



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 16 January 2012
Reference: CFP 2012-S1
Direct email: CFP_CTCN@unfccc.int

Call for proposals (CFP) 2012-S1 for hosting the Climate Technology Centre

Dear Sir/Madam,

On behalf of the United Nations Framework Convention on Climate Change (UNFCCC) and its secretariat, I hereby invite interested organizations to submit a proposal to host the Climate Technology Centre. Proposals must be submitted to the secretariat not later than **16 March 2012 at 12 noon** Central European Time (CET).

This call for proposals (CFP), consists of this letter of transmittal and the following annexes:

- Annex 1 Terms of reference of the Climate Technology Centre and Network
- Annex 2 Information required to be included in the proposal
- Annex 2A Template for cost sheet
- Annex 2B Sample requests
- Annex 2C Template for statements of work of past activities
- Annex 3 Criteria and methodology to be used to evaluate and select the host of the Climate Technology Centre
- Annex 4 Terms and conditions for submitting a proposal
- Annex 5 Declaration by proponent and disclosure requirement
- Annex 6 Letter of intent to submit a proposal
- Annex 7 Profile form

The Conference of the Parties to the UNFCCC, by its decision 1/CP.16,¹ established a Technology Mechanism which consists of a Technology Executive Committee and a Climate Technology Centre and Network with their respective functions. This call for proposals is issued in response to a decision by the Conference of the Parties at its seventeenth session² to launch the selection process for the host of Climate Technology Centre, in order to make the Technology Mechanism fully operational in 2012.

Proposals must be submitted in the English language in TRIPLICATE (three copies). Any attachments to proposals must also be submitted in TRIPLICATE. Proposals must include information in sufficient scope and detail to demonstrate that the proponent has the necessary

¹ <http://unfccc.int/resource/docs/2010/cop16/eng/07a01.pdf#page=2>

² http://unfccc.int/files/meetings/durban_nov_2011/decisions/application/pdf/cop17_lcaoutcome.pdf



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capability, experience, knowledge, expertise, financial strength and capacity to perform the specified activities in a satisfactory manner, as well as an executive summary of the proposal. Please mark all pages of the proposals with the CFP reference number specified at the top of this letter of transmittal.

The proponents shall complete and include the declaration by proponent and disclosure agreement (Annex 5) in the proposal submitted. The proposal shall contain all relevant information required to substantiate the proposal (e.g. brochures, references) and organizational information (e.g. profile form (Annex 7), certificates, annual reports) in order to verify the qualification of the proponent.

Any electronic copies of the proposal must be on separate and clearly-labelled CD-ROMs.

The proposal must be submitted in a sealed envelope/package, clearly addressed as follows:

**United Nations Framework Convention on Climate Change
Executive Secretary
P.O. Box 260 124
53153 Bonn, Germany**

Street address for courier delivery:

**United Nations Framework Convention on Climate Change
Executive Secretary
Martin-Luther-King Strasse 8
D-53175 Bonn, Germany**

The outer envelope/package of the proposal must clearly indicate the information set out below so that the secretariat can identify the proposal at the time of receipt:

CFP number	CFP 2012-S1
Attention	Executive Secretary
Closing date/time	16 March 2012 at 12 noon (CET)
Proponent name	<u>xxxx</u>

It is the exclusive responsibility of the proponent to ensure that the sealed envelope/package containing the proposal reaches the above address before the closing time and date indicated above, so that it may be time stamped and accepted for opening. Proposals submitted by courier must be delivered to the designated address during secretariat working hours, from 9 a.m. to 5 p.m., Monday to Thursday, and 9 a.m. to 3.30 p.m. on Friday, except on United Nations holidays. Delivery to any other United Nations office location will not constitute timely delivery. Written proof of receipt will not be given unless a postal/courier service receipt or other form of receipt is presented to the secretariat for signature. **Proposals must not be submitted by facsimile or e-mail.**

Proposals will be opened by the UNFCCC secretariat on 16 March 2012 at 3 p.m. CET and the list of proponents and executive summaries included in the proposals will be made available on the UNFCCC website the next business day. Proponents who have sent a proposal but are not reflected in the list should contact the secretariat immediately and in any case within two working days of the above date for clarification by e-mail to <CFP_CTCN@unfccc.int>.

