



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 24 February 2012  
Reference: CF/WT/XZ/mw  
(CFP 2012-S1)  
E-mail: CFP\_CTCN@unfccc.int

**Responses to inquiries  
Call for proposals (CFP) 2012-S1  
for hosting the Climate Technology Centre**

Dear Sir/Madam,

By means of this clarification the United Nations Framework Convention on Climate Change (UNFCCC) secretariat provides a complete overview of inquiries received from interested organizations with responses provided by the UNFCCC secretariat in consultation with the evaluation panel, as requested by the Conference of the Parties.<sup>1</sup>

Responses to the inquiries contained in annex are an integral part of the call for proposals for hosting the Climate Technology Centre (CFP 2012-S1) issued by the UNFCCC secretariat on 16 January 2012. In their proposals, proponents shall consider the clarification provided in addition to the specifications of the CFP.

Furthermore, the UNFCCC secretariat informs on the following:

1. The closing deadline for submission of proposals is 16 March 2012 at 12 noon Central European Time (CET), as originally scheduled;
2. Proponents are kindly requested to also enclose in their submission an electronic copy (on CD-ROM) of the proposal, in order to facilitate the review;
3. 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.

Thank you for your attention to the above.

Yours faithfully,

*(signed by Richard Kinley for)*

Christiana Figueres

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<sup>1</sup> Decision 2/CP.17, paragraph 137(b).



## Annex

### Responses to the inquiries

	Inquiries and responses
<b>General clarification</b>	A number of inquiries related to the scope and level of detail expected from the proposals. Proponents may wish to note that the requirements and evaluation criteria are fully spelt out in the CFP and the underlying decisions of the COP referred to therein. The information provided in response to these requirements is ultimately at the proponent's choice; and the proposals will be evaluated based on the relevance, comprehensiveness and quality of the information provided by the proponents.
<b>1</b>	<p><b>I would like to ask whether the UNFCCC secretariat would make available on the UNFCCC's website the name of organizations, who send the letter of intent to submit a proposal to host the CTC. If so, would the publication be made before 16 March 2012?</b></p> <p>The UNFCCC secretariat will not make available on the UNFCCC website the names of organizations which sent a letter of intent to submit a proposal for hosting the Climate Technology Center. The UNFCCC will make available on the UNFCCC website on the next business day the names of organizations which submitted a proposal to the secretariat by 16 March 2012 at 12 noon Central European Time.</p>
<b>2</b>	<p><b>We were unaware of the requirement to send a letter of intent by 3 February. Does this mean that it is too late to develop a proposal?</b></p> <p>Interested organizations were kindly requested to submit the letter of intent by 3 February 2012 by email to CFP_CTCN@unfccc.int. Interested organizations that missed the deadline of submitting the letter of intent are still welcome to submit their proposals to the secretariat by 16 March 2012 at 12 noon Central European Time.</p>
<b>3</b>	<p><b>To what extent will private foundations be eligible for the role as host?</b></p> <p>There is no restriction on the profile of the organization besides the provisions contained in decision 2/CP.17(&lt;<a href="http://unfccc.int/files/meetings/durban_nov_2011/decisions/application/pdf/cop17_lcaoutcome.pdf">http://unfccc.int/files/meetings/durban_nov_2011/decisions/application/pdf/cop17_lcaoutcome.pdf</a>&gt;) section V (Technology development and transfer), annex VII and VIII, and decision 1/CP.16 (&lt;<a href="http://unfccc.int/resource/docs/2010/cop16/eng/07a01.pdf">http://unfccc.int/resource/docs/2010/cop16/eng/07a01.pdf</a>&gt;), section IV B (Technology development and transfer).</p>
<b>4</b>	<p><b>Being an organization presently involved in a wide spectre of third party services to the carbon market, including validation and verification of CDM projects, in your view, would such services create any conflict of interest or perceived conflict of interest in terms of hosting the CTC?</b></p> <p>There is no restriction on the profile of the organization besides the provisions contained in decision 2/CP.17, section V (Technology development and transfer), annex VII and VIII, and decision 1/CP.16, section IV B (Technology development and transfer). Any organization selected as host of the CTC shall operate the CTCN in accordance with the terms of reference contained in the CFP, Annex 1, including in particular, the provisions on governance, organizational structure and reporting and review (paragraphs 7–20).</p>
<b>5</b>	<p><b>I would like to know in more detail about the term consortium. If the planned CTCN will consist of individuals from various institutions, will it be named a consortium and so we have to provide profile of each institutions?</b></p> <p>In accordance with decision 2/CP.17, it is “interested organizations including consortia of organizations” that are invited to submit their proposals for hosting the Climate Technology Centre, rather than individuals. Please refer to CFP, Annex 7 (Profile form) with regard to who needs to submit a profile form.</p>
<b>6</b>	<p><b>Could you please describe some of the details pertaining to the profile of the organization that you believe would fit to host the CTC?</b></p> <p>There is no restriction on the profile of the organization besides the provisions contained in decision 2/CP.17, section V (Technology development and transfer), annex VII and VIII, and decision 1/CP.16, section IV B (Technology development and transfer).</p>



