Seventh meeting of the Santiago Network Advisory Board

28 September–1 October 2026
Tokyo, Japan
Provisional agenda item 7

SNAB/2026/07/10

11 September 2026

Terms of reference for the regular report on loss and damage associated with the adverse effects of climate change

Summary

This document articulates the elements that need considering in the development of the regular report on loss and damage associated with the adverse effects of climate change. While it does not seek to reinterpret, amend or reopen the decision adopted by the Conference of the Parties (COP) or the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), it also integrates additional elements, based on three main sources, as required by the decisions taken by the Santiago Network Advisory Board at its sixth meeting (SNAB/2026/06/11, para. 9.4), namely: (i) the paper *Considerations for the development of Terms of Reference for the preparation of a regular report on loss and damage associated with the adverse effects of climate change*, prepared by the SNAB Co-Chairs with the support of the Santiago Network Secretariat; (ii) the inputs received during the joint informal session with the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts on 23 March 2026, and during SNAB6; and (iii) the outcomes of the benchmarking exercise conducted by the Secretariat.

This document also synthesizes the outcomes of several rounds of consultations among Members of the SNAB and WIM Executive Committee.

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I. Mandate

1. These terms of reference are prepared pursuant to paragraphs 20–23 of decision 22/CMA.7 endorsed by decision 11/CP.30 on the Review of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.[1] In paragraph 20, CMA "Decides to prepare a regular report with a multi-year frequency to be decided at the sessions of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement immediately following the publication of the first report, taking into consideration Parties' views, including on the value added of the report". Paragraph 22 of the decision "Requests the Advisory Board of the Santiago Network, in consultation with the Executive Committee, to prepare, no later than at the 7th meeting of the Advisory Board, terms of reference, covering modalities, budget, timeline and engagement and involvement of organizations, bodies, networks and experts, for the preparation of the report referred to in paragraph 20 above by the organizations, bodies, networks and experts designated as members of the Santiago network".

2. At its sixth meeting, the Santiago Network Advisory Board further specified the process for the preparation of these terms of reference, agreeing to a road map for their development and adoption, setting up a drafting group to lead their preparation and listing key sources of inputs and information to be accounted for in their development.[2]

II. Modalities

a. Purpose and scope of the report

3. Pursuant to decision 22/CMA.7 endorsed by decision 11/CP.30 on the Review of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (paragraph 20), the report shall serve the purpose of synthesizing information from Parties and other stakeholders on critical issues and lessons learned while providing best practices, solutions and policy advice in relation to loss and damage associated with the adverse effects of climate change, in an accessible

[1] Decision 22/CMA.7, endorsed by decision 11/CP.30, *Review of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts*, paras. 20 and 22, https://unfccc.int/documents/653356.
[2] *Report of the sixth meeting of the Advisory Board of the Santiago Network* (SNAB/2026/06/11), paras. 9.3 and 9.4.

and user-friendly manner, by:

(a) Providing regular, concrete information on scientific, policy, financial and technical work in the global response to averting, minimizing and addressing loss and damage;

(b) Providing a comprehensive source of information on loss and damage under the United Nations Framework Convention on Climate Change and the Paris Agreement;

(c) Highlighting case studies, best practices, practical and pragmatic lessons learned, innovative solutions, risk projections, scenarios and solutions on risk analysis by capturing occurrences, typologies and costs of loss and damage at the national level in all regions and across all types of climate-related hazards;

(d) Showcasing national- and community-level experience and promoting understanding of ways of integrating cross-cutting vulnerability analyses, taking into consideration the eleventh preambular paragraph of the Paris Agreement,[3] into efforts to avert, minimize and address loss and damage in developing countries that are particularly vulnerable to the adverse effects of climate change.

4. The report shall have global coverage, providing balanced regional representation all while focusing specifically on developing countries that are particularly vulnerable to the adverse effects of climate change, reflecting economic and non-economic loss and damage across different ecosystems, socio-economic contexts and sudden- and slow-onset events and processes.

5. The report shall consolidate existing evidence to complement ongoing national, regional and global planning and reporting processes, including on climate change and climate action (e.g. the Intergovernmental Panel on Climate Change report, biennial transparency reports, National Adaptation Plans, Nationally Determined Contributions and the Global Stocktake), disaster risk reduction, humanitarian action and on specific topics and sectors (e.g. food and agriculture, human mobility, finance, health), by providing concrete, consolidated and evidence-based

[3] Paris Agreement, preambular para. 11: "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".

perspectives on loss and damage, spanning from diagnostic findings to relevant solutions.