All queries relating to this CFP should be submitted in writing by e-mail to <CFP_CTCN@unfccc.int> by **3 February 2012**. Queries received by the secretariat will be



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compiled and responded to not later than 24 February 2012. The responses will be shared with all proponents.

Proponents are reminded that the e-mail referred to above may be used only to send inquiries, the letter of intent to submit a proposal as requested below and other relevant information to the call for proposals as required.

Proponents intending to submit a proposal by the designated closing date/time are kindly requested to return the letter of intent contained in Annex 6 by 3 February 2012, duly signed by an authorized representative, by email to <CFP_CTCN@unfccc.int>.

Yours sincerely,

Christiana Figueres



Annex 1

Terms of reference of the Climate Technology Centre and Network

Mission

1. The mission of the Climate Technology Centre and Network is to stimulate technology cooperation and to enhance the development and transfer of technologies and to assist developing country Parties at their request, consistent with their respective capabilities and national circumstances and priorities, in order to build or strengthen their capacity to identify technology needs, to facilitate the preparation and implementation of technology projects and strategies taking into account gender considerations to support action on mitigation and adaptation and enhance low emissions and climate-resilient development.

Functions

2. The Climate Technology Centre and Network shall perform the functions designated by the Conference of Parties as contained in decision 1/CP.16, paragraph 123³.

Architecture

3. The Climate Technology Centre and Network will consist of:

- (a) A Climate Technology Centre;
- (b) A Network with the participation of the relevant institutions capable of responding to requests from developing country Parties related to technology development and transfer, including national technology centres and institutions; regional climate technology centres and networks; intergovernmental, international, regional and sectoral organizations, partnerships and initiatives that may contribute to technology deployment and transfer; and research, academic, financial, non-governmental, private-sector and public-sector organizations, partnerships and initiatives.

Roles and responsibilities

Climate Technology Centre

4. The Climate Technology Centre shall manage the process of receiving and responding to requests from developing country Parties and shall work with the Network to respond to such requests. The Climate Technology Centre will receive these requests from developing country Parties through the national entity designated for this purpose under decision 4/CP.13.⁴

5. The Climate Technology Centre would respond to requests by developing country Parties either by itself or by identifying the appropriate organizations in the Network in consultation with the requesting developing country Party. The Centre will:

- (a) Receive and assess requests and refine and prioritize those requests in conjunction with the nationally designated entity with the aim of establishing its technical feasibility;
- (b) Respond to requests, through either the Centre or the Network, based on the use of the most appropriate capacity and expertise in accordance with its approved modalities and procedures;

³ <http://unfccc.int/resource/docs/2010/cop16/eng/07a01.pdf#page=20>

⁴ <http://unfccc.int/resource/docs/2007/cop13/eng/06a01.pdf#page=26>



Network

6. The members of the Network will undertake the substantive work to address requests made to the Climate Technology Centre by developing country Parties.

Governance of the Climate Technology Centre and Network

7. The Climate Technology Centre and Network shall operate within its terms of reference and be accountable to, and under the guidance of, the Conference of the Parties, through an advisory board.

8. That advisory board will determine its operational modalities and rules of procedure based on the functions outlined in decision 1/CP.16, paragraph 123.

9. The advisory board of the Climate Technology Centre and Network will:

(a) Provide guidance on:

- (i) The report of the Climate Technology Centre and Network;
- (ii) Prioritization criteria, taking into account the strategic consideration provided by the Technology Executive Committee in relation to decision 1/CP.16, paragraph 120;

(b) Approve:

- (i) The report of the Climate Technology Centre and Network;
- (ii) Prioritization criteria for responding to requests from developing country Parties;
- (iii) Criteria for the structure of the Network and designation of organizations as members of the Network;
- (iv) The programme of work (e.g. business plan and annual operating plan);

(c) Endorse:

- (i) The appointment of the director;
- (ii) The budget;
- (iii) The financial statement;

(d) Ensure the application of fiduciary standards, and legal and ethical integrity;

(e) Monitor, assess and evaluate the timeliness and appropriateness of the responses of the Climate Technology Centre and Network to requests.

