

## **Santiago Network Information Session on Responding to Technical Assistance Requests**

**Thursday, 11 December 2025**

**08:00–09:00 CET**

Zoom (virtual) - [Register here](#)

### **1. Background**

The Santiago Network's vision is to build a world where developing countries and communities shape and drive inclusive action on loss and damage. It delivers tailored technical assistance in developing countries through a diverse global network of organizations, bodies, networks and experts (OBNEs) — bridging needs and resources, unlocking access to finance, technology and capacity-building, and fostering peer learning and innovation.

As outlined in the [guidelines and procedures for responding to requests for technical assistance](#), the Santiago Network may use different modalities to identify suitable Members to deliver technical assistance, including issuing calls for proposals (CFPs) as part of an open and transparent selection process. In this context, the Secretariat will convene an information session to provide an overview of how Members and other interested OBNEs can respond to technical assistance requests under the Santiago Network, with a focus on the CFP process, related procedural requirements, standard templates and expectations for submissions.

The session will be recorded and made publicly accessible on the Santiago Network webpage.

### **2. Objectives**

The main objectives of the virtual information session include:

- Provide an overview of the modalities for Members and interested OBNEs to respond to technical assistance requests, with a focus on the CFP modality.
- Clarify procedural steps, including requirements related to submissions, eligibility, and proposal evaluation.
- Provide an opportunity for participants to seek clarification on procedural aspects.

It is expected that the information session will contribute to the following outcomes:

- A clearer understanding among Members and OBNEs of modalities and associated procedures and requirements for responding to technical assistance requests.
- Improved readiness to respond to upcoming CFPs and related modalities.

### **3. Run of Show**

Duration: 60 minutes

Format: Presentation and Q&A

Platform: Zoom

**Registration:** Please register in advance for this meeting [using this link](#). After registering, you will receive a confirmation email containing information about joining the meeting.

#### Agenda:

*5 mins*    **Welcome remarks**

A brief introduction to the meeting by the Santiago Network Secretariat

*20 mins*    **Overview of the CFP process**

- Modalities within the technical assistance workflow, including approaches to financing and co-financing
- Steps for responding to technical assistance requests, particularly through CFPs, eligibility and membership requirements, and templates, Q&A
- Evaluation and selection method and criteria
- Reminder of conflict of interest stipulations

*30 mins*    **Q&A**

Clarifications on procedural requirements and engagement modalities.

*5 mins*    **Closing**

Key takeaways