6. The report shall be neutral, policy-relevant but not policy-prescriptive.

b. Approach and methodology

7. The report shall serve as an accessible and user-friendly synthesis of existing information on loss and damage associated with the adverse effects of climate change, as per the components set out in paragraph 3 of these terms of reference. The Lead Drafting Entity (LDE) is not expected to conduct primary data collection, fieldwork or original empirical research. The approach should comprise, inter alia, the following steps:

(a) **Scoping review** of existing knowledge products. Experts should map existing loss and damage knowledge products to identify areas of overlap and identify where the report can add value rather than duplicate work already undertaken or underway. The scoping review will draw on knowledge products developed under the United Nations Framework Convention on Climate Change including through the work of the WIM, its Executive Committee and related expert groups, the Intergovernmental Panel on Climate Change and other relevant processes;

(b) **Desk review** of inputs and sources of information as outlined in section II.e and other relevant resources to be appraised for their reliability, validity and relevance to the report's scope;

(c) **Thematic synthesis** building on existing typologies of economic and non-economic loss and damage across slow onset and extreme events and with a focus on particularly vulnerable developing countries – including their most vulnerable communities. The synthesis should produce an integrated reading of relevant evidence covering diagnostic findings on observed and projected climate change impacts, the cost of loss and damage at the national level and related response needs and effective solutions across scientific, policy, financial and technical work;

(d) **Integration of cross-cutting vulnerability perspectives** in organizing and presenting the evidence. Experts should integrate cross-cutting vulnerability analyses into the appraisal of efforts to understand and avert, minimize and

address loss and damage. This dimension should be woven into the thematic analysis where relevant;

(e) **Identification and structured presentation of best practices and lessons learned.** Best practices, lessons learned, implementation challenges and constraints faced in developing countries should be grounded in documented evidence at the national and community level, drawn from case studies across all regions and hazard types.

The report is expected to connect conceptual and operational elements to contribute to advancing a coherent and actionable knowledge base on loss and damage.

c. Intended audience

8. Consistent with its purpose and scope, the report shall be addressed to national, local and international stakeholders working on the development and implementation of programmes, projects, policies and actions relevant to loss and damage in developing and developed countries. Specific subsets of this intended audience include:

(a) Government representatives at national and local levels across all relevant sectors, including national loss and damage contact points, National Liaisons for the Santiago Network, National Focal Points of the United Nations Framework Convention on Climate Change, National Focal Points of the Fund for responding to Loss and Damage and other relevant national focal points;

(b) Organizations, bodies, networks and experts (OBNEs), including members of the WIM Executive Committee's expert groups, who can leverage the information synthesized in the report to strengthen relevant knowledge products and approaches and improve the provision of technical assistance to countries particularly vulnerable to the adverse effects of climate change;

(c) Local practitioners, civil society organizations and community-based actors working directly on loss and damage responses at national and local levels;

(d) Indigenous Peoples, women, children and youth, persons with disabilities, migrants, displaced persons and refugees, and other people in vulnerable situations in the face of climate change.

9. In light of these intended audiences, the report shall be written in accessible and user-friendly language that is understandable to all target practitioners.

d. Roles and responsibilities of relevant actors

10. SNAB will have the following primary responsibilities:

(a) Selecting the LDE, in coordination with the Secretariat (see paragraph 11 and annexes for additional information);

(b) Designating between two and six of its members and representatives to participate in the report's steering committee to provide high-level guidance on the content and structure of the outline and draft report, in coordination with the Secretariat and the LDE;

(c) In collaboration with the LDE, coordinating the presentation of a draft of the report to Parties at an appropriate event to be held at the sessions of the subsidiary bodies prior to its finalization and publication, in accordance with decision 22/CMA.7, endorsed by decision 11/CP.30;

(d) In collaboration with the Secretariat, the WIM Executive Committee and the LDE, supporting the dissemination of the report following its publication through participation in virtual and in-person events, social media and other channels as applicable;

(e) In collaboration with the LDE and the Secretariat, capturing lessons learned from the report's publication process and outcomes.

11. The Santiago Network Secretariat will be responsible for:

(a) Supporting SNAB in the selection of the LDE, as per details provided in the annexes and its relevant procedures;

(b) Ensuring the timely payment of relevant instalments in connection with key milestones;

(c) Organizing a call for inputs open to, among others, Parties and constituencies, Santiago Network Members, members of the WIM Executive Committee and its expert groups, other relevant OBNEs, representatives of Indigenous Peoples, local communities and groups in vulnerable situations in advance of the

selection of the LDE, in order to compile data, case studies and products through a structured and targeted process, systematize them and make them available to the LDE in a timely manner to support the drafting process;

(d) Participating in the report's steering committee to provide high-level guidance on the content and structure of the outline and draft report, in coordination with SNAB and the LDE;

(e) Setting up a technical review committee comprising a maximum of 10 subject matter experts who will be tasked with the substantive, technical review of the draft report, in coordination with the LDE, thematic experts from the Santiago Network, the Secretariat's co-hosts, the WIM Executive Committee's expert groups and other relevant bodies, as applicable and relevant;

(f) Liaising with the LDE to ensure the review of the report;

(g) Following the review phase, confirming that the report has been produced in accordance with the terms of reference and with the COP/CMA decisions;

(h) Coordinating and financially supporting the translation of the report and other relevant materials upon their finalization, in coordination with the LDE;

(i) Coordinating the dissemination of the report and its findings, in collaboration with SNAB, the WIM Executive Committee and the LDE;

(j) In collaboration with the LDE and in support of SNAB, capturing findings and lessons learned from the report's publication process and outcomes.