10. The Climate Technology Centre shall provide an annual report of the activities of the Climate Technology Centre and Network, in order to facilitate the preparation of a joint annual report by the Technology Executive Committee and the Climate Technology Centre and Network on the activities of the Technology Mechanism, consisting of the report of the Climate Technology Centre and Network and the report of the Technology Executive Committee in accordance with their respective functions.



11. The constitution of the advisory board will be recommended by the subsidiary bodies to the Conference of the Parties at its eighteenth session.
12. The director of the Climate Technology Centre and Network shall be the secretary of the advisory board.
13. The host organization will provide the necessary administrative and infrastructural support for the effective functioning of the Climate Technology Centre and Network.

Organizational structure of the Climate Technology Centre

14. The organizational structure of the Climate Technology Centre will be designed and managed to maximize the effectiveness and efficiency of its operations.
15. The Climate Technology Centre shall have a lean cost-efficient organizational structure, within an existing institution, led by a director who will manage a small core team of professional and administrative staff, as required, to be appointed by and responsible to the host organization's governance structure in order to meet its responsibilities and to efficiently and effectively perform its functions.
16. The director will be approved by and be accountable to the host governing body for the effectiveness and efficiency of the Climate Technology Centre in carrying out its functions.
17. As soon as practicable after appointment, the director will facilitate the timely recruitment of the staff of the Climate Technology Centre.

Reporting and review

18. The Climate Technology Centre shall provide an annual report on its activities and those of the Network and on the performance of their respective functions in accordance with decision 1/CP. 16, paragraph 126, and paragraph 10 above.
19. The report will contain all the information necessary to meet the principles of accountability and transparency required by the Convention and shall also include information on requests received and activities carried out by the Climate Technology Centre and Network, information on efficiency and effectiveness in responding to these requests, and information on ongoing work as well as lessons learned and best practices gained from that work.
20. The secretariat, subject to availability of resources, shall commission an independent review of the effective implementation of the Climate Technology Centre and Network four years after its inception. The findings of the review, including any recommendations for enhancing the performance of the Climate Technology Centre and Network, will be considered by the Conference of the Parties. Subsequently, periodic independent reviews of the effectiveness of the Climate Technology Centre and Network will be conducted every four years.

Term of agreement

21. The initial term of agreement to host the Climate Technology Centre will be for five years, with two four-year renewal periods, if so decided by the Conference of the Parties.
22. The renewal of agreement is subject to the host organization fulfilling its functions laid out in paragraph 2 above and its responsiveness to the direction given to it in paragraphs 4–6 above as identified in findings of the independent review.
23. The Climate Technology Centre shall operate for initial terms until 2026, at which time the Conference of the Parties will review its functions and decide whether to extend its term.



Annex 2

Information required to be included in the proposal

Prospective hosts of the Climate Technology Centre must provide information in their proposals demonstrating how they will implement the terms of reference. The proposal should be organized so as to respond to the outline of the evaluation criteria in a concise manner.⁵ Failure to include all information as specified may result in the rejection of the proposal as being non-responsive. The information required includes:

- (a) An executive summary (maximum four pages);
- (b) A main proposal (maximum 30 pages) with relevant information organized in accordance with the evaluation and selection criteria contained in Annex 3;
- (c) Annexes, including:
 - (i) A proposed organizational chart of the Climate Technology Centre with brief descriptions of key positions;
 - (ii) An outline of the terms of reference of the director of the Climate Technology Centre;
 - (iii) Cost sheet using the template provided in Annex 2A;
 - (iv) Schedule for the start up of the Climate Technology Centre and Network;
 - (v) Resumes of key staff of the proponent organization proposed to be assigned to the Climate Technology Centre and Network;
 - (vi) Response to the sample requests as presented in Annex 2B and referred to in paragraph 8(c) of Annex 3;
 - (vii) Statements of work of past activities relevant to the functions of the Climate Technology Centre and Network, including a matrix of past performance and associated references (see Annex 2C);
 - (viii) Audited financial reports of the past three fiscal years;
 - (ix) Other relevant material (e.g. annual report, social responsibility reports).

⁵ One percentage point shall be deducted from the total per each page that exceeds the specified page limit. The main font used in the proposal should not be smaller than 10 points.



Annex 2B

Sample requests

Prospective hosts shall demonstrate how to approach the responses to the sample requests below, including **management and implementation plans** and a **description of detailed activities** required to achieve the objective of the sample requests, accompanied by a **budget**. **Make assumptions** as needed on key factors that are not indicated in the sample requests above.

