

SNAB/2024/3/06.Rev.2

## SANTIAGO NETWORK

# Guidelines and procedures for responding to requests for technical assistance

Approved at the 3<sup>rd</sup> Advisory Board meeting

06 September 2024

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## 1. Background

This guideline supports the Santiago network in its role to catalyse technical assistance of relevant organizations, bodies, networks and experts (OBNEs) for the implementation of relevant approaches for averting, minimizing and addressing loss and damage 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. Technical assistance will be provided in a demand-driven manner and developed through an inclusive and country-driven process, taking into account the needs of vulnerable people, Indigenous Peoples and local communities.

The Santiago network is further guided by six functions.<sup>1</sup> Among them, catalysing demand-driven technical assistance by assisting in:

- Identifying, prioritizing, and communicating technical assistance needs and priorities;
- Identifying types of relevant technical assistance;
- Actively connecting those seeking technical assistance with best suited organizations, bodies, networks and experts; and
- Accessing technical assistance available including from such organizations, bodies, networks, and experts.

The guideline was developed in accordance with decision 12/CMA.4, endorsed in decision 11/CP.27,<sup>2</sup> that 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 guideline outlines the scope of technical assistance; procedures for receiving, assessing and managing the process of responding to requests for technical assistance; the criteria governing eligibility of requests for technical assistance; and the workflow for requesting and providing technical assistance through OBNEs as members of the Santiago network (hereinafter “members”).

### Key terms for the purpose of this guideline:

- (a) Proponent of the request for technical assistance – Those that are submitting a request for technical assistance to the Santiago network secretariat. Requests may be prepared by government/public institutions (including national, regional, sub-national and local governments), academic, non-governmental organisations, civil society organisations (including local communities, women’s, children and youth, and Indigenous Peoples), among others, and submitted according to the process determined by each country. Technical assistance is provided to the proponent by the members of the Santiago network [as outlined in (b)].
- (b) Organizations, bodies, networks, and experts (OBNEs) – Those through whom technical assistance covering a wide range of topics relevant to averting, minimizing, and addressing loss and damage will be catalysed.<sup>3</sup> OBNEs that have been designated as members of the

<sup>1</sup> Decision 12/CMA.4, endorsed in decision 11/CP.27, Annex I

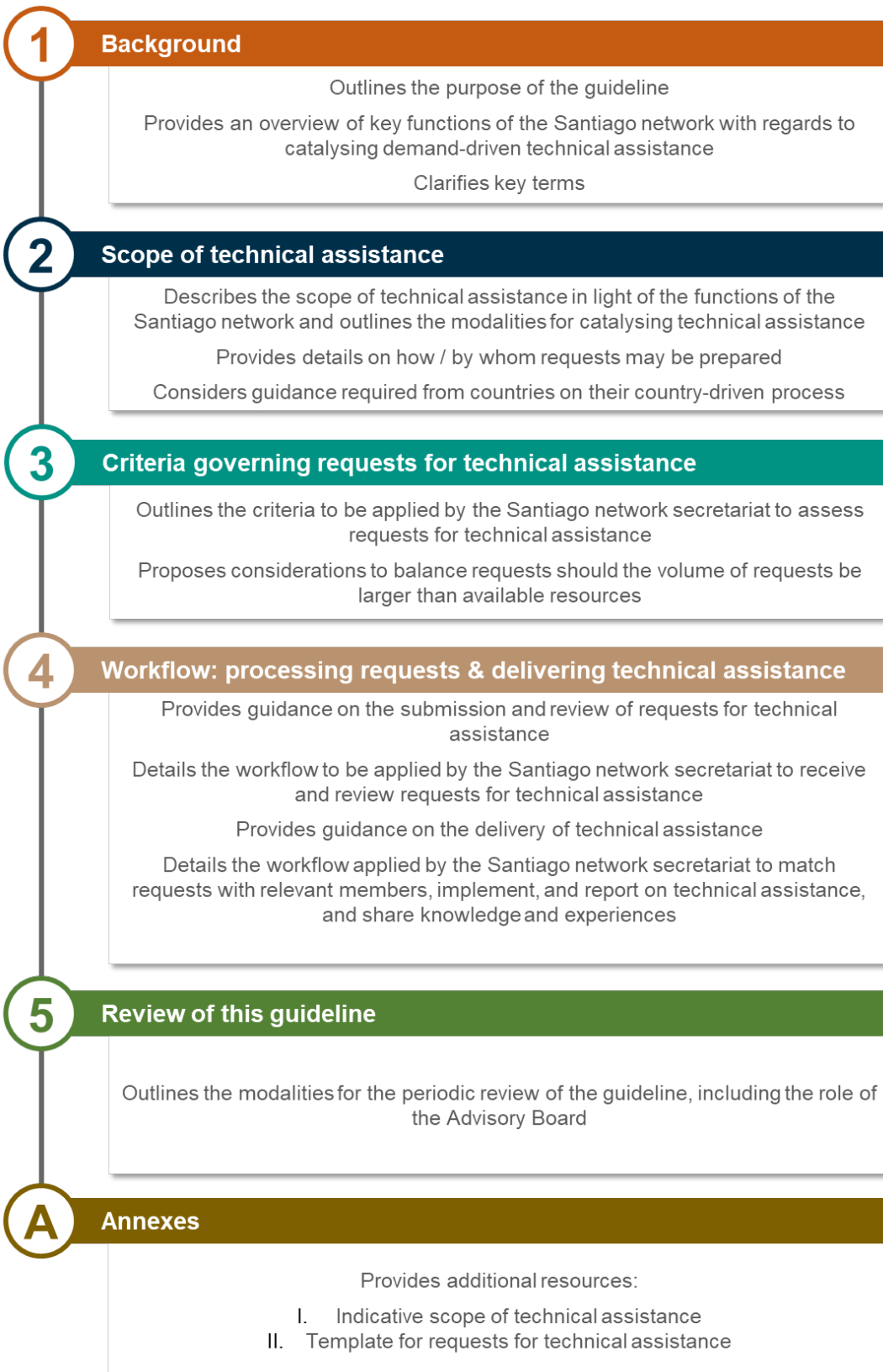
<sup>2</sup> Paragraph 17

<sup>3</sup> Working definitions of each category of OBNE have been outlined in the complementary *Guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network*

Santiago network are eligible to respond to requests for technical assistance as submitted by a proponent, and thus act as providers of technical assistance.

- (c) Liaison to the Santiago network secretariat – Voluntary nomination by Parties communicated to the Santiago network secretariat, as appropriate for their national circumstances, to support alignment of technical assistance through the Santiago network with national priorities.

## Overview of the guideline



## 2. Scope of technical assistance

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.<sup>4</sup> It will consider, for instance, impacts from extreme weather events and slow-onset events, as well as diverse types of impact, including non-economic losses and human mobility, and a range of comprehensive risk management approaches, among others.

Technical assistance focuses on, inter alia:<sup>5</sup>

- averting, minimizing and addressing loss and damage associated with the adverse effects of climate change in developing countries particularly vulnerable to the adverse effects of climate change, including by promoting leadership, collaboration and cooperation, at the national, regional and local levels and for a broad range of sectors and ecosystems, in order to enable coherent and synergistic approaches to avert, minimize and address such loss and damage.
- facilitating the development, provision and dissemination of, and 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.
- 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.
- building on a range of approaches, methods and tools already available to assess the risk of and to respond to loss and damage associated with the adverse effects of climate change, acknowledging that their selection depends upon regional, national and local capacity, context and circumstances, and involves the engagement of all relevant stakeholders.

Technical assistance will be supported and facilitated by:

- developing and managing a solid knowledge system including lessons learned, knowledge products, tools, best practices, case studies, etc. that have been produced through the technical assistance catalysed or developed by the Warsaw International Mechanism Executive Committee and related expert groups, making available information and sharing knowledge;
- building synergies with the work of the Warsaw International Mechanism Executive Committee and related expert groups;
- sharing experiences and good practices acquired through the Santiago network; and
- promoting and fostering collaboration, partnership and networks, including through members and outreach activities.