12. The WIM Executive Committee will:

(a) Provide advice on coherence and complementarity with existing knowledge products and reports, to avoid duplication and enhance usability;

(b) Facilitate the targeted and structured consultation of its expert groups in order to gather inputs to the development of the report and to review the draft report, as relevant;

(c) Support the LDE by making available its finalized and draft knowledge products, for consultation and reference, as appropriate;

(d) In collaboration with the Secretariat and SNAB, support the dissemination of the report following its publication.

13. The LDE (i.e. the individual OBNE Member of the Santiago Network with demonstrated capacity to deliver the full scope of work under these terms of reference or a consortium of OBNEs, which will be selected to prepare the report in accordance with paragraph 22 of decision 22/CMA.7, endorsed by decision 11/CP.30) will have the following responsibilities:

    (a) Preparing the report and the other deliverables listed in paragraph 18, ensuring that all components are cohesive and aligned with the objectives outlined in these terms of reference;

    (b) Applying the approach and methodology for the report as outlined in section II.b;

    (c) Leading all research efforts, including the review of relevant literature and the compilation of relevant information, including in consultation with Parties and OBNEs, as per the indications provided in section II.e;

    (d) Engaging with relevant stakeholders, including representatives from governments, members of the WIM Executive Committee's expert group, communities and other OBNEs, to gather insights and ensure diverse perspectives are included in the report;

    (e) Identifying and synthesizing best practices, lessons learned and case studies relevant to averting, minimizing and addressing loss and damage;

    (f) Managing the production process of the report, coordinating the work of all authors and contributors;

    (g) Setting up and regularly convening a steering committee, with participation of representatives of SNAB and the Secretariat and others as deemed useful, to provide updates and receive high-level feedback on the report's development, at key milestones of the drafting and publication process, including on its outline, first draft and revised draft;

    (h) Coordinating the revision of the report in collaboration with the Secretariat before final publication;

    (i) Presenting the key preliminary outcomes from the report to the Parties at an appropriate event to be held at COP 32, focusing on methodology, approach, coverage and initial insights;

(j) Producing and editing the report, ensuring accuracy, clarity, consistency and quality in the presentation of relevant information;

(k) Publishing the report and the other deliverables as OBNE-branded documents, adequately reflecting the COP/CMA mandate to develop a regular report on loss and damage associated with the adverse effects of climate change and the Santiago Network financial support and technical coordination;

(l) Presenting the final report to the Parties at the sixty-eighth sessions of the subsidiary bodies (SB 68), in coordination with SNAB;

(m) In collaboration with SNAB, the Secretariat and the WIM Executive Committee, and dependent on availability of resources, supporting the further synthesis and dissemination of findings and conclusions of the report, both in global policy fora and in regional, national and local meetings (both virtual and in-person).

14. Members of the Santiago Network, members of the expert groups of the WIM Executive Committee and other OBNEs shall be invited to contribute to the development of the report through the provision of their reports and publications, listed among the sources of information under paragraph 21 of decision 22/CMA.7, endorsed by decision 11/CP.30, as also indicated in paragraph 15. Moreover, relevant OBNEs, Parties and other stakeholders shall be invited to submit further inputs, data and case studies to the Secretariat as part of the call for inputs mentioned in paragraph 11(c), for compilation in advance of the preparation of the report, notably on:

(a) National- and community-level experiences of loss and damage and relevant responses;

(b) Ways to integrate cross-cutting vulnerability analyses in relevant assessments and responses;

(c) Climate change impacts on specific locations, groups and sectors in order to ensure geographical and thematic balance in the report;

(d) Responses and relevant institutional arrangements;

(e) Community-level impacts and community perspectives;

(f) Methodologies already being used for documenting and assessing loss and damage.

e. Inputs and sources of information for the report

15. Paragraph 21 of decision 22/CMA.7,[4] endorsed by decision 11/CP.30, decides that the report should be informed by, inter alia:

    (a) Information provided by Parties, including through voluntary submissions, related to averting, minimizing and addressing loss and damage in relevant national policies, plans, strategies and frameworks, particularly loss and damage response plans, including multi-hazard disaster risk reduction strategies, as well as in their biennial transparency reports, Nationally Determined Contributions and National Adaptation Plans;

    (b) Best available science, including inputs and information from the Intergovernmental Panel on Climate Change relating to loss and damage;

    (c) Indigenous Peoples' knowledge and the knowledge systems of local communities;

    (d) Reports and publications from OBNEs designated as Members of the Santiago Network;

    (e) Joint annual reports of the Executive Committee and the Santiago Network;

    (f) Knowledge products of the Executive Committee and the Santiago Network;

    (g) Synthesis reports prepared by the secretariat on information on loss and damage provided by Parties in their biennial transparency reports;

    (h) Reports of the Standing Committee on Finance submitted to COP and CMA;

    (i) Annual reports of the Fund for responding to Loss and Damage;

    (j) Relevant documents prepared at the regional level.