I. Sample request 1

A request for assistance in the **preparation and implementation of a national energy programme** to increase the national energy supply capacity by 800 megawatts in country X, with a minimum of 50 per cent from **renewable energy sources**.

1. In country X the installed power generation capacity is relatively high. However, growth rate in energy consumption is much higher than the gross domestic product growth rate of the country, which results in a need for it to increase overall investment in energy supply. Country X's energy sector contributes more than 70 per cent of the country's total greenhouse gas (GHG) emissions. The country suffers from air pollution caused by power generation from fossil fuels. Moreover, droughts in certain areas of the country prevent the country from further increasing its energy supply capacity through the use of hydropower.
2. At present, more than 60 per cent of power in country X is generated by use of fossil fuels (coal and natural gas), about 30 per cent hydropower and less than 10 percent coming from other renewable energy sources. However, the country has high potential in various renewable energy sources.
3. Therefore it is the interest of country X to increase investment in renewable energy, which could significantly contribute to reducing GHG emissions and would have significant economic and environmental co-benefits. Recently, the government of country X announced that it will undertake serious efforts in reducing GHG emissions from the 'business-as-usual' scenario, particularly in the energy sector. The country has also shown a commitment to promoting electricity supply from certain types of renewable energy sources by introducing a renewable purchase obligation requirement.
4. Country X decided to request the Climate Technology Centre and Network (of which the Centre is hosted by your organization) for assistance in the preparation and implementation of a national energy programme to add 800 megawatts of power supply capacity, with a minimum of 50 per cent from renewable energy sources. The country also requested assistance in determining the nature and scale of the optimum tariff premium for those new power supplies coming from renewable energy sources.



II. Sample request 2

A request for assistance in **developing a strategy for crop research**, based on the most up-to-date science, for the development of **drought-resistant crops**, including **ideas for engaging national, regional and international institutions** to meet the demands for coping with worsening drought conditions caused by climate change and the **possibility for undertaking joint research and development** with agricultural research institutions in developing countries, including country Y.

5. In country Y, rainfall variability is the main constraint for crop production. Average rainfall in the country is less than 800 millimetres per annum, and the country's food production is mostly based on rain-fed agriculture.

6. A challenge for country Y is to install technologies that will help to build the resilience of agricultural production under worsening drought conditions and shifting rainfall patterns. Country Y has an agricultural research institute that conducts research on crop types and provenances and produces seeds (including hybrid seeds) for use by local farmers. The institute operates with very limited human and technical resources to cope with the huge demands for the development of new varieties of crops for use under the expected climatic conditions. The institute recognizes the urgent need to partner with other institutions in the research and development of drought-resistant crops.

7. Country Y decided to request the Climate Technology Centre and Network (of which the Centre is hosted by your organization) for assistance in developing a strategy for crop research, based on the most up-to-date science, for the development of drought-resistant crops, including ideas for engaging national, regional and international institutions to meet the demands for coping with worsening drought conditions caused by climate change and the possibility for undertaking joint research and development with agricultural research institutions in developing countries, including country Y.



Annex 2C

Template for statements of work of past activities

Prospective hosts shall complete and submit the statements of work of past activities relevant to the functions of the Climate Technology Centre and Network, including a matrix of past performance and associated references. It should supplement the information included in the main proposal in response to the evaluation criteria on past performance contained in paragraph 6 of Annex 3, and the statements of work of past activities should include not more than five most relevant activities that may include the information outlined below:

- (a) Name of the activity and type of the activity (programme, project, workshop, etc);
- (b) Names of the main partners/participants of the activity;
- (c) Start and end dates of the activity;
- (d) Country or region that the activity took place;
- (e) Organizations received services/supports through the activity;
- (f) Local partners/participants involved in this activity;
- (g) Financial scale of the activity;
- (h) Activity components;
- (i) Main achievements of the activity; and
- (j) References: Name and contact information (phone and e-mail) of the individual at the organization which received services/supports through the activity, who is authorized to provide information on past performance of the proponent when requested.



Annex 3

Criteria and methodology to be used to evaluate and select the host of the Climate Technology Centre

I. Criteria to be used to evaluate and select the host of the Climate Technology Centre

1. The proposals will be evaluated against the following criteria in accordance with the methodology given in chapter II.