	Inquiries and responses
7	<p><b>To what extent is the CTC expected to operate as a not-for profit type of organization?</b></p> <p>There is no restriction on the profile of the organization besides the provisions decision 2/CP.17, section V (Technology development and transfer), annex VII and VIII, and decision 1/CP.16, section IV B (Technology development and transfer).</p>
8	<p><b>According to Annex 1, TOR, para. 15,” the CTC shall have a lean cost efficient organizational structure, within an existing institution”. Please explain what is meant by “within an existing institution”? For example, would locating the CTC in a regional office of the hosting organization satisfy para. 15?</b></p> <p>Please refer to CFP Annex 1 paragraphs 7–14, 16 and 17 on the question of “within an existing institution”. There is no restriction on the physical location of the CTC, except the provisions in CFP, Annex 3, paragraph 11.</p>
9	<p><b>To what extent could the CTC first be located in a developed country and later moved to a developing country?</b></p> <p>There is no restriction on the physical location of the CTC, except the provisions in CFP, Annex 3, paragraph 11.</p>
10	<p><b>With reference to CFP, Annex 1, para 5 (b) ‘respond to requests, through either the Centre or the Network....’; CFP, Annex 1, para 6 ‘the members of the Network will undertake the substantive work to address requests’:</b>  <b>To what extent is the Centre expected to respond to requests itself?</b></p> <p>Please refer to the CFP, Annex 1, paragraph 5(b), that requires the Centre to “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”.  Please also refer to decision 1/CP.16, paragraph 123 for a better understanding of the roles and responsibilities of the Climate Technology Centre, including how the CTC will respond to the requests.</p>
11	<p><b>With reference to CFP, Annex 1, para 4 ‘the CTC shall manage the process of receiving and responding to requests’; Decision 1/CP.16 p 20, para 123 ‘the CTC shall a) at the request of a DC party...b) stimulate and encourage...and c) facilitate a network....’</b>  <b>What can the CTC initiate? Can the Centre propose and undertake activities on its own initiative?</b></p> <p>Please also refer to the function of the CTCN as defined by decision 1/CP.16, paragraph 123 (d). There is no restriction contained in decision 2/CP.17 and decision 1/CP.16 with regard to the specific activities, including its own initiative, of the CTCN which are necessary for carrying out its functions.</p>
12	<p><b>With reference to CFP, Annex 1, para 5 (a) ‘receive and assess requests and refine and prioritise those requests in conjunction with the NDE’:</b>  <b>Does this role imply that the Centre (ie not the Network) should carry a minimum level of technical expertise to be able to engage effectively with the NDEs?</b></p> <p>Please also refer to CFP, Annex 1, chapeau of paragraph 5, paragraph 5(b) and paragraph 15 regarding the organizational structure of the CTC.</p>
13	<p><b>With reference to CFP, the term “developing countries” used throughout the document :</b>  <b>Is there a definition (i.e., list of countries) for “developing countries” as this determines the coverage for which the CTC&amp;N will service?</b></p> <p>The term “developing country Parties” is contained in various provisions of the Convention and decisions of the COP. However, neither the Convention nor the COP defines the term nor do they refer to any existing designation in the United Nations. In some of its decisions, the COP has used the term “developing country Parties” to refer to those Parties not included in Annex I to the Convention (Non-Annex I Parties) (see for example Decisions 2/CP.10 and 3/CP.13). In other decisions, the COP has referred to “developing country Parties” as those Parties included in some United Nations Regional Groups, small island developing States and least developed countries (see for example Decision 1/CP.16, paragraph 109).</p>