16. Considering the information sources listed in paragraph 15, the report should build on a balanced set of inputs from specialized professionals and organizations, representatives of national and subnational governments, and local and community experts, while making deliberate efforts to ensure geographical balance and meaningful representation of particularly vulnerable developing countries. To this end, establishing processes and options to enable communities on the front line of

[4] Decision 22/CMA.7, endorsed by decision 11/CP.30, *Review of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts*, para. 21.

climate change to share their perspectives in a targeted manner is particularly important.

17. In order to facilitate the timely collection of relevant inputs, and if needed in order to complement information received through the call for inputs mentioned in paragraph 11(c), the LDE, in collaboration with other institutional actors, shall consider employing one or more of the following information-gathering options:

    (a) A call or survey to be circulated among relevant Parties, National Liaisons and contact points, constituencies and OBNEs to gather targeted inputs to fill identified knowledge gaps;

    (b) The commissioning of background papers or specific sections of the report to external authors or selected OBNEs, subject to available budget and with the LDE retaining full editorial responsibility for consistency and quality across all commissioned content;

    (c) Targeted consultations, as feasible, with stakeholder groups listed as sources of inputs under paragraphs 15 and 16, with specific attention to vulnerable groups, including Indigenous Peoples, local communities, women, children and youth, persons with disabilities, migrants and other people in vulnerable situations.

III. Expected outcomes, deliverables and findings

18. The LDE is expected to deliver the following products:

    (a) A preliminary outline and detailed workplan, to be delivered as soon as possible after the selection of the LDE;

    (b) A main report, in English, aiming for a text of about 25,000 words (50–60 pages excluding front matter, images, graphs, tables and annexes), written in simple language, understandable to national and local policymakers in developing and developed countries, complemented by a glossary and a list of key references;

    (c) A concise Policy Action Brief (maximum five pages), in English, targeting national decision makers, summarizing key good practices, lessons learned and policy-relevant, but not policy-prescriptive, advice in a neutral manner;

    (d) A set of annexes and an online repository with additional materials, information sources and other content, subject to budget availability (including in multiple

languages if needed and possible), including:

(i) A set of illustrative case studies and approaches showcasing best practices for averting, minimizing and addressing loss and damage, presented to inform decision makers and strengthen national response systems;

(ii) Background papers and key readings and resources;

(iii) A structured collection of selected datasets and inputs, including any indications on the datasets' limitations and maturity, as available;

(iv) Information-gathering tools (e.g. standard surveys and interview guides);

(v) A comprehensive feedback matrix detailing the steps and outcomes of the revision and consultation process.

IV. Timeline[5]

19. The report shall be completed no later than June 2028.

20. In order to meet this deadline, the following timeline is set out, covering the full process from the issuance of the call for proposals to the finalization of the report.

Timeline

Phase	Milestone	Target date
Call for proposals	Secretariat issues a call for proposals to OBNE Members based on approved terms of reference	October 2026
Proposal submission	Deadline for submission of proposals by OBNEs or consortia	December 2026
Call for inputs	Secretariat opens a window to gather submissions from Parties and relevant stakeholders and	November 2026–February 2027

[5] As mandated by decision 22/CMA.7, paras. 22–23.

Phase	Milestone	Target date
	compiles submissions	
Evaluation	Secretariat shortlists and evaluates OBNEs and consortia	January–February 2027
Selection	Advisory Board selects the LDE (intersessionally)	February–March 2027
Drafting	Preparation of draft report by selected OBNE/consortium	April–November 2027
Set up of the technical review committee	Secretariat identifies technical experts and sets up a technical review committee, in collaboration with the LDE, its co-hosts, WIM Executive Committee's expert groups and others as relevant	June–November 2027
Presentation of preliminary insights	LDE presents preliminary insights to Parties at COP 32, in coordination with SNAB	November 2027
Review	Technical review of the draft report led by the Secretariat in coordination with selected thematic experts	December 2027–January 2028
Revision of report	LDE integrates feedback from review process and delivers a revised report to the Secretariat	February–March 2028
Completion of review	Secretariat confirms receipt of the revised report and its compliance with the terms of reference and COP/CMA decisions	April 2028
Finalization and publication	LDE delivers a final version of the report and other deliverables and publishes them in coordination with the Santiago Network Secretariat	May 2028
Presentation of final report	LDE presents the final report to	June 2028