Technical capabilities

2. The prospective host's technical capabilities will be scored based on the following sub criteria, which are of equal importance:

(a) The proponent's comprehensive understanding of the development and transfer of technologies including in the context of the Convention, in particular the challenges and opportunities within developing countries as well as the understanding of regional, sub-regional and sectoral issues and differences regarding specific technologies;

(b) The breadth and depth of expertise as it relates to the subject areas, activities and roles and responsibilities of the Climate Technology Centre as referred to in the terms of reference of the Climate Technology Centre and Network contained in Annex 1 and the functions of the Climate Technology Centre contained in decision 1/CP.16 paragraph 123;

(c) Demonstrated capability to build capacity and facilitate the transfer of technology and technology diffusion in developing countries;

(d) Demonstrated capability in international multi-stakeholder cooperation, including the capability to involve the private sector (e.g. industrial enterprises) in order to maximize their contributions to the Network activities in the development and transfer of environmentally sound technologies for adaptation and mitigation and the facilitation of networks.

Technical approach

3. The prospective host's technical approach will be scored based on the following sub criteria, which are of equal importance:

(a) The overall vision, organizational and administrative structure of the Climate Technology Centre and its ability to prioritize and respond to a high volume of requests from Parties which will have potentially broad content, in an effective and efficient manner;

(b) Demonstrated long-term commitment to host the Climate Technology Centre;

(c) Feasibility of the proposed approach and methodology for establishing and structuring the Network in order to accommodate regional and sub-regional issues, also including the involvement of a wide range of relevant organizations, centres, networks, initiatives and private-sector entities;

(d) Feasibility of how the Climate Technology Centre will engage with the Network to create and maintain relationships with developing countries in order to ensure effective and



efficient lines of communication and how it will coordinate with relevant organizations to minimize redundancy;

(e) The extent to which the approach focuses on the objective of building capacity in requesting developing countries over the life of a programme.

Existing governance and management structures

4. The prospective host's existing governance and management structures will be scored based on the following sub criteria, which are of equal importance:

(a) The effectiveness of the governance structure and the system of the proponent institution to ensure the evaluation of operational performance against the following elements: integrity; transparency; fiduciary and ethical standards, consistent with the principles of the United Nations; and reporting and accountability;

(b) Demonstrated capability to ensure fair and open international tendering for the procurement of services in line with the fiduciary and ethical standards of the United Nations;

(c) Effectiveness of the current management structure of the host organization to ensure gender sensitivity, transparency, responsiveness, flexibility, financial management, auditing and reporting functions, and the ability to provide high-quality administrative, infrastructural and logistic arrangements, and accessibility to developing country Parties including the least developed countries;

(d) The ability to simultaneously manage and administer multiple and complex projects in developing countries in a timely manner including the ability to work effectively with different clients and interest groups towards shared and complementary objectives; and the ability to evaluate the operational performance of project management and to take measures to enhance its effectiveness.

Climate Technology Centre and Network management plan

5. The prospective host's Climate Technology Centre and Network management plan will be scored based on the following sub criteria which are of equal importance:

(a) The feasibility of the plan and the schedule for initiating the rapid operational startup of the centre and the network;

(b) The strength of the institutional management plan and the effectiveness of the management structure to ensure legal capacity, transparency, responsiveness, flexibility, and the identification and management of risks, including legal risks;

(c) The ability to evaluate the operational performance, to take measures in order to enhance its effectiveness, and to promote an independent and accountable relationship to the Conference of the Parties and to its related bodies as delegated;

(d) The quality of respective proposed key personnel as demonstrated by the extent and the appropriateness of their relevant supervisory and management experience, and their technical qualifications and experience with regard to technology transfer and diffusion in developing countries;

(e) The transparency and feasibility of the approach on how the proponent plans to engage with and coordinate the Network members to respond to requests from Parties.