Technical assistance will be catalysed through OBNEs designated as members of the Santiago network. This is underpinned by facilitating and catalysing collaboration, coordination, coherence and synergies to accelerate action by members, and for them to deliver effective and efficient technical assistance.<sup>6</sup> In addition to areas of support above, the Santiago network can contribute to coherence by aligning technical assistance catalysed to build capacity and support programmatic approaches of the funding arrangements, including the Fund for responding to Loss and Damage established in 2022.<sup>7</sup>

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<sup>4</sup> 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

<sup>5</sup> Decision 3/CP.18; Decision 12/CMA.4, endorsed in decision 11/CP.27, Annex 1

<sup>6</sup> see *Guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network*

<sup>7</sup> Annex II of Decisions 1/CP.28 and 5/CMA.5 adopted in 2023.

The scope of the technical assistance under the Santiago network, and the corresponding expertise and services of a member are the two crucial elements to enable a “matchmaking” of demand and supply. A summary is presented in Figure 1.

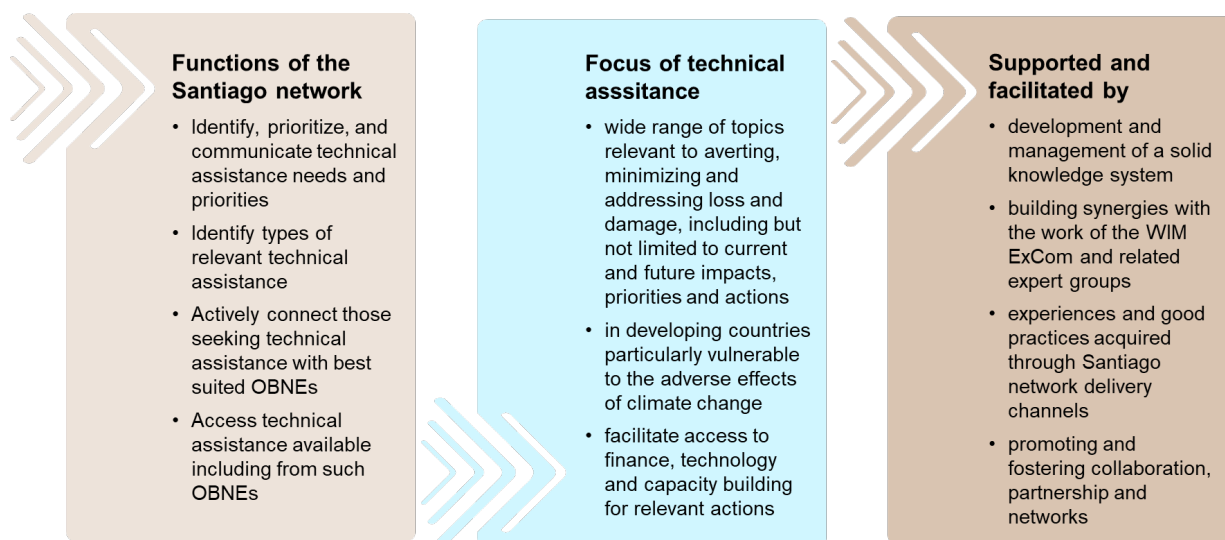


Figure 1: Summary of scope of technical assistance

It is important to note that the Santiago network in catalysing technical assistance does not serve as a fund but as a network managing and coordinating demand for and supply of technical assistance on topics relevant to loss and damage. For this purpose, the Santiago network secretariat may provide financial support for the provision of technical assistance and support matchmaking between those requesting and those with expertise and experience to provide technical assistance.

The Advisory Board, based on experiences and learning from the provision of technical assistance through the Santiago network, may further refine and amend this guideline, including defining financial limits for requests for technical assistance that receive financial support from the Santiago network secretariat.

## 2.1 Types of technical assistance

Requests for technical assistance should address regional, national and/or local technical assistance needs, priorities and challenges, including those of vulnerable groups and communities, through an inclusive and country-driven process, taking into account the needs of vulnerable people, Indigenous Peoples, and local communities<sup>8</sup>, including children, youth, women, etc.

To support the operationalization of the Santiago network, a phased approach related to topics and types of technical assistance may be adopted. [Annex 1](#) outlines types of technical assistance that may serve as indicative examples. A key parameter is the development, strengthening and retention of capacities resulting from the provision of technical assistance.

Technical assistance may be catalysed through the Santiago network in a number of ways:

1. **Matching requests for technical assistance with members not receiving financial support from the Santiago network:** Requests for technical assistance that are facilitated and/or

<sup>8</sup> Decision 12/CMA.4, endorsed in decision 11/CP.27

supported by the Santiago network but do not receive financial support are expected to take one or more of the following forms:

- a. Requests for technical assistance received by the Santiago network secretariat and responded to by a member that has an existing source of funding.
  - b. The proponent of the request for technical assistance, that has an existing or identified funding source, approaches the Santiago network secretariat to identify a suitable OBNE from among the members and provides the funding directly to the selected member.
  - c. Gratis expert advice provided by a member in response to a particular technical question received from a country (e.g. “ask an expert”).
2. **Responding to requests for technical assistance that receive financial support from the Santiago network:** Requests for technical assistance that receive financial support through the Santiago network will be subject to a review against agreed criteria managed by the Santiago network secretariat as outlined in this guideline. The technical assistance is delivered through members based on an open and transparent selection process. Financial support from the Santiago network may be used alongside additional funding from OBNEs or the requesting entity to support larger technical assistance projects. Technical assistance provided through the Santiago network may further enable catalysing additional funds.

Both modalities of catalysing technical assistance (with and without financial support from the Santiago network) through members will be supported by the Santiago network secretariat and follow a similar open and transparent process for matching the request for technical assistance with relevant members.

Technical assistance provided with financial support from the Santiago network follows an open and transparent selection process based on a call for proposals or terms of reference corresponding to the needs outlined in the request for technical assistance.<sup>9</sup> A simplified process of matching members with requests for technical assistance may be applied in instances where technical assistance is provided without the financial support from the Santiago network (see workflow in [section 4](#)). The provision of technical assistance will be monitored regularly and reported to the Advisory Board, as well as included in annual reports of the network.

## 2.2 Preparation of requests for technical assistance

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.

Requests for technical assistance should be developed through an inclusive and country-driven process, taking into account the needs of vulnerable people, Indigenous Peoples, and local communities,<sup>10</sup> including children, youth, women, etc. Requests may be prepared by government/public institutions (including national, regional, sub-national and local governments), academic, non-governmental organisations, civil society organisations (including local communities, women’s, children and youth, and Indigenous peoples), among others.

In line with its mandate, the Santiago network secretariat will actively engage with proponents of requests for technical assistance and members to identify priority areas and needs for technical assistance. Such proactive approaches will create an enabling environment for demand-driven technical assistance. This includes offering necessary support for preparation of requests for technical assistance when needed. The Santiago network secretariat may also provide support to countries in identifying capacity gaps for accessing technical assistance and in preparing requests for technical assistance,

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<sup>9</sup> See also *guidelines for managing funding* when approved by the Advisory Board

<sup>10</sup> Paragraph 26 of decision 12/CMA.4, endorsed in decision 11/CP.27



recognizing in particular the significant capacity constraints of the least developed countries and small islands developing States.<sup>11</sup>

## 2.3 Country-driven process for managing requests for technical assistance

To deliver on its functions, the Santiago network secretariat will actively engage national liaisons to the Santiago network or national UNFCCC focal points, including for (i) aligning requests for technical assistance at national, regional, and local levels with national priorities of the country, and (ii) receiving information from and communicating with the Santiago network.

Parties are encouraged to inform the Santiago network of their liaison to the Santiago network secretariat, as appropriate for their national circumstances, to support alignment of technical assistance through the Santiago network with national priorities.<sup>12</sup>

Where the national liaison has been identified, the Santiago network secretariat will consult them upon receipt and screening of the requests for technical assistance, to seek endorsement on a no-objection basis. In cases where a national liaison has not been identified, this communication will be sent to the national UNFCCC focal point. The national liaison, or focal point, will have 21 days to respond with an objection or comment, if no communication is received by the end of this period, then the request will be considered endorsed.