Phase	Milestone	Target date
	Parties at SB 68, in coordination with SNAB	
Translation of full report	Secretariat coordinates the translation of the report and other relevant materials in all United Nations languages, subject to availability of resources	June–July 2028

V. Budget

21. The total budget allocated by the Secretariat to the development of the report shall not exceed USD 250,000.

22. The budget proposed by the LDE shall cover all costs related to the analysis of inputs and sources of information, the development and review of the draft report and the editing and publication of the final report. Relevant budget lines to be considered could include:

    (a) Core personnel;

    (b) Author contracts and/or compilation and synthesis of relevant inputs and sources of information;

    (c) Development of maps, graphs, infographics and other visuals;

    (d) Meetings and travel, including travel to COP 32 for the presentation of key preliminary results and any further travel, if needed;

    (e) Production contracts, including language and copy edit, layout, printing if applicable.

23. The budget shall not cover costs related to the translation of the report and other materials or to the publication of translated versions.

24. The LDE shall also describe which report costs would be covered through existing national infrastructure, academic partnerships, in-kind contributions and pro bono engagements, including among members of their networks. The significance of in-kind contributions will be assessed as part of the selection process, as detailed in

the annexes to these terms of reference.

25. The total budget granted to the LDE shall be allocated in three instalments, according to the following schedule:

    (a) Selection of LDE: 30 per cent;

    (b) Delivery of first draft: 40 per cent;

    (c) Completion of all final deliverables: 30 per cent.

Annex I

Template for proposals from organizations, bodies, networks and experts

Section 1: Applicant's information

CFP reference no.	[xxx/xxxxxxx]
Name of applicant	
Submission date	**Dec 1, 2026**

- **Background of applicant**

Full legal name of applicant	
Year the entity was established (*not applicable for individual applicants*)	
Address of registered office (*not applicable for individual applicants*)	
Name of applicant representative(s)	

- **Santiago Network Membership**

Applicants must be Members of the Santiago Network. Interested OBNEs not yet Members of the Santiago Network may submit a proposal provided they submit their Expression of Interest for Membership in line with the membership guidelines prior to the submission deadline indicated in the Call for Proposals.

Are you a Member of the Santiago Network?	Select answer
If "No", have you submitted an Expression of Interest for Santiago Network Membership?	Select answer
Date of submission of Expression of Interest	Sep 1, 2022

- **UNGM registration and UNOPS vendors**

As part of the proposal, the applicant is requested to complete the registration on the United Nations Global Marketplace (UNGM) registration website.

The applicant may submit a proposal without registering on the UNGM website. However, if the applicant is selected to develop the report with financial support from the Santiago Network, the applicant shall register on the UNGM website before signing the Agreement unless UNOPS has provided another mechanism in accordance with the Instructions to Applicants, Article 21.

Are you registered in the UNGM?	Select answer
If "Yes", provide the UNGM vendor number and ensure that the information in the UNGM is current	
Are you a UNOPS vendor?	Select answer

- **Contact information**

Provide the contact information and signature(s) of person(s) that the Santiago Network Secretariat may contact for any requests for clarification during proposal evaluation.

NOTE: This person must be available during the 12 weeks following the receipt of the proposal.

Name	
Title	
Telephone/mobile (direct)	
Email (direct)	

Section 2: Relevant past/ongoing/planned activities/projects/initiatives

26. Past experience: Please provide a minimum of 7 years of proven experience coordinating the development of comprehensive reports in the field of loss and damage, or other related fields
27. Ongoing: Please provide an overview of any ongoing activities/projects/initiatives on loss and damage, climate risk and vulnerability assessments, and related forms of technical assistance
28. Planned: Please provide an overview of any planned activities/projects/initiatives on loss and damage, climate risk and vulnerability assessments, and related forms of technical assistance

Please complete the table below with information. Please add rows as needed.

Duration (mm/yyyy to mm/yyyy)	**Title and description**	**Partner/Donor/Client**	**Location**	**Budget** (in USD)

Section 3: Approach and methodology

Please describe the approach and methodology the applicant will adopt to meet the requirements and deliver the products listed in the **CFP Document**. This section should explain how the proposed approach will allow to meet or exceed the identified deliverables.This section should articulate how relevant, targeted information will be structured in support of the CFP deliverables.

Section 4: Collection of inputs and OBNE engagement

Please describe how your OBNE or consortium plans to respect the procedural requirements described in the CFP Document for the development of the report and related products, including most notably for the collection and integration of inputs by Parties, other OBNEs and frontline communities. To this end, this section should specifically highlight the ability of the OBNE or consortium to engage counterparts at the community, national and international levels.