Past performance

6. The prospective host's past performance will be scored based on the following sub criteria, which are of equal importance:

- (a) The quality of the product or service, including: consistency in meeting goals and targets; cooperation and effectiveness in fixing and learning from problems; timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions; and effectiveness of the management at making prompt decisions and ensuring the efficient operation of tasks;
- (b) A proven track record of cost control, including forecasting costs as well as accuracy in financial reporting;
- (c) Experience in assembling technical assistance teams, including cross-sectoral teams of experts, in-country contractors, private-sector entities and subcontractors, placing them in the field in a timely manner and providing them with all necessary support;
- (d) Demonstrated broad regional coverage, including at both the national and the local level, and the capacity in relation to technology development and transfer to respond to requests of developing countries in an expeditious manner;
- (e) Experience, as it relates to the functions identified in decision 1/CP.16, paragraph 123;
- (f) Demonstrated experience of setting up, organizing, coordinating and managing a network.

Budget proposal for the Climate Technology Centre and Network

7. The prospective host's budget proposal for the Climate Technology Centre and Network will be scored based on the following sub criteria, which are of equal importance:

- (a) The budget proposal should be balanced, manageable, comprehensive and scalable while providing specifics on how it will maintain fiduciary standards and legal and ethical integrity that is in line with the principles of the United Nations;
- (b) The level of resource contributions to be provided in the execution of the mandate contained in the terms of reference, such as financial and in-kind contributions, including the total sum in monetary terms;
- (c) The business model for the Climate Technology Centre and Network to enable cost efficiency and financial sustainability.

Examples

8. The prospective host's examples will be scored based on the following sub criteria, which are of equal importance. The two scenarios in paragraphs 8(a) and (b) below are only illustrative, and do not, in any way, prejudice the actual operating budget of the Climate Technology Centre and Network:

Example budget scenarios for the Climate Technology Centre and Network

- (a) Prospective hosts will provide two hypothetical scenarios in their proposals: one for a total annual budget of USD 10 million per year, and a second for an annual budget of USD 30 million per year. For each scenario, the proposal should detail the nature, scope and



quantity of services that could be provided so as to meet requests that are in line with the functions of the Climate Technology Centre and Network as defined in decision 1/CP.16, and the terms of reference as defined in Annex 1;

(b) The percentage of the overall operating budget under hypothetical total budget scenarios of USD 10 million and USD 30 million per year to be used for administrative costs, such as infrastructure, budgetary support, human resources and overheads, and proposals with lower percentages of the operative costs will be given higher scores;

Example activities of the Climate Technology Centre and Network

(c) The feasibility and cost effectiveness of the prospective host's approach to responding to the two sample requests (see Annex 2B), including management and implementation plans and a description of detailed activities required to achieve the objective of the two sample requests, accompanied by a budget.

II. Methodology

9. The criteria listed above are presented by major category, so that prospective hosts will know which areas require emphasis in the preparation of information. These criteria serve as the standard against which all information will be evaluated, and serve to identify the significant matters which prospective hosts should address. The evaluation criteria, which contain sub criteria, and their evaluation weights by major category are as follows:

<i>Major categories</i>	<i>Weights</i>
Technical capabilities	20
Technical approach	20
Existing governance and management structures	13
Climate Technology Centre and Network management plan	15
Past performance	10
Budget proposal for the Climate Technology Centre and Network	10
Examples	12

10. Value for money: The criteria above will be used to assess the value for money of each proposal according to the following methodology. Proposals need to score a minimum of 50 percent for each category, and 60 percent overall. Best value for money will be calculated as follows: for the proposals, at, or above, the minimum levels, the total number of points scored will be divided by the overall budget proposal from the proponent contained in paragraph 7(a) above, for the delivery of the assigned functions of the Climate Technology Centre and Network, and the ratio will be used as input for the selection process where the higher the ratio the more favourable the proposal will be considered.

11. All other criteria being equal, preference shall be given to a host organization located in a developing country.



Annex 4

Terms and conditions for submitting a proposal

Submission of proposals

1. Proposals must be submitted in the English language. Proponents must provide all requisite information under this call for proposals (CFP) and clearly and concisely respond to all points set out in this CFP, without modifications to the requirements stipulated in this CFP. Any proposal which does not fully and comprehensively address this CFP may be rejected. However, unnecessarily elaborated brochures and other presentations beyond those sufficient to present complete and effective proposals, are not encouraged.
2. The UNFCCC secretariat will have the right to retain unsuccessful proposals.

