposals assigned to each constituted regional committee.

74. Similar to the standard modality described in section III, Members may also play a role in supporting community-level Proponents with proposal development, supporting Proponents in implementation and compiling lessons learned. Members providing this support must conform to the Secretariat's conflict of interest guidelines.

75. Prior to the formation of the regional committees, National Liaisons will receive proposals from their country for a no-objection period lasting 21 days. If no

communication is received by the end of this period, then the Secretariat will consider these proposals endorsed.

76. Following preliminary review by regional committees, the shortlist will be forwarded by the regional committee to the Secretariat for formal evaluation against the criteria contained in the call.

77. In addition to the criteria set out in table 2, proposals will be evaluated against simplified criteria aligned with the criteria listed in section C.2. After evaluation, selection and award will be carried out accordingly. Non-selected community-level Proponents will be provided with feedback to improve their proposals for future submission.

78. The Secretariat will provide oversight and monitoring in alignment with the approved *Results Framework* and MEAL framework, using simplified monitoring and reporting templates developed for this modality. The Proponent will coordinate with the National Liaison on monitoring and reporting throughout implementation.

D. Review of these guidelines

79. These guidelines should be reviewed on an as-needed basis to ensure that they continue to be applicable, based on lessons and experiences. Any substantive modifications to these guidelines require the approval of the Advisory Board.