

## **Responses to the queries received by the UNFCCC secretariat in relation to call for proposals to host the Santiago network secretariat**

In relation to the [call for proposals to host the Santiago network secretariat](#) issued on 31 December 2022, below are the responses to the queries received by the secretariat.

### **A. Queries related to the budget/support**

**1. In order to align our technical approach, please provide an estimated total budget for this activity.**

There are no plans to provide an estimated total budget available. The COP decision refers to provisions on the funds as follows:

Please refer to decision 1/CMA.3, paragraph 67, in which it was decided that the Santiago network will be provided with funds to support technical assistance for the implementation of relevant approaches to averting, minimizing and addressing loss and damage associated with the adverse effects of climate change in developing countries in support of the functions set out in paragraph 9 of decision 19/CMA.3.

Decision 7/CMA.4 encourages others to provide support for the operation of the Santiago network and technical assistance.

It is expected that the Santiago network secretariat will prepare an annual budget for the Santiago network under the guidance of the Advisory Board, against which funds would be provided.

**2. Item 2 in Annex 2a references “example budget scenarios” contained in paragraph 5(b) of Annex 3, but this paragraph contains a single statement without example budget scenarios. Could the UN please provide example budget scenarios that bidders should include in their proposals?**

While the UNFCCC cannot provide examples of budget scenarios, it may be useful for bidders to develop more than one budget proposals outline in-kind and financial contributions scaled with respect to provided funding levels.

The overall budget estimate is to be prepared by the proponent as example scenarios. The proponent is welcome to include a number of requests from developing countries as part of these scenarios.

**3. Could the UN please clarify what funding is available to the hosting organization? Annex 2A includes a budget table and three notes. Is it correct to assume that offerors should include the full estimated budget in the middle column (per note 1), while the fourth and fifth columns would contain the offerors proposed financial and in-kind support, respectively (notes 2 and 3), with the remainder representing the total funding request of the UN?**

As stated under #1, decision 1/CMA.3, paragraph 67 decided that the Santiago network will be provided with funds to support technical assistance for the implementation of relevant approaches to averting, minimizing and addressing loss and damage associated with the adverse effects of climate change in developing countries in support of the functions set out in paragraph 9 of decision 19/CMA.3.

Yes, the offerors should include the full estimated budget in the middle column, while the fourth and fifth columns would contain the offerors proposed financial and in-kind support, respectively, with the remainder representing the total funding that would be requested of the UN.

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**4. What is the expected in-kind and financial support for a five-year period? If there can be no in-kind and/or financial support provided by the organization that submits a proposal, is this an exclusion ground for further consideration as a host?**

This should cover resources (in-kind or financial) that the host institution will contribute to the running of the secretariat. It is anticipated that most host organizations will be able to offer some support, such as office space or access to facilities that will directly contribute to the successful running of the secretariat. While not grounds for exclusion, the type of support that will be offered will demonstrate sustainability of the hosting offer.

**5. What is considered an in-kind contribution and financial support? Is capacity with already existing networks (such as NAP GN, ICAT, NDC Partnership, CVF&V20, Insuresilience Partnership, and the Global Shield) considered an in-kind contribution? If so, how should these be monetized in the proposal?**

In-kind contributions may include non-monetary contributions to the running of the secretariat. Capacity of the host can be considered. The examples cited would only apply if these entities were the ones offering to host the secretariat.

**6. Should the template provided in Annex 2A be used for an overall cost estimate, or only for the in-kind and financial support for a five-year period?**

The template should be used for the overall cost estimate and also show in-kind and financial support that would be offered.

**7. If there can be no in-kind and/or financial support provided by the organization that submits a proposal, would this be an exclusion ground for further consideration as a host?**

The proposal will be considered as a whole. It is unlikely that a host will not be able to offer any in-kind and some financial support such as resources to get started and process funding that will be provided for the running of the Santiago network.