No commitment

3. This CFP does not represent a commitment to select the proponent or to pay any costs incurred in the preparation or submission of proposals, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.
4. The Conference of the Parties, at its eighteenth session to be held from 26 November to 7 December 2012 in Qatar, will decide on the host of the Climate Technology Centre. The decision of the Conference of the Parties on the host of the Climate Technology Centre shall be deemed final.

Criteria for evaluation

5. All proposals will be evaluated in accordance with the evaluation criteria specified in Annex 3.

Selection procedure for the host of the Climate Technology Centre

6. The proposals will be assessed by an evaluation panel convened by the UNFCCC secretariat and consisting of three members from Parties included in Annex I to the Convention and three from Parties not included in Annex I to the Convention as nominated by the Technology Executive Committee from within its membership, by the end of February 2012.
7. The assessment of the proposals received will be conducted based on the methodology described in the criteria and methodology to be used to evaluate and select the host of the Climate Technology Centre contained in Annex 3.
8. An evaluation report with a shortlist ranking up to five proponents, including information on how the criteria for the evaluation have been applied, will be prepared by the evaluation panel and be made available for consideration by the Subsidiary Body for Implementation at its thirty-sixth session to be held within the period 14–25 May 2012 in Bonn, Germany.
9. A ranked list of up to three proponents based on the outcome of the assessment conducted by the evaluation panel referred to above will be agreed by the Subsidiary Body for Implementation at its thirty-sixth session.
10. The secretariat will initiate the discussion on the key elements of the potential host agreement with the top-ranked proponent, and, if needed, with the second-best and third-best proponents as



agreed by the Subsidiary Body for Implementation at its thirty-sixth session and referred to above. The host agreement will include standard United Nations legal requirements.

11. The outcome of the discussion on the key elements of the potential host agreement will be reported by the UNFCCC secretariat to the Subsidiary Body for Implementation for its consideration at its thirty-seventh session which will take place in conjunction with the eighteenth session of the Conference of the Parties. The Subsidiary Body for Implementation will consider the outcome of the discussion on the key elements of the potential host agreement, with a view to recommending it for consideration and approval by the Conference of the Parties at its eighteenth session.

Financial arrangements

12. The costs associated with the Climate Technology Centre and the mobilization of the services of the Network should be funded from various sources, including the financial mechanism of the Convention, bilateral, multilateral and private-sector channels, philanthropic sources as well as financial and in-kind contributions from the host of organization and participants in the Network.

13. The Global Environment Facility will support the operationalization and activities of the Climate Technology Centre and Network as requested by the Conference of the Parties.

14. The operation of the Climate Technology Centre and Network may also be supported by Parties to the Convention in a position to do so through the provision of financial and other resources directly.

Validity of proposals

16. All proposals shall remain valid and open for acceptance until the selection of the host of the Climate Technology Centre by the Conference of the Parties. Proponents must confirm that their proposal will remain valid for this period.

Rejection of proposals

17. Proposals may be rejected if they, inter alia:

- (a) Are received after the deadline stipulated in the CFP;
- (b) Are delivered to another United Nations office location than the one required in the CFP;
- (c) Are transmitted by facsimile or email;
- (d) Do not include a completed and signed declaration by proponent and disclosure agreement (see Annex 5)
- (e) Are not properly marked or addressed as required in the CFP; or
- (f) Are not otherwise in compliance with the CFP.

Withdrawal and modification of proposals

18. Proposals may be modified or withdrawn in writing, prior to the closing time specified in the CFP. Proposals may not be modified after that time.



Errors in proposals

19. Proponents are expected to carefully examine any information and other instructions pertaining to the CFP process, as well as the functions and role of the host, made available to them during the selection process. Failure to do so will be at the proponent's own risk.

Opening of the proposals

20. Proposals will be opened by the UNFCCC secretariat on **16 March 2012 at 3 p.m. Central European Time**. The list of proponents and executive summaries contained in the proposals will be made available on the UNFCCC website the next business day. Proponents who have sent a proposal but are not reflected in the list should contact the UNFCCC secretariat immediately and in any case within two working days of the above date for clarification.

Ethical standards

21. All proponents shall adhere to the highest ethical standards, both during the selection process and throughout the performance of related activities.

Conflict of interest

22. Proponents must not, and must ensure that their employees, officers, advisers and agents do not, place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of the Conference of the Parties and the proponent's interests during the selection process.