The Santiago network secretariat will systematically track all such requests and regularly update the Advisory Board on the status of technical assistance requests, including requests that did not receive endorsement from the national liaison.

Moreover, and upon request, the Santiago network may provide recommendations and good practices to assist countries in establishing relevant coordination mechanisms to facilitate access to technical assistance.

In line with the preferred country-driven process, it is recommended that proponents of requests for technical assistance consult with their liaisons or other duly recognized national coordination mechanisms, and, where appropriate with other relevant actors (e.g. loss and damage contact points, disaster risk reduction focal points, etc.), who may be able to provide guidance on or are involved in implementing climate-related initiatives in order to facilitate alignment and synergy and avoid duplication. In addition, the requests should reflect on and align with the elements relevant to loss and damage in the national adaptation plans, disaster risk reduction plans, nationally determined contributions, etc. (see also Table 3.1).

## 3. Criteria governing requests for technical assistance

The Santiago network secretariat will manage the process for responding to requests for technical assistance. It will receive, review and assess the requests as per the workflow outlined in [section 4](#). Regional Santiago network secretariat staff may serve as a point of contact to support countries and entities that seek technical assistance.

Provision of technical assistance will be based on a thorough review by the Santiago network secretariat of requests for technical assistance against the pre-defined criteria and considerations to ensure balance in the delivery of technical assistance presented below. While the indicative types of technical assistance outlined in [section 2.1](#) and [Annex 1](#) will inform and guide the review process, the Santiago network

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<sup>11</sup> In line with paragraph 27 of Decision 6/CMA.5, endorsed in decision 2/CP.28: "...enabling access to and assisting in preparing requests for technical assistance that recognize the significant capacity constraints of the least developed countries and small island developing States"

<sup>12</sup> Decision 12/CMA.4, endorsed by decision 11/CP.27, Paragraph 25

secretariat will also take into account the specific context of the request for technical assistance. This may involve an invitation for additional clarification from the proponent of the request for technical assistance on how the request aims to build capacities to avert, minimize and/or address loss and damage in a given context.

The proposed criteria governing the consideration of requests for technical assistance with financial support from the Santiago network are outlined in Table 3.1 and include:

- i. eligibility of the request for technical assistance,
- ii. demonstrated need for technical assistance, including where applicable explanation for technical assistance requiring an urgent response, and
- iii. prioritization, where required, to ensure that technical assistance is provided in a balanced and most effective manner.

**Table 3.1: Criteria governing the consideration of requests for technical assistance**

<i>Eligibility of a request</i>	<ol style="list-style-type: none"> <li>a. The request for technical assistance is received from within a developing country that is particularly vulnerable to the adverse effects of climate change.</li> <li>b. The request for technical assistance 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 Executive Committee of the WIM.<sup>13</sup></li> <li>c. The request for technical assistance is for initiatives to be implemented at the local, national and/or regional levels.</li> <li>d. The request for technical assistance 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, for instance National Adaptation Plans, Nationally Determined Contributions, national/local disaster risk reduction strategies, sectoral policies, national biodiversity strategies, etc.</li> </ol>
<i>Demonstrated need for technical assistance</i>	<ol style="list-style-type: none"> <li>a. Clear rationale and identified regional, national or local gap (this includes confirmation that the request for technical assistance does not duplicate activities carried out under other programmes in the country) and need for technical assistance (taking into account cross-cutting issues, including those referenced in preambular paragraph 11 of the Paris Agreement<sup>14</sup>).</li> <li>b. The request for technical assistance clearly describes how it was developed through an inclusive<sup>15</sup> and country-driven process.<sup>16</sup></li> <li>c. An explanation by the proponent of the request for technical assistance, if the request is urgent and requires immediate action and attention.</li> </ol>

<sup>13</sup> Slow-onset events, non-economic losses, comprehensive risk management, human mobility, and action and support

<sup>14</sup> “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”

<sup>15</sup> 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)

<sup>16</sup> 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

<i>Prioritization criteria</i>	<p>a. The request for technical assistance is directed to communities particularly vulnerable to the adverse effects of climate change.<sup>17</sup></p> <p>b. The request for technical assistance promotes development and retention of capacities in country as well as long-term sustainability or multiplier impact of the technical assistance.</p> <p><i>Prioritization criteria will be reviewed periodically to ensure their appropriateness and to adapt to changing circumstances as well as learning from experiences related to the provision of technical assistance facilitated by the Santiago network secretariat. Any revisions to the criteria will be approved by the Santiago network Advisory Board.</i></p>
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In addition to the proposed criteria in Table 3.1, the Santiago network secretariat will ensure the consideration of the **inclusive<sup>18</sup>, balanced, and equitable nature of the technical assistance** catalysed across all regions with developing countries particularly vulnerable to the adverse effects of climate change and take action, as appropriate.<sup>19</sup>

The proposed criteria and balancing consideration promote fairness, objectivity, and transparency in the provision of technical assistance, especially where it is provided with the financial support of the Santiago network. The review of requests for technical assistance may also be influenced by availability of resources, etc.

The Santiago network secretariat will maintain a publicly available record of the types of technical assistance provided, and report annually on the balanced and equitable nature of the technical assistance catalysed across all regions.

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<sup>17</sup> 12/CMA.4, endorsed in decision 11/CP.27, paragraph 17 (c)

<sup>18</sup> Inclusive here refers to access to the Santiago network across regions

<sup>19</sup> Decision 6/CMA.5 and 2/CP.28, paragraph 24 (e)

## 4. Workflow: processing requests and delivering technical assistance

The submission and review of requests, matching of requests with members and subsequent delivery of technical assistance by members, follows a clear workflow, which is elaborated in sections 4.1 to 4.3 below. A summary of the workflow as a whole is provided in [Annex 3](#).

Where relevant, UN regional offices supporting the work of the Santiago network secretariat may be involved. The Santiago network secretariat may also call upon selected regional and subregional UNDRR and other UN offices in all United Nations geographical regions to provide relevant services and support to catalyse effective and timely technical assistance.<sup>20</sup>

Where needed and identified, the Santiago network secretariat may communicate with the liaisons to the Santiago network secretariat or other duly recognized national coordination mechanisms on the request and processing of technical assistance.

While some preliminary consideration of requests for technical assistance requiring an urgent response has been included in this guideline, further guidance on relevant procedures related to such requests will be developed based on experience gained from initial stages of implementation.