**8. Can existing climate networks and/or shared resources be considered in-kind contributions (within the specific table section of Human Resources)?**

Yes, this can be included. Proponents are requested to provide additional items in the table as relevant to provide an overall cost estimate and support.

**9. What is the envisaged overall volume (in USD) for the initial 5-year duration of the Santiago Network Secretariat? How is the distribution on an annual basis? How is the distribution of expenditures lines in terms of HR, Procurement, Grants, Travel/Workshops, etc.?**

There is no estimated total budget available at this stage. The proponent is expected to provide an overview based on the template.

**10. Who will be the donors of the Santiago network (secretariat)? Will they pay individually/on an annual basis? Will the host be responsible for setting up legal agreements with each donor and collecting the funds, or will this be UNFCCCs' responsibility?**

COP decisions include following provisions on the funds:

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- Please refer to decision 1/CMA.3, paragraph 67, in which it was decided that the Santiago network will be provided with funds to support technical assistance for the implementation of relevant approaches to averting, minimizing and addressing loss and damage associated with the adverse effects of climate change in developing countries in support of the functions set out in paragraph 9 of decision 19/CMA.3;
- Decision 7/CMA.4 also encourages others to provide support for the operation of the Santiago network and technical assistance;
- The UNFCCC secretariat, under the guidance of the Chairs of the subsidiary bodies, will develop a draft host agreement (memorandum of understanding, MoU) with the proposer recommended by the subsidiary bodies at their fifty-eighth sessions, with a view to recommending it for consideration and approval by the governing body or bodies at their session(s) to be held in November–December 2023. The MoU will include details on the elements of this question.

### **B. Queries related to the Advisory Board**

**11. Composition of the Advisory Board. Is this an existing structure/body? Who is responsible for setting up and the composition of the advisory board as set out in the TORs? Who will be included? How are the members nominated? Are they unpaid roles, or is the Santiago network secretariat remunerating members? Is the advisory board foreseen as a steering committee to take decisions etc. or just to provide advice for the Director to decide on the way forward?**

Please refer to [decision 7/CMA.4](#) for information.

The Advisory Board is a new body and will be especially set up by the new Santiago network secretariat, using established procedures for nominations to the constituted bodies under the UNFCCC. That is, the Santiago network secretariat will need to work through coordinators/chairs of regional groups under the UNFCCC to invite nominees. Their role would be unpaid. The terms of reference of the Advisory Board are well defined in the COP 27 decision.

The Board will provide guidance and oversight to the Santiago network secretariat on the effective implementation of the functions of the network. It will be under the authority and guidance of and accountable to the appropriate governing body or bodies (the COP and/or the CMA). Please refer to paragraphs 10-13 of the same decision that clarify specific provisions on the selection process and nomination. Please refer to Annex I for details on composition of the Advisory Board.

The costs associated with the work of the Advisory Board meetings should be included in the annual budget for the Santiago network secretariat.

**12. What is the role of UNFCCC in the Santiago Network Secretariat? Will UNFCCC authorize elements on the technical part of the work of the secretariat? Will UNFCCC oversee the work? Will UNFCCC be on the advisory board?**

The Advisory Board composition is given in Annex I of 7/CMA.4 and does not include the UNFCCC.

According to paragraph 19 of Annex I of 7/CMA.4, the Santiago network secretariat will prepare an annual report and submit it to the Advisory Board for its consideration and approval. The approved report will be forwarded to the secretariat to be included in a joint annual report of the Santiago network and the Executive Committee submitted to the governing body or bodies through their subsidiary bodies.

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### **C. Queries related to the organizational structure of the Santiago network secretariat**

**13. The call for proposal mentions that the Santiago network secretariat will have a lean, cost-efficient organizational structure, led by a director who will manage a small core team of professional and administrative staff. From the UNFCCC's perspective and experience, what is an adequate number of professional and administrative staff?**

This is a new arrangement, and the UNFCCC has no experience with similar arrangements. Proposers are kindly asked to propose a structure that