Section 5: Implementation Plan

Complete the information in the following table. Identify the relevant outputs, activities, responsible position and name of the organization, body, network or expert (OBNE), and the sequence and timing for the delivery of activities. Please add rows and edit the duration of the activities as necessary. Please make sure to adhere to the report development timeline indicated in the CfP.

Output no 1: e.g. data collection and analysis										
Activity	**Responsible position and name of the OBNE**	**Schedule and duration of activity in months**								
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
1.1										
1.2										
1.3										
Output no 2: e.g. gathering of inputs by Parties, OBNEs and communities										
Activity	**Responsible position and name of the OBNE**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
2.1										
2.2										
2.3										
Output no 3: e.g. development of draft report										
Activity	**Responsible position and name of the OBNE**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
2.1										
2.2										
2.3										

Section 6: Proposed team structure

1. Organizational chart

Please provide a visual representation of how the proposed team will be organized and how it is placed within the overall structure of the OBNE or consortium.

2. Brief description of roles

Please describe the roles and responsibilities of the members in the proposed team.

Role	Description of responsibilities

3. Governance mechanism

Please describe any governance mechanism relevant to the development of the report and other accessory materials.

Section 7: Network/consortium members

This schedule should only be completed and returned with the proposal if the proposal is submitted as a network or consortium.

Network/consortium information	
Name	
Names of each member and contact information (address, telephone numbers, fax numbers, email address)	
Name of leading member (with authority to bind the consortium, during the proposal process and, in the event an Agreement is awarded, during Agreement execution)	
Proposed proportion of responsibilities between members (in %) with an indication of the role to be performed by each	
Membership in the Santiago Network (indicate for each network/consortium member, whether they are already a member of the Santiago network or have submitted an Expression of Interest, including the date of submission)	

Signatures of all members of the network or consortium

We hereby confirm that if the network or consortium is selected for the provision of technical assistance all parties of the network or consortium shall be jointly and severally liable to UNOPS (as the co-host of the Santiago Network Secretariat) for the fulfilment of the provisions of the Agreement.

Name of member:	
Date:	Sep 1, 2022
Signature	

Name of member:	
Date:	Sep 1, 2022
Signature	

Name of member:	
Date:	Sep 1, 2022
Signature	

Name of member:	
Date:	Sep 1, 2022
Signature	

Section 8: Key personnel

Please identify the key personnel of the applicant, or of the members of the network or consortium, if applicable.

No.	Position description	Name	Qualification	Years of relevant experience
1				
2				
3				
4				
5				

Section 9: Curriculum vitae (CV) or resume

If identified in the **CFP Document**, Requirements, please provide the experience and qualifications for all identified personnel in the table below, add additional rows as necessary.

Position		
Name of personnel		
Title		
Years with entity		
Nationality		
Language proficiency		
Education/ qualifications *List college/university and other specialized education or qualifications of personnel. Add rows as necessary.*	School: Dates attended: Degree/qualification:	
	School: Dates attended: Degree/qualification:	
Professional certifications *Provide professional certifications relevant to the scope of services. Add rows as necessary.*	Name of institution: Date of certification (*Day/Month/Year)*:	
	Name of institution: Date of certification (*Day/Month/Year)*:	
Employment experience *Start with the present position and list in reverse order all previous positions. For all positions during the last five (5) years, provide the activities and responsibilities of the position, the location of assignments and any other information relevant to the present proposal for the provision of technical assistance. Add rows as necessary.*	Position title: Employer: Dates of employment: Location: Activities/responsibilities:	
	Position title: Employer: Dates of employment: Location: Activities/responsibilities:	
	Position title: Employer: Dates of employment: Location:	

References *Provide the names, addresses, phone and email contact information for two (2) references.*	Name and contact information:	
	Name and contact information:	

Section 10: Statement of exclusivity and availability

If applicable, please complete and sign the following statement of exclusivity and availability.

I, the undersigned, hereby declare that I agree to participate exclusively with the applicant [insert applicant name] in the development of the report, with reference no. [xxx/xxxxxxx]. I further declare that I am able and willing to work for the period(s) foreseen for the position for which I have been included in this proposal, in the event that this proposal is successful, namely:

From	To
[start of period 1]	[end of period 1]
[start of period 2]	[end of period 2]
[etc.]	[etc.]

I confirm that I am not engaged with any other projects in a position that will require my services during the time periods in which my services are required under this proposal.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other applicant submitting a proposal related to this Call for Proposals. I am fully aware that if I do so, I will be excluded from this process, the proposals in which I am a candidate may be rejected, and I may also be subject to exclusion from other agreements with UNOPS (as co-host of the Santiago Network Secretariat).