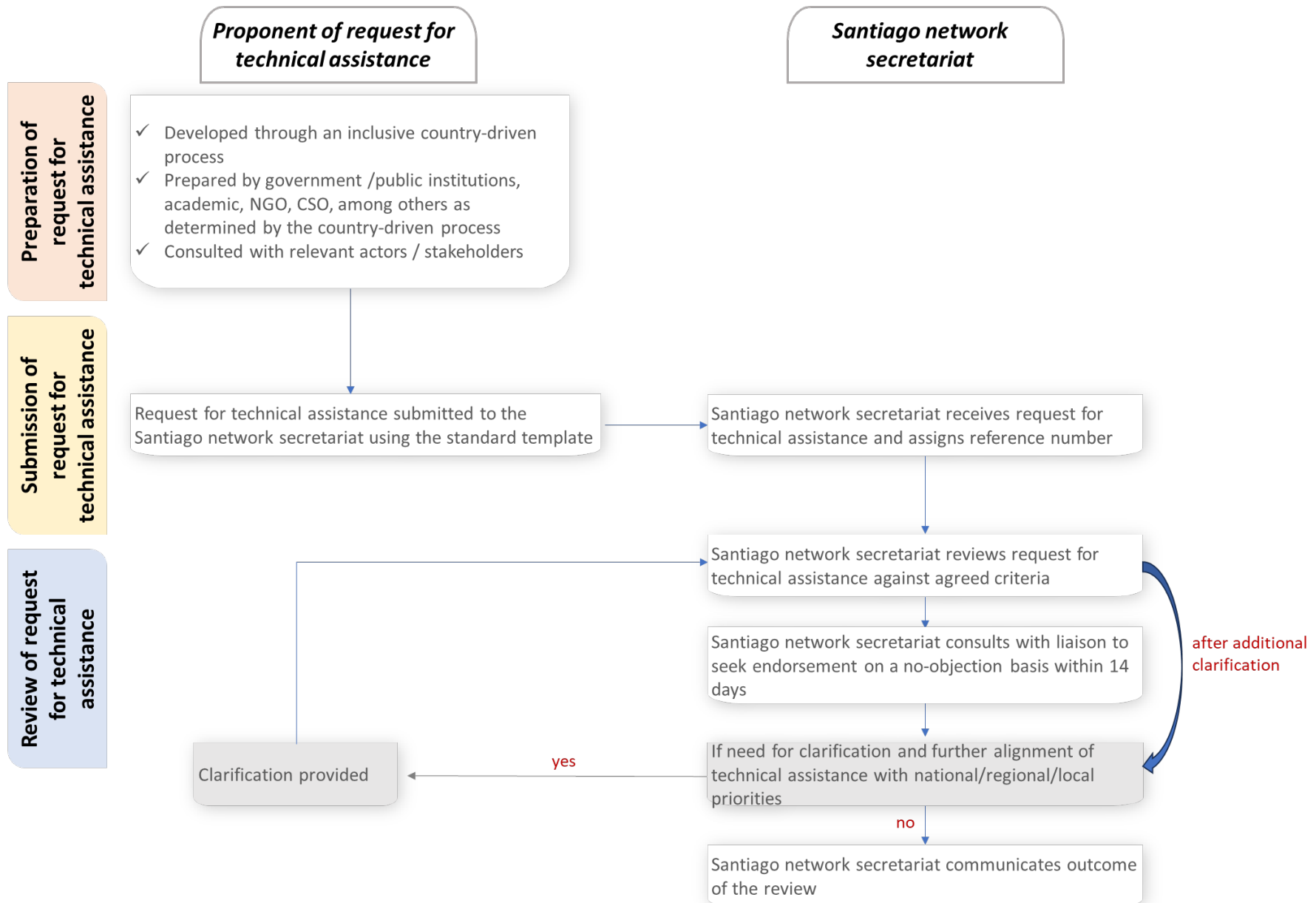
The tables included in sub-sections 4.1, 4.2 and 4.3 provide an overview of the steps and indicative timelines. The timelines are subject to (i) the level of support required and the need for additional clarification from the requesting country, (ii) the complexity of the request for technical assistance and the availability of relevant expertise among members, and (iii) the specific result to be delivered as per the provisions included in the contractual/grant agreement. In addition, the workflow may be adjusted based on experience and lessons learned.

### 4.1 Submission and review of requests for technical assistance

The workflow in Table 4.1 provides additional details on the process related to the preparation, submission and review of a request for technical assistance. It applies to both modalities of catalysing technical assistance outlined in [section 2.1](#) (i.e. technical assistance with or without financial assistance through the Santiago network). The Santiago network secretariat will make efforts to widely communicate the procedures for requesting technical assistance, including the network's members, to facilitate diverse requests and ensure accessibility.

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<sup>20</sup> Paragraph 24 (d) of decision 6/CMA.5, endorsed in decision 2/CP.28



#### 4.1.1 Submission of requests

Requests are submitted to the Santiago network secretariat using a standard template for technical assistance requests (see [Annex 2](#)). The template for technical assistance requests will be made available in all United Nations languages. 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 conflicts of interest.

An **online dashboard** will be established as part of the Santiago network website as a ‘marketplace’ to log requests for technical assistance and provide details of members who will have access to the dashboard. In addition to the dashboard, requests for technical assistance can also be submitted directly to the Santiago network secretariat by an online form or email. Until the point the dashboard is established, the Santiago network secretariat will notify all members when a request for technical assistance is received.

The dashboard will feature templates for submissions of requests as well as the possibility of relevant members responding to calls for proposals or terms of reference. Necessary guidelines and other resource materials will also be made available.

#### 4.1.2 Review of requests

Once a request for technical assistance has been received, the Santiago network secretariat will follow a pre-determined workflow for processing the request in a timely and efficient manner. Requests will be processed as quickly as possible.

After the initial screening and review, and following the endorsement on a no-objection basis by national liaison or focal point [as outlined in section 2.3], the Santiago network secretariat may seek additional guidance, clarification and information from the proponent of the request for technical assistance to further refine the request for technical assistance and where applicable, prepare for the next step: matchmaking (see 4.2 below). At the review stage, the Santiago network secretariat will further confirm the type of technical assistance request (see section 2.1), which determines the workflow as summarised in Annex 3.

The Santiago network secretariat will prepare a summary report with information on technical assistance requests that were rejected for the information and, if required, further action by the Advisory Board. The report will provide a summary of the request, and the process followed in making the decision.

**Table 4.1: Indicative workflow and timelines for processing requests for technical assistance**  
(continued in section 4.2)

Step	Description	Timeline
1. Submission of requests for technical assistance and receipt by the Santiago network secretariat	<ul style="list-style-type: none"><li>Request for technical assistance submitted using a standard template (see <a href="#">Annex 2</a>) and received by the Santiago network secretariat. The template will include definition of deliverables, timelines, the country-driven process applied for developing the request, any existing financial resources available to deliver technical assistance, and other relevant information.</li><li>Receipt of request for technical assistance recorded and reference number assigned by the Santiago</li></ul>	Upon receipt

	<p>network secretariat. Confirmation of receipt sent to proponent of the request for technical assistance.</p> <ul style="list-style-type: none"> <li>● In case the request for technical assistance requires an urgent response, the proponent of the request for technical assistance will provide an explanation in the template.</li> </ul>	
2. Review of request by the Santiago network secretariat	<ul style="list-style-type: none"> <li>● Request for technical assistance reviewed by the Santiago network secretariat against the criteria governing the consideration of requests for technical assistance (see table 3.1). Based on the volume of requests received by the Santiago network secretariat the balancing considerations may also inform the review of requests.</li> <li>● Clarification of any questions regarding the scope of the request with the proponent of the request for technical assistance.</li> <li>● The Santiago network secretariat may seek technical expertise in review of specific requests, subject to the guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network.</li> <li>● Review outcome – i) approval to move to next stage, ii) request for additional information (and/or requisite support offered), iii) rejection of request if additional information does not meet the relevant criteria.<sup>21</sup></li> </ul>	Up to 2 weeks <i>(deviations may occur, where additional clarification is required from the proponent of technical assistance and/or respective liaison to the Santiago network or other duly recognized national coordination mechanism, as appropriate)</i>

