

SANTIAGO NETWORK

Checklist for Submitting a Request for Technical Assistance

The information provided below provides a summary of relevant documents and information that those submitting a request for technical assistance to the Santiago network secretariat (hereinafter: proponents) are encouraged to consult prior to submission. This checklist will aid proponents in ensuring that they are ready for submission of their technical assistance request.

1. Understand the role of proponents of the request for technical assistance

Before submitting a request, proponents should ensure that they understand the role of the Santiago network in catalyzing technical assistance. The Santiago network connects proponents (those requesting technical assistance) with members of the Santiago network (organizations, bodies, networks, and experts) who can provide the requested support.

Proponents should ensure that their request is aligned with the national priorities on loss and damage of their country, as the Santiago network's processes are **country-driven**. Technical assistance is implemented in developing countries that are particularly vulnerable to the adverse effects of climate change at the local, national and regional levels. Request for technical assistance 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.

Prior to submitting a request for technical assistance, it is highly recommended to:

- Review the [guidelines and procedures for responding to requests for technical assistance](#), particularly the workflow related to technical assistance (see Annex 3)
- Check that the request for technical assistance is within the scope and adheres to the respective country-driven process
- Understand the criteria governing requests for technical assistance outlined in the guidelines
- Consult the [Santiago network technical assistance webpage](#) for additional information and resources

2. Compile all relevant documents and information

Submitting a request for technical assistance requires proponents to submit relevant information and, if applicable, supporting documents. Even though progress can be saved on [the Santiago network portal](#), it is recommended to first compile all necessary information offline, using the [downloadable template](#) for requesting technical assistance, to ensure that no information is missing when completing the online submission.

The following information is **required**:

- Basic information, including country name, title of the request, contact details of the focal point, and whether financial support is needed from the Santiago network.

- Objective and scope, clearly defining the objective of the technical assistance, the geographical scope (local, national, or regional), and the expected timeline for delivery.
- Request for technical assistance, outlining the context, problem statement, existing efforts, and key objectives, including the expected results and activities to be delivered.
- Country-driven process and inclusiveness, ensuring alignment with national priorities on loss and damage and describing how the needs of vulnerable populations and local communities were considered during the request's development.
- Expected impact of technical assistance, highlighting how the technical assistance will contribute to long-term capacity retention and sustainable outcomes in-country.
- A signed confirmation of the proponent submitting the request for technical assistance.

The following supplementary information may also be submitted:

- Relevant background documents that support the request for technical assistance and may assist the Santiago network secretariat in its review of the request.

3. *Take advantage of the checklist*

The checklist below summarizes the information and documents that proponents requesting technical assistance will require and helps facilitate the submission process.

CHECKLIST	
<input checked="" type="checkbox"/>	Confirm alignment of your technical assistance request:
<input type="checkbox"/>	Review the guidelines and procedures for responding to requests for technical assistance and consult the Santiago network webpage
<input type="checkbox"/>	Ensure the request is within the scope of technical assistance and meets the criteria governing requests for technical assistance outlined in the guidelines
<input type="checkbox"/>	Confirm the country-driven process that applies to the request for technical assistance
<input checked="" type="checkbox"/>	Compile basic information:
<input type="checkbox"/>	Country name, title of the request, focal point name, and contact details
<input type="checkbox"/>	Need for financial support (with/without)
<input checked="" type="checkbox"/>	Outline the objective and scope of the request:
<input type="checkbox"/>	Objective and geographical scope (local, national, regional)
<input type="checkbox"/>	Expected timeline for the delivery of technical assistance
<input checked="" type="checkbox"/>	Define the request:
<input type="checkbox"/>	Context, problem statement, and current relevant efforts
<input type="checkbox"/>	Expected results, activities, and urgency (if applicable)

Ensure country-driven process and inclusiveness:

- Confirmation of alignment with national priorities on loss and damage
- Consideration of the needs of vulnerable people, Indigenous Peoples, and local communities in the request for technical assistance

Highlight expected impact:

- Description of retention of capacities and long-term sustainability

Submit the request:

- Relevant background documents (where applicable)*
- Request form is signed
- Submission through the Santiago network portal or by email

If you have any questions, please contact the Santiago network secretariat using the [contact form](#) on the website or email secretariat@santiago-network.org.