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill health or force majeure, I may be subject to exclusion from other agreements with UNOPS (as co-host of the Santiago Network Secretariat), and any agreement issued to the applicant from this process may be rendered null and void.

Name:	
Title:	
Date:	**Sep 1, 2022**
Signature:	

Section 11: Sub-grantees

Please identify any sub-grantees and the associated activities they are proposed to implement, if known at the time of proposal submission.

No.	Description of the activities	Name of the sub-grantee
1		
2		
3		
4		
5		

Annex II

Criteria for evaluation and selection of proposals

Proposals submitted in response to this Call for Proposals shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

a. **Preliminary screening:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in the Table 1: Formal and eligibility criteria. All proposals which pass this stage will go through a subsequent evaluation as follows.

b. **Technical evaluation:** This assesses the technical points achieved by each proposal, as per the maximum obtainable points assigned per criteria group in Table 2.1: Parts of the technical proposal evaluation. Only proposals that meet the minimum threshold indicated in Table 2: Technical criteria shall be considered substantially compliant at this stage. Evaluation of the technical proposals shall be completed prior to opening the financial proposals.

c. **Financial evaluation:** Financial proposals will only be opened for proposals that have achieved the minimum threshold in the technical evaluation. Financial proposals shall be checked for any mathematical errors in accordance with Article 15, "Minor Informalities, Errors or Omissions" in the **Instructions to Applicants**. The total financial proposal points achieved for each proposal are determined in accordance with Table 3: Financial criteria.

d. **Combined analysis:** This evaluation will be conducted based on a combined analysis, analyzing all of the relevant costs, risks and benefits for each proposal. The combined analysis includes the scores from both the technical evaluation, including factors such as risks, sustainability, and others, and the financial evaluation, using a predefined weighting method.

The maximum number of points that an applicant may obtain for its proposal are as follows:

- Technical proposal: 80 points
- Financial proposal: 20 points

The maximum total number of points an applicant may obtain for both the technical and financial proposals is 100. The weighting of the technical and financial proposals will be 80:20. The technical and financial proposals must be aligned, ensuring that budgetary allocations correspond to the activities and deliverables described in the technical proposal.

The Santiago Network Secretariat may request clarification or further information in writing from applicants at any point during the evaluation process. In this case, any response from an applicant shall not modify the substance of the proposal, including both the technical and financial aspects of the proposal. The Santiago Network Secretariat may use such information to interpret and evaluate the relevant proposal.

The evaluation of a proposal by the Santiago Network Secretariat shall be carried out against the evaluation criteria described in the following tables.

1.1. Preliminary screening

Table 1 FORMAL AND ELIGIBILITY CRITERIA	
Criteria evaluated on a pass/fail basis during the preliminary screening	**Documents to establish compliance with the criteria**
1. The applicant is a Member of the Santiago Network or has submitted an Expression of Interest in line with the membership guidelines prior to the deadline indicated for Expression of Interest submission in this Call for Proposals and subsequently approved as Member.	• **Declarations** • Santiago Network membership database / Expression of Interest for Santiago Network membership
2. The applicant is eligible as defined in Article 1, "Applicant Eligibility" in the Instructions to Applicants and the Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network.	• **Proposal** • **Annex 1: Declarations**
3. The proposal is complete and includes all completed forms and other documentation requested in the Particulars, 'Content of proposal submissions'.	• All documentation requested in the Particulars, 'Content of proposal submissions'
4. The applicant accepts the conditions in the template for agreement, as specified in the Particulars, 'Type of legal instrument'.	• **Annex 1: Declarations**
5. The applicant must demonstrate experience in producing global or multi-regional synthesis reports on topics related to climate change, climate resilience, loss and damage and disaster risk reduction.	• **Proposal** • Annex 3: Supporting documents, including project summaries, reports, research papers, reference letters, etc.
6. The applicant must demonstrate a minimum of 7 years of proven experience developing drawing on multiple evidence sources and intended for international policy audiences on topics relevant to this Call for Proposals.	- **Proposal** - Annex 3: Supporting documents, including project summaries, reports, research papers, reference letters, etc.

1.2. Technical evaluation

Table 2 TECHNICAL CRITERIA	
Criteria evaluated based on scoring during the technical evaluation	**Documents to establish compliance with the criteria**
The maximum number of technical points obtainable is detailed in Table 2.1: Parts of the technical proposal evaluation. To be technically compliant, applicants must obtain a minimum threshold of 70% of the total obtainable points.	• **Proposal** • Annex 3: Supporting documents, including project summaries, reports, research papers, reference letters, etc.