	Inquiries and responses
14	<p><b>With reference to CFP, Annex 1, para 9 (a) (ii) ‘prioritisation criteria, taking into account the strategic consideration....’; CFP, Annex 1, para 9 (b) (ii) ‘prioritisation criteria for responding to requests’; CFP, Annex 1, para 9 (b) (iii) ‘criteria for the structure of the Network and designation of organisations as members of the Network’:</b>  <b>Is the proponent expected to provide these sets of draft criteria in the proposal for consideration by the Advisory Board?</b></p> <p>There is no requirement for the proponents to include draft criteria for consideration by the advisory board of the CTCN in the proposal at this stage. Please also refer to CFP, Annex 1, paragraphs 8 and 11 for further information on the advisory board of the CTCN</p>
15	<p><b>With reference to CFP, Annex 1, para 17 ‘as soon as possible after appointment, the director will facilitate the timely recruitment of the staff for the CTC’ and CFP, Annex 2, para (c) (v) ‘resumes of key staff of the proponent organisation proposed to be assigned to the CTC&amp;N’:</b>  <b>Are the CVs to be provided those of individuals who have made a provisional commitment – or are they simply indicative CVs?</b></p> <p>The resumes of the key staff of the proponent organization proposed to be assigned to the CTCN are requested for the purpose to evaluate the quality of respective proposed key personnel as referred to in CFP, Annex 3, paragraph 5(d) and CFP, Annex 3, paragraph 7.(b). It may not necessarily constitute a binding commitment of individuals but should be the commitment of proponent organization on the level of expertise in operating the CTCN if selected.</p>
16	<p><b>With reference to CFP, Annex 2 para (c) (viii) ‘audited financial reports of the past three fiscal years’:</b>  <b>Is the audit report required from the lead proponent only or from all partners in the consortium?</b></p> <p>Each member organization of the consortium should submit audited financial reports of the past three fiscal years.</p>
17	<p><b>According to Annex 4, Financial Arrangements, para. 12, in kind-contributions from the host organization are expected as part of the financial arrangements. Could you pls. be more specific about the types of in-kind contributions expected from the host organization and the percentage of in-kind contribution of the total financing of the CTC.</b></p> <p>Please refer to CFP, Annex 3, paragraph 7 (b), with regard to the contribution from the host organization. There is no restriction on the types of in-kind contributions from the host organization.</p>
18	<p><b>With reference to CFP, Annex 2A Template for cost sheet, CFP, Annex 3, para 7(b) ‘the level of resource contributions to be provided.....including the total sum in monetary terms and CFP, Annex 4, para 12 ‘the costs.....should be funded from various sources’:</b>  <b>To what extent (a) does UNFCCC expect the proponent to have secured financial and in-kind commitment from these various sources by the deadline of 16 March 2012?; (b) is fund-raising seen as a core function of the CTC?; and (c) are such funds from various sources to be included in the proposal and how is such funding to be expressed in the context of the overall proposal budget?</b></p> <p>With regard to (a) and (c), according to decision 2/CP.17, paragraph 139, the various sources include the financial mechanism of the Convention, financial and in-kind contributions from the host organization and the network participants, and other possible sources:  (a). It does not require, at this point, secured financial commitments from these sources.  (b). Please refer to decision 2/CP.17, paragraph 135(f).  (c). Please refer to CFP, Annex 3, paragraph 7 and also paragraph 10 in preparing the budget proposal for the CTCN. Any information enabling an evaluation of the budget proposal for the CTCN in accordance with these two paragraphs is desirable. Funds from various sources should be included in the proposal if deemed necessary by the proponent.</p>
19	<p><b>If our organization wishes to become a Network of the prospecting CTC, what step should be taken further? And what is the time constraint?</b></p> <p>Please refer to CFP Annex 1 paragraph 8 and 9(b)(iii) on the issue related to membership of the Network as well as CFP Annex 3 paragraph 3(c) with regard to establishment and structure of the Network.</p>



	Inquiries and responses
20	<p><b>With reference to CFP, Annex 2A Template for cost sheet:</b>  <b>Is this template for the budgeting of administrative costs only – or should the substantive budget of the Network be shown here too?</b></p> <p>The template is for administrative costs only. Please refer to the explanatory note as contained in the CFP, Annex 2A.</p>
21	<p><b>With reference to CFP, Annex 2A Costs for travel of staff:</b>  <b>Are standard UN per diem rates applicable? – for example <a href="http://apps.who.int/bfi/tsy/PerDiem.aspx">http://apps.who.int/bfi/tsy/PerDiem.aspx</a>?</b></p> <p>There is no restriction on the per diem rates applied.</p>
22	<p><b>Regarding to the CTCN proposal, is there any certain required template provided by the UNFCCC, i.e. table of content, including type and size of font and space to be used ?</b></p> <p>Please refer to CFP Annex 2 with regard to the requirements for the format of the proposals to be submitted and template to be used. Note also that the proposal should be organized so as to correspond with the outline of evaluation criteria in CFP Annex 3 chapter I.</p>
23	<p><b>With reference to CFP, Annex 2 (c) (vi) ‘resumes of key staff’:</b>  <b>Does the UNFCCC have a preferred format for CVs?</b></p> <p>The proponents may choose their preferred format for CVs.</p>
24	<p><b>With reference to CFP, Annex 2C template:</b>  <b>If a consortium submits a proposal, is each partner entitled to submit up to 5 relevant examples, or does the maximum of 5 refer to the consortium as a whole?</b></p> <p>The maximum of 5 relevant examples refers to the consortium as a whole. It would be desirable to include at least 2 examples from the lead organization in the consortium.</p>