## 4.2 Matching requests for technical assistance with members

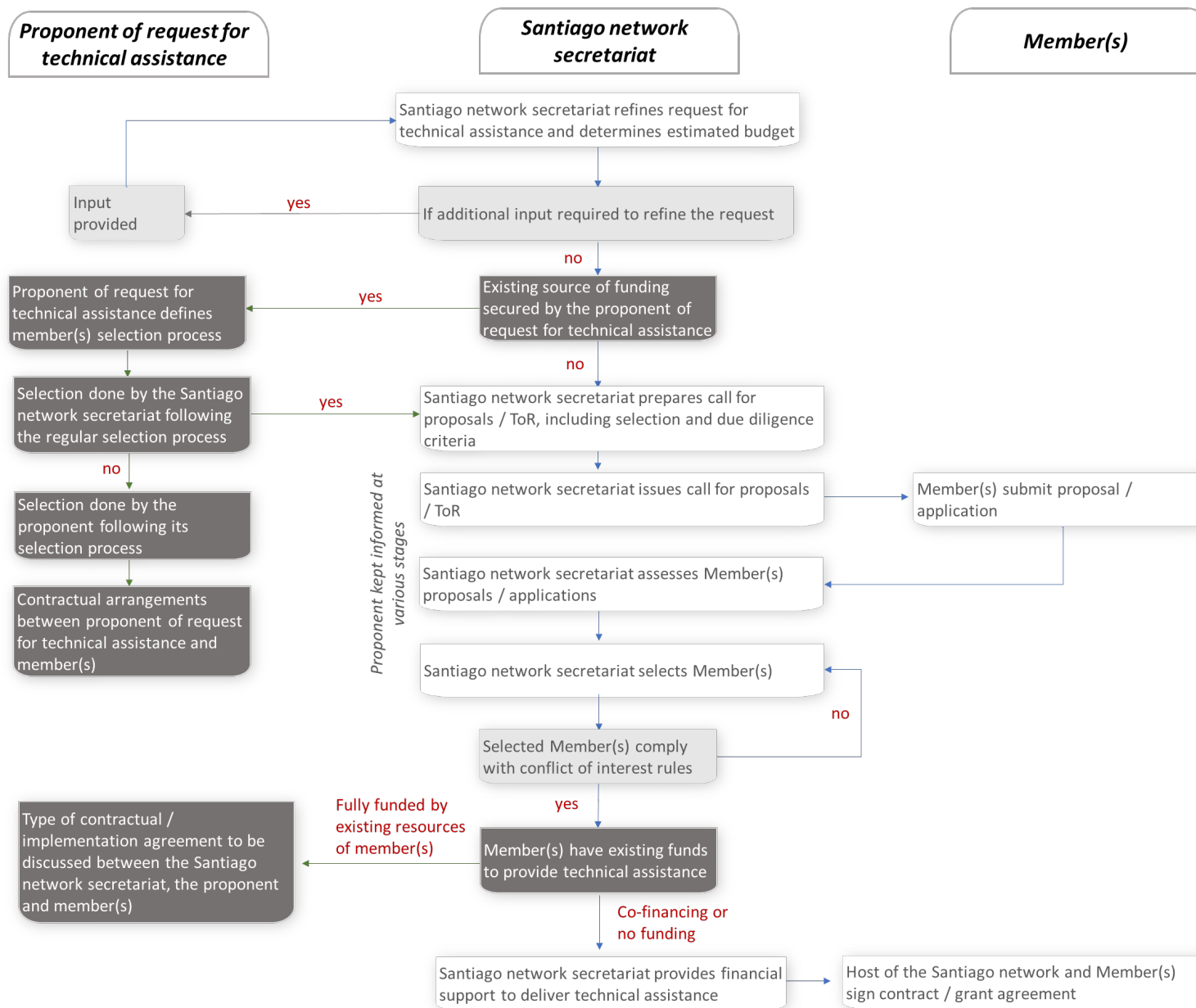
The workflow in Table 4.2 outlines in detail the process for matching requests for technical assistance with members.

Collaboration, coordination, coherence and synergies to accelerate action by members should be promoted, e.g. through a consortium of members to enable less experienced members to profit from collaborating with more experienced ones and enable communities particularly vulnerable to access technical assistance.

The below table provides an overview of the steps and indicative timelines related to the matching of the request for technical assistance with members. Where relevant, divergences in the workflow related to the two modalities of catalysing technical assistance outlined in section 2.1 (with and without financial support from the Santiago network) have been highlighted.

<sup>21</sup> in the event of rejection of a request for technical assistance, the Santiago network secretariat will provide justification to the respective liaison to the Santiago network or other duly recognized national coordination mechanism, as appropriate, and/or the proponent of the request for technical assistance. Where appropriate, the Santiago network secretariat will work with the relevant country to facilitate the preparation of a request for technical assistance that meets the criteria.

**Matchmaking (selection of member(s))**





#### *4.2.1 Requests that do not receive financial support from the Santiago network*

Where funding is already secured by the proponent submitting a request for technical assistance (and thus no additional financial support is required from the Santiago network), the Santiago network secretariat plays a support and facilitative role to identify a suitable Santiago network member to respond to the request. The selection of the member(s) to provide the technical assistance may either follow the regular selection process of the Santiago network or be carried out by the proponent directly, where so agreed. In such instances, the contractual arrangements for the provision of the technical assistance by the member(s) would be put in place directly with the proponent as provider of funds, in consultation with the Santiago network secretariat.

Where through the selection process, member(s) are identified that have existing financial resources to fully cover the provision of the technical assistance, the Santiago network may facilitate the implementation agreement and discuss the best way forward with the respective member(s) and the proponent of the request for technical assistance.

In all these cases, the Santiago network secretariat will monitor and receive reports on the implementation of technical assistance for consolidation and reporting, including for lessons learnt (section 4.3.2).

#### *4.2.2 Requests that receive financial support from the Santiago network*

Requests for technical assistance for which no existing source of funding could be identified, will follow the open and transparent selection process to identify suitable member(s) to provide the technical assistance. This involves the issuance of a call for proposal / ToR by the Santiago network secretariat that will be open to members of the Santiago network for submission of proposals / applications.

For each technical assistance request, the secretariat will define selection criteria, and assess proposals against these criteria to identify the most suitable member or consortium of members. The secretariat will ensure that the matchmaking process is accountable, transparent and fair. In this context, the following should be considered as appropriate, *inter alia*:

- i. member's technical suitability, expertise and capacity to deliver;
- ii. regional and country expertise and presence;
- iii. availability of funding;
- iv. balance and diversity of members delivering technical assistance, including at local, national, regional and sub-regional levels;
- v. potential for in-country capacity retention.

When applicable, members are required to disclose information on how they have been involved in the preparation of the request, in line with the guidelines on conflicts of interest. When a request is submitted by a member of the network, that member will not be eligible to respond to that request.

Where member(s) indicate that they have existing financial resources that could be used to co-finance the provision of technical assistance, this will be reflected in the agreement between the Santiago network host and the respective member(s).

The proponent will be kept informed at various stages of the process and a summary justification for the selection of member(s) made available to the Advisory Board

Additional guidance regarding the selection process and specific criteria will be prepared as a supplement to this guideline. In addition, the selection will be carried out in line with the complementary *Guidelines for managing funding provided for technical assistance* that make

provisions related to due diligence and financial assessments as well as other requirements related to contractual / granting arrangements.

**Table 4.2 Indicative workflow and timelines matching requests for technical assistance with members** (continuation of workflow in section 4.1)

Step	Description	Timeline
3. Matching the request for technical assistance with members	<ul style="list-style-type: none"> <li>● <i>For matching requests for technical assistance with members not receiving financial support from the Santiago network the following may be applied:</i> <ul style="list-style-type: none"> <li>○ <i>When the proponent of the request for technical assistance has indicated in their request that they have an existing source of funding</i> - the member selection process may be adjusted or simplified if suitable members have been identified in collaboration with the proponent of the request for technical assistance</li> <li>○ <i>When the selected member has an existing source of funding</i> - the call for proposals / ToR includes a request for members to indicate existing funding that can be used to respond to the request for technical assistance or their ability to co-financing the technical assistance</li> </ul> </li> <li>● <i>For requests receiving financial support or co-financing from the Santiago network processed through the regular selection process:</i> <ul style="list-style-type: none"> <li>○ Santiago network secretariat develops call for proposals / ToR based on the request for technical assistance, including tailored criteria for the assessment of proposals as well as of the capacity of relevant members to deliver the technical assistance requested (e.g. technical capacities, delivery capacity, environmental and social safeguards, etc. as relevant). This also includes an estimation of the required budget by the Santiago network secretariat, which may also indicate the category of member relevant to the specifications related to the request. Sectoral, geographic and technical expertise may also be considered as part of the assessment criteria, with a particular aim to draw on country-led approaches and expertise by mobilizing national and community-based members.<sup>22</sup></li> <li>○ Interested members submit a proposal in response to the call for proposals. The quality of proposals will be evaluated by the Santiago network secretariat through an open and transparent process. The evaluation process will follow tailored criteria specific to the request for technical assistance and outlined in the call for proposals / ToR.</li> </ul> </li> </ul>	As per the guidelines for managing funding <sup>27</sup> and UN rules and procedures for different types of service providers and budget thresholds

<sup>22</sup> This may include a requirement for members from the global north to provide evidence of country presence or suitable partners in country, as well as thresholds for how much of the budget must be spent in country.