	Table 2.1 Parts of the technical proposal evaluation	**Obtainable points**
1.	Applicant's capacity and institutional readiness (see Table 2.1.1)	15
2.	Proposed methodology, approach and implementation plan (see Table 2.1.2)	20
3.	Key personnel proposed (across the consortium, if applicable) (see Table 2.1.3)	25
4.	Past experience on producing relevant reports (see Table 2.1.4)	20
Total technical proposal points		**80**

Table 2.1.1: Applicant's capacity and institutional readiness

	Criteria to be evaluated	**Documents to establish compliance with the criteria** (not exhaustive)
1.1	The applicant has the general organizational capability to support effective implementation: management structure; financial stability and project financing capacity; management controls; and the extent to which any work would be sub-granted/contracted.	**Copy of audited financial statements for the last 3 years of the lead applicant** • **Proposal**
1.2	The applicant has the capacity, knowledge and experience to engage with a diverse range of stakeholders, at national and local levels and across regions within the loss and damage space.	• **Proposal**

	Table 2.1.1: Applicant's capacity and institutional readiness	
	Criteria to be evaluated	**Documents to establish compliance with the criteria** (not exhaustive)
1.3	The applicant's proposed sub-grantees, if identified, that will undertake relevant activities, have demonstrated the capacity to undertake the work and are appropriately located to undertake these activities. (If the applicant does not require sub-grantees, the proposal will be assigned the maximum points for this criterion).	• **Proposal**
Total points for Part 1 - 15		

	Table 2.1.2: Proposed methodology, approach and implementation plan	
No.	**Criteria to be evaluated**	**Documents to establish compliance with the criteria** (not exhaustive)
2.1	The applicant's proposed approach and methodology is consistent with the full scope of the report as detailed in this Call for Proposals, clearly spells out how its different components are expected to be addressed and covered, indicating understanding of the CfP requirements on the part of the applicant.	• **Proposal**
2.2	The applicant's proposed approach and methodology details key data sources that will be leveraged to cover the different elements of the report, and how the applicant will access and use them.	• **Proposal**
2.3	The proposed approach emphasizes an implementation strategy that benefits from relevant expertise and understanding of different regional and national contexts.	• **Proposal**
2.4	The Implementation Plan demonstrates the applicant's capacity to plan and implement the report within the identified timelines, ensuring delivery effectiveness and efficiency, and accounting for internal and external risks, proposing appropriate mitigation actions.	• **Proposal** • **Annex 2: Risk/issue register**
2.5	The proposal provides a strategy to leverage and showcase inputs from Parties, OBNEs, community representatives and other stakeholders, to ensure balanced representation of perspectives and knowledge in the development of the report.	• **Proposal**
Total points for Part 2 - 20		

Table 2.1.3: Key personnel proposed

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)
3.1	The composition and structure of the applicant's proposed team is appropriate and the proposed roles for the management and implementation of all the components of the report development (including e.g. coordination, data collection and analysis, writing, and stakeholder engagement) are appropriate for the relevant activities, and reflect sufficient technical skillsets, regional, national and local expertise, and language capabilities.	• **Proposal**
3.2	The applicant describes and justifies its plan for the size and composition of its team, and where applicable the consortium partners and sub-grantees.	• **Proposal**
Total points for Part 4 - 25		

Table 2.1.5: Past experience on producing relevant reports

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)
5.1	The applicant demonstrates its ability to coordinate the production of reports of comparable extent and quality, on loss and damage or other related fields (e.g. adaptation, risk reduction, climate finance, responses to the impacts of climate change), based on the collection of inputs from different stakeholders.	• **Proposal** • **Examples of reports and project documents**
5.2	The applicant demonstrates its ability to produce reports and publications spanning across different sectors, including (but not limited to): • food, water and energy security, agriculture; • infrastructure and housing; • health, including mental health; • education; • gender, age and inclusion; • human mobility; • cultural heritage and tourism; • biodiversity.	• **Proposal** • **Examples of reports and project documents**
Total points for Part 5 - 20		

1.3. Financial evaluation

Table 3 FINANCIAL CRITERIA		
Criteria evaluated based on a cumulative analysis methodology during the financial evaluation		**Documents to establish compliance with the criteria**
1.	The cost-effectiveness and delivery efficiency of the activities to be undertaken.	**29. Annex 2: Financial proposal**
2.	Applicants organizations comply with the maximum budgets stipulated in the Budget requirements.	**30. Annex 2: Financial proposal**
3.	The applicant has provided sufficient justification of budget lines and lump sums, and given appropriate consideration to delivery and financial efficiency.	**31. Annex 2: Financial proposal**
4.	The allocation of budget among different thematic areas and categories is appropriate, particularly the allocation between activities and the operational budget.	**32. Annex 2: Financial proposal**
5.	The applicant's cost estimates and the assumptions made for the indicated budget estimates are reasonable.	**33. Annex 2: Financial proposal**
6.	If applicable, in-kind and in-cash contributions to the development of the report are clearly reflected.	**34. Annex 2: Financial proposal** **35. Proposal**
Total financial proposal points - 20		