23. If at any stage during the selection process a conflict of interest arises, or appears likely to arise, the proponent must notify the UNFCCC secretariat immediately in writing, setting out all relevant details of the situation. The proponent must take such steps to resolve or otherwise deal with the conflict.

Rights of the Conference of the Parties

24. If it is determined that a proponent has engaged in corrupt practices in relation to ethical standards or conflict of interest situations, the Conference of Parties reserves the right, at its sole option, to reject any proposal or recommendation to select the proponent.

Zero tolerance for gifts/hospitality

25. The UNFCCC secretariat has a 'zero tolerance' policy and does not accept any type of gift or any offer of hospitality. The UNFCCC secretariat will not accept any gift or invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The UNFCCC secretariat expects proponents not to offer any benefit such as free goods or services or a work position or sales opportunity to a UNFCCC secretariat staff member, a member of the evaluation panel, or any person involved in the selection process in order to facilitate the selection of the proponent. All items received from the proponents, even of nominal value, will be returned to the proponents or donated to charity.



Annex 5

Declaration by proponent and disclosure requirement

The undersigned represents to the UNFCCC secretariat the following (check as appropriate):

- The proponent accepts the terms and conditions for submitting a proposal as indicated in Annex 4.
- The proponent is aware that the UNFCCC secretariat is requesting proposals on behalf of the Conference of the Parties and this call for proposals (CFP) does not represent a commitment to select the proponent, or to reimburse any costs incurred by the proponent in connection with the CFP process.
- The proponent is aware that neither the CFP, nor any of its annexes, including this Annex 5 constitutes any agreement between the secretariat (and Conference of Parties) and the proponent. The proponent acknowledges that the sole purpose of the CFP and its annexes is to enable proponents to submit a proposal.
- The proponent acknowledges that proposal will be evaluated according to the criteria described in Annex 3.
- The proponent confirms that the proposal submitted will remain valid and open for acceptance until the selection of the host of the Climate Technology Centre as described in Annex 4.
- The proponent represents that the proposal has been compiled adhering to the highest ethical standards, as stated in Annex 4.
- The proponent is not aware of any existing or potential conflict of interest. If during the evaluation process a conflict of interest arises, or appears likely to arise, the proponent will notify the UNFCCC secretariat immediately.
- The proponent has completed and submitted an executive summary and is aware that this summary will be published on the UNFCCC website.

Signature of authorized official or person otherwise authorized to sign the proposal on behalf of the proponent.

SIGNATURE:

DATE OF SIGNATURE:

NAME (Block Letters):

POSITION HELD



Annex 6

Letter of intent to submit a proposal

We, the undersigned, acknowledge the call for proposals (CFP) No. 2012-S1 and hereby confirm that we intend to submit a proposal to the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) by the deadline date of 16 March 2012 at 12 noon (CET).

We are aware that any queries regarding this CFP must be submitted in writing by 3 February 2012.

NOTE: this expression of intent to submit a proposal should be emailed to <CFP_CTCN@unfccc.int> by 3 February 2012.

Name of organization: _____

Address of organization _____

Contact person(s): _____

E-mail address: _____

Telephone: _____



Annex 7

Profile form

Organization name:

Name:

Please respond to all questions. The information provided in response to the questions below may be used as part of the evaluation of the proposal. In case the proposal is submitted by a consortium of organizations, please fill one profile form for each member of the consortium and provide other relevant information on the consortium separately.

1. General information

Address		
	Postal code:	Country:
Telephone:		Fax:
E-mail:		Website:
Parent company, if any		
Year established		
Type of organization	Public enterprise	()
	Private company	()
	Organization sponsored (assisted by government)	()
	International organization	()
	Other (please specify):	()
Type of business/ services		
No. of employees		
Primary contact person		
In-house working language (s)		



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Regional offices (kindly list cities/countries)	
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Environmental policy

Does your organization/company have a written statement of its environmental policy?	
YES () Please attach copy	NO ()

Conflict of interest

Are there any likely circumstances that may introduce a conflict of interest between the interests of the Conference of the Parties and the proponent's interests in relation to the selection process? If so, explain how this will be mitigated.
1
2

Certification

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: _____

Title: _____

Signature: _____

Date: _____