<sup>27</sup> *Guidelines for managing funding provided for technical assistance* once approved by the Advisory Board

	<p>Based on the evaluation, the Santiago network secretariat identifies a suitable member or a consortium of members to provide the required technical assistance.</p> <ul style="list-style-type: none"> <li>○ In the case of a request for technical assistance requiring an urgent response,<sup>23</sup> members submitting proposals will be required to demonstrate readiness for the delivery of the technical assistance and/or relevant experience including in previous Santiago network-related technical assistance.<sup>24</sup></li> <li>● <i>Only applicable to requests for technical assistance receiving financial support from the Santiago network or for co-financing modalities:</i> <ul style="list-style-type: none"> <li>○ Members engaged in providing technical assistance through the Santiago network must comply with the <i>Guidelines on preventing potential and addressing actual and perceived conflicts of interest</i> in relation to the Santiago network and other relevant UN safeguards and policies. In the event that an actual or perceived conflict of interest has been determined, another member will be selected.<sup>25</sup></li> <li>○ Once a member or consortium of members has been selected through an open and transparent process, the Santiago network secretariat will put in place contractual/grant-based arrangements in accordance with the <i>guidelines for managing funding</i><sup>26</sup> and standard UN rules and procedures and keep the proponent informed at various stages of the process.</li> <li>○ Co-financing modality (i.e. partial financing is provided through the Santiago network secretariat) will be reflected in the contractual/grant-based arrangements put in place by the Santiago network secretariat.</li> </ul> </li> <li>● <i>Only applicable for matching requests for technical assistance with members not receiving financial support from the Santiago network:</i> <ul style="list-style-type: none"> <li>○ <i>When the selected member has an existing source of funding</i> - where fully funded through the member, relevant arrangements will be made between the Santiago network secretariat, the proponent of technical assistance and the member(s).</li> <li>○ <i>When the proponent of the request for technical assistance has an existing source of funding</i> - once a member of consortium of member has been selected, the</li> </ul> </li> </ul>	
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<sup>23</sup> It is recommended that such urgent requests are facilitated through pre-defined outputs and activities for which there is a roster of pre-vetted members.

<sup>24</sup> See *Guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network*

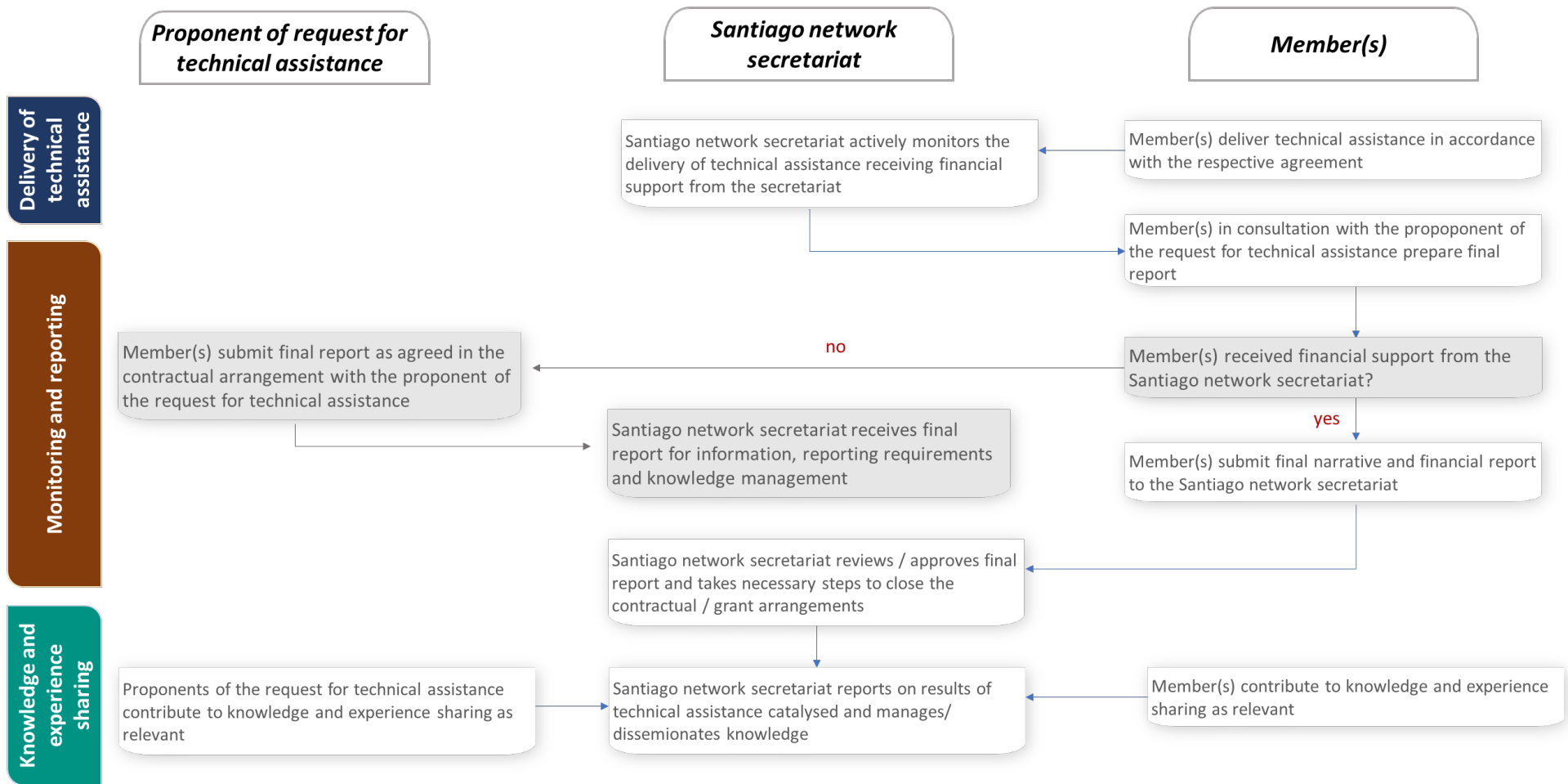
<sup>25</sup> For instance, the proponent of a technical request will not be eligible to respond to its request as a member

<sup>26</sup> When approved by the Advisory Board.

	<p style="text-align: center;">proponent of technical assistance will make necessary contractual / granting arrangements.</p> <ul style="list-style-type: none"> <li>● The Santiago network secretariat will track the timeline processing each request for technical assistance.</li> </ul>	
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### 4.3 Delivery of technical assistance through members

The workflow in table 4.3 makes provisions to ensure the effective and efficient delivery of technical assistance catalysed through members. It provides details on the arrangements for the implementation, reporting and monitoring of the provision of technical assistance. Where relevant, divergences in the workflow related to the two modalities of catalysing technical assistance outlined in section 2.1 (with and without financial support from the Santiago network) have been highlighted.



### 4.3.1 Provision of technical assistance by members

Based on the contractual / grant arrangement put in place between the host of the Santiago network, on behalf of the Santiago network secretariat, and the member(s) receiving financial support from the Santiago network (see section 4.2), the Santiago network secretariat will monitor the provision of the technical assistance. Implementation and reporting timelines will depend on the specifications in the agreement.

### 4.3.2 Monitoring and reporting of technical assistance provided

Monitoring and reporting is important for ensuring that technical assistance is provided in an effective and efficient manner. The Santiago network Results Framework and Monitoring, Evaluation, Accountability and Learning Framework will guide monitoring and reporting to achieve the intended results of technical assistance stipulated in the contractual / grant arrangement.

Members receiving financial support directly from the Santiago network secretariat, will report in accordance with the provisions stipulated in the contractual / grant arrangement as well as where appropriate noting how they contributed to the overall goals and functions of the Santiago network. In these instances, the Santiago network will review and accept the final report.

A simplified process will be applied in instances where the Santiago network facilitated the matchmaking between a proponent of the request for technical assistance and member(s) without providing financial support for the delivery of technical assistance. In these instances, the Santiago network will receive and take note of the reports on the successful provision of technical assistance, in order to include the results achieved in Santiago network reports or knowledge/communication materials.

### 4.3.3 Knowledge and experience sharing

Knowledge and experience sharing are important components of how the Santiago network can contribute to the wider landscape on loss and damage, including by capitalising on its membership and through the action and support catalysed through the provision of technical assistance. It is expected that proponents requesting for technical assistance and members involved in providing technical assistance will contribute to the knowledge base, including by sharing good practices and experiences.

**Table 4.3 Indicative workflow and timelines for implementing requests for technical assistance**  
(continuation of workflow in section 4.2)

<p>4. Implementation of technical assistance</p>	<p><i>Step 4 is only applicable to requests for technical assistance receiving financial support from the Santiago network or for co-financing modalities</i></p> <ul style="list-style-type: none"> <li>● The selected member or consortium of members provide technical assistance and keep the Santiago network secretariat apprised of progress as required (e.g. in accordance with relevant reporting templates and timelines agreed as part of the contractual/grant agreement).</li> <li>● Implementation will follow an agreed workplan specified in the contractual/grant agreement between the Santiago network secretariat host and the respective member or consortium of</li> </ul>	<p>In accordance with timeline in contractual/grant agreement</p>
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	<p>members. The Santiago network secretariat will oversee implementation progress, quality and fiduciary performance related to the provision of technical assistance against agreed deliverables. Necessary key performance indicators will be used to monitor progress and impact. The Santiago network secretariat may also undertake other monitoring measures to actively manage project performance as required.</p> <ul style="list-style-type: none"> <li>• The proponent of technical assistance, in coordination with the Santiago network secretariat (including where relevant involvement of UN regional offices supporting the work of the Santiago network secretariat), oversees the provision of the technical assistance. Where applicable, the proponent of technical assistance will provide updates to the relevant liaison for the Santiago network and/or duly recognized national coordination mechanism on implementation progress.</li> </ul>	
<p>5. Final reporting on implementation of technical assistance</p>	<ul style="list-style-type: none"> <li>• <i>Only applicable to requests for technical assistance receiving financial support from the Santiago network or for co-financing modalities:</i> The Santiago network secretariat, in monitoring the delivery of technical assistance, may keep provisions for periodic interim progress reports as required.</li> <li>• The member(s) providing technical assistance in collaboration with the proponent of the request for technical assistance ensure final delivery of outputs from the technical assistance and prepare final narrative reflecting on results achieved (where appropriate noting how they contribute to the overall goals and functions of the Santiago network), lessons learned and follow-up actions, and financial reports (if resources were provided, in whole or part, by the Santiago network secretariat).</li> <li>• The Santiago network secretariat receives and reviews the reports, and seeks clarifications as needed until acceptance of reports. <i>(note that for requests channelled through but without financial support from the Santiago network, the proponent of the request for technical assistance shares the final report with the Santiago network secretariat for information and inclusion in relevant reports; approval of the report by the Santiago network secretariat is not required).</i></li> <li>• <i>Only applicable to requests for technical assistance receiving financial support from the Santiago network or for co-financing modalities:</i> Final disbursement of grant is released.<sup>28</sup></li> <li>• Feedback will be sought by the Santiago network secretariat from the liaison to the Santiago network or other duly recognized national coordination mechanism, where identified and as appropriate, and/or proponent of technical assistance on the quality, effectiveness and efficiency of delivery of technical assistance, including an evaluation of involved member(s). This feedback will serve to prepare statistics and reports on the</li> </ul>	<p>Up to 1 month after completion of the technical assistance</p>

<sup>28</sup> See also *guidelines for managing funding* when approved by the Advisory Board

	<p>effectiveness, quality and relevance of technical assistance and enable the Santiago network secretariat to make any needed adjustments related to the process of providing technical assistance.</p> <ul style="list-style-type: none"> <li>• Monitoring and reporting, including for final delivery of outputs with narratives, will be aligned with the information on the Result Framework of the Santiago network.</li> </ul>	
6. Knowledge and experience sharing	<ul style="list-style-type: none"> <li>• Member(s) in collaboration with liaison to the Santiago network or other duly recognized national coordination mechanism, as identified and appropriate, and/or proponent of the request for technical assistance contribute to knowledge management, good practices and experience sharing as relevant.</li> </ul>	As part of the MEAL framework of Santiago network <sup>29</sup>

## 5. Review of this guideline

The Santiago network secretariat will review the modalities for catalysing technical assistance as the Santiago network gains experience in the facilitation and implementation of technical assistance. The review will be presented to the Advisory Board for guidance and recommendations.

This guideline should be reviewed every two years to ensure that it continues to be applicable, based on lessons and experiences. Any modifications to this guideline require the approval of the Advisory Board.

In addition to the roles identified in the process of responding to requests for technical assistance, the Advisory Board approves the guideline and may make any further changes as and when needed. The Advisory Board will provide guidance and oversight to the Santiago network secretariat on the effective implementation of catalysing demand-driven technical assistance.

The Santiago network secretariat will prepare regular reports to the Advisory Board on the technical assistance catalysed. The Advisory Board will review the report and provide feedback and guidance as necessary to ensure the effective implementation of the functions of the Santiago network.

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<sup>29</sup> The Santiago network will develop a monitoring, evaluation, accountability and learning (MEAL) framework for the Santiago network to assess the timeliness, appropriateness and outcomes of assistance provided



## Annex 1: Indicative scope of technical assistance offered through Santiago network

While additional areas may be identified based on demands and specific context, and the identification of gaps and trends, the following table outlines potential sources of information that indicate the types of technical assistance that could be provided.

### References for types of technical assistance

<b>(i) Paris Agreement, Article 8</b>	Areas of cooperation and facilitation to enhance understanding, action and support: (a) Early warning systems; (b) Emergency preparedness; (c) Slow onset events; (d) Events that may involve irreversible and permanent loss and damage; (e) Comprehensive risk assessment and management; (f) Risk insurance facilities, climate risk pooling and other insurance solutions; (g) Non-economic losses; and (h) Resilience of communities, livelihoods and ecosystems.
<b>(ii) Approaches to address Loss and Damage associated with Climate Change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change</b>	<a href="https://unfccc.int/topics/adaptation-and-resilience/workstreams/approaches-to-address-loss-and-damage-associated-with-climate-change-impacts-in-developing-countries">https://unfccc.int/topics/adaptation-and-resilience/workstreams/approaches-to-address-loss-and-damage-associated-with-climate-change-impacts-in-developing-countries</a>  Decision 3/CP.18
<b>(iii) Strategic workstreams of the five-year rolling workplan of the Executive Committee of the Warsaw International Mechanism</b>	<a href="https://unfccc.int/documents/209532">https://unfccc.int/documents/209532</a>  <u>2<sup>nd</sup> five-year rolling workplan:</u> <a href="https://unfccc.int/sites/default/files/resource/Second_five-year%20rolling%20workplan_ExCom.pdf">https://unfccc.int/sites/default/files/resource/Second_five-year%20rolling%20workplan_ExCom.pdf</a>
<b>(iv) Reports of the Executive Committee of the Warsaw International Mechanism</b>	<b>2020:</b> <a href="https://unfccc.int/documents/266453">https://unfccc.int/documents/266453</a> <b>2021:</b> <a href="https://unfccc.int/documents/307205">https://unfccc.int/documents/307205</a> <b>2022:</b> <a href="https://unfccc.int/sites/default/files/resource/sb2022_02a01.pdf">https://unfccc.int/sites/default/files/resource/sb2022_02a01.pdf</a> <b>2023:</b> <a href="https://unfccc.int/sites/default/files/resource/sb2023_04a01.pdf">https://unfccc.int/sites/default/files/resource/sb2023_04a01.pdf</a>
<b>(v) Country scoping on technical assistance needs for relevant approaches for averting, minimizing and addressing loss and damage.</b>	Scoping by 71 countries so far, including through regional consultations: <a href="https://unfccc.int/santiago-network/countries">https://unfccc.int/santiago-network/countries</a>  Examples of specific areas include: <ul style="list-style-type: none"> <li>- collection and management of data and information</li> <li>- early warning systems</li> <li>- capacity building</li> <li>- design and development of funding proposals</li> <li>- design of policies (incl. integrated policies) and legal frameworks</li> <li>- assessing economic and non-economic losses</li> <li>- mapping at-risk populations and areas</li> <li>- human mobility</li> </ul>

	<ul style="list-style-type: none"> <li>- technology transfer and use</li> <li>- erosion control</li> <li>- designing risk finance tools</li> <li>- curriculum development</li> <li>- literacy</li> </ul> <p>examples of hazards include:</p> <ul style="list-style-type: none"> <li>- tropical cyclones</li> <li>- sea level rise</li> <li>- rising temperatures</li> <li>- salinization</li> <li>- landslides</li> <li>- floods</li> <li>- drought</li> </ul>
<b>(vi) Synthesis report for the technical assessment component of the first global stocktake</b>	<a href="https://unfccc.int/sites/default/files/resource/ExCom_SR_GST_clear_d.pdf">https://unfccc.int/sites/default/files/resource/ExCom_SR_GST_clear_d.pdf</a>

Based on these references, the following indicative, non-exhaustive types of technical assistance are outlined to inform the types of technical assistance to be considered in the purview of the Santiago network. This includes the form in which technical assistance could be provided, the workstream that they may pertain to, including areas of cooperation and facilitation to enhance understanding, action and support, and the climate-related risk they address.

#### Indicative types of technical assistance\*

Nature/forms of technical assistance	Areas of work	Climate risks addressed
<ul style="list-style-type: none"> <li>● Loss and damage assessments</li> <li>● Loss and damage databases, including data management and disaggregation of data</li> <li>● Risk assessments</li> <li>● Gap analysis</li> <li>● Plans and planning frameworks</li> <li>● Comprehensive risk management / integrated planning</li> <li>● Development of loss and damage financing frameworks and proposal development</li> <li>● Monitoring</li> <li>● Training and other forms of capacity development that could include study/exchange programmes, study visits, secondments, peer review and exchanges</li> <li>● Curriculum development, literacy and risk communication at all levels</li> <li>● Targeted assistance to vulnerable communities and populations, and civil society, the private sector and other relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>● Early warning systems</li> <li>● Emergency preparedness</li> <li>● Averting, minimizing and addressing non-economic losses (e.g. individual, environmental, social)</li> <li>● Risk transfer mechanisms</li> <li>● Innovative financing, including risk insurance facilities, climate risk pooling and other insurance solutions</li> <li>● Recovery, rehabilitation, build back better</li> <li>● Resilience of communities, human mobility, including migration, displacement and planned relocation.</li> </ul>	<ul style="list-style-type: none"> <li>● Slow onset events</li> <li>● Extreme events / Sudden onset events</li> <li>● Events that may involve irreversible and permanent loss and damage</li> <li>● Multi-hazard</li> <li>● Complex hazards/ compound events.</li> </ul>
<p><i>*This is a non-exhaustive, indicative list and will be expanded based on consultations and feedback. The Santiago network may not provide technical assistance for activities like support for intergovernmental negotiations.</i></p>		

## Annex 2: Template for request for technical assistance

Considerations for completing the submission form:

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

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

<b>Objective and scope</b>	
Objective	<i>Indicate how the request for technical assistance aims to avert, minimise and address loss and damage including, if relevant, outline how the technical assistance align with the workstreams<sup>30</sup> of the Executive Committee of the Warsaw International Mechanism for loss and damage. (max. 200 words)</i>
Geographical scope	<p><i>Indicate the geographical scope from the list below:</i></p> <p><input type="checkbox"/> Local / community-level</p> <p><input type="checkbox"/> National</p> <p><input type="checkbox"/> Regional</p>
Timeline for technical assistance delivery	<i>Indicate the expected timeline / duration of the technical assistance.</i>

<b>Request for technical assistance</b>	
Context and problem statement	<p><i>Provide a brief overview of the context and problem statement related to the request for technical assistance, including elaboration of the gaps and needs being addressed. This section should clearly outline the rationale for the request and the challenges related to averting/ minimizing/ addressing loss and damage that the technical assistance aims to tackle. (max. 500 words)</i></p> <p><i>Key questions to consider for completing this section:</i></p> <ul style="list-style-type: none"> <li>● <i>What is the current loss and damage context related to the geographical scope of the request?</i></li> <li>● <i>What concrete problem is the request for technical assistance addressing?</i></li> <li>● <i>What technical assistance needs, priorities and challenges are being addressed? What are current barriers that the technical assistance is aiming to overcome?</i></li> </ul>
Past and ongoing efforts to address the problem, synergies and	<p><i>Provide a brief overview of existing (past and ongoing) efforts to address the problem, including any past or ongoing processes, projects, initiatives, etc. in the country. (max. 500 words), where applicable</i></p> <p><i>Key questions to consider for completing this section:</i></p>

<sup>30</sup> Slow-onset events, non-economic losses, comprehensive risk management, human mobility, and action and support

complementarities	<ul style="list-style-type: none"> <li>• <i>What past or ongoing efforts are being implemented to address the problem as described above?</i></li> <li>• <i>How does the request for technical assistance build on / link with past / ongoing efforts?</i></li> <li>• <i>What complementarities exist with past / ongoing initiatives? Does the technical assistance relate to ongoing initiatives?</i></li> <li>• <i>What synergies are being sought with past / ongoing efforts?</i></li> </ul>
Objective of technical assistance and expected results	<p><i>Describe the technical assistance request, including an outline of the objective of the technical assistance and expected results. Include an overview of the activities to be performed and the products to be delivered by technical assistance (the focus should be on the specialized services / skills to be provided as part of the technical assistance). The final activities and outputs of the technical assistance will be outlined when the request is processed and TOR for call for proposals from members is developed, in discussion with the proponent.</i></p> <p><i>(max. 500 words)</i></p> <p><i>Key questions to consider for completing this section:</i></p> <ul style="list-style-type: none"> <li>• <i>What is the overall objective of the technical assistance?</i></li> <li>• <i>What is the intended result of the technical assistance?</i></li> <li>• <i>What activities and outputs / products are envisaged?</i></li> <li>• <i>How will the technical assistance address the identified problem, gaps and needs? What specialized services / skills are required?</i></li> </ul>
Explanation if the request requires an urgent response	<p><i>If the request for technical assistance is deemed to require an urgent response, please provide an explanation. (max. 200 words)</i></p>

<b>Country-driven and inclusiveness</b>	
Development of the request	<p><i>Describe how the request was developed and how it takes into account the needs of vulnerable people, indigenous peoples and local communities, as appropriate<sup>31</sup>, also considering children, youth, women, etc. Please indicate if and how any OBNE or member of the Santiago network was involved in development of this request (max 500 words)</i></p>

<sup>31</sup> [Decision 12/CMA.4](#), endorsed in [decision 11/CP.27](#)

Involvement of liaison to the Santiago network, where identified	<i>If a liaison to the Santiago network has been nominated in the country, describe if and how they have been involved/consulted in the request for technical assistance. (max. 100 words)</i>
Alignment with national priorities on loss and damage	<p><i>Describe how the request for technical assistance responds to and is aligned with national/regional/local priorities on loss and damage, including relevant elements of policies, strategies or plans, for instance National Adaptation Plans, Nationally Determined Contributions, national/local disaster risk reduction strategies, sectoral policies, national biodiversity strategies, etc. (max. 300 words)</i></p> <p><i>Key questions to consider for completing this section:</i></p> <ul style="list-style-type: none"> <li>• <i>What national / regional / local policies / plans does the request respond to / align with?</i></li> <li>• <i>How will the technical assistance contribute to the achievement of national / regional / local policy / planning priorities, goals and outcomes?</i></li> </ul>
Inclusiveness and leaving no one behind	<p><i>Describe how the needs of vulnerable people, Indigenous Peoples, and local communities, also considering children, youth, women, etc., have been considered in the request for technical assistance. (max. 300 words)</i></p> <ul style="list-style-type: none"> <li>• <i>Do the most vulnerable communities receive access to the technical assistance? Are there any gender or other co-benefits (e.g. biodiversity, economic, social, cultural, etc.) that are likely to be generated from the provision of the technical assistance?</i></li> </ul>

<b>Expected impact of technical assistance</b>	
Capacity development and retention	<p><i>Provide an overview of any steps that may ensure capacity retention in country. (max. 200 words)</i></p> <p><i>Key questions to consider for completing this section:</i></p> <ul style="list-style-type: none"> <li>• <i>How will retention of capacities in country as well as the long-term sustainability of the technical assistance be ensured?</i></li> </ul>

**Further information related to the request**

Relevant background documents

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

**Signature**

Proponent of request for technical assistance

Date

Signature

## Annex 3: Workflow of Technical Assistance

[The workflow provides a summary of the detailed guidance presented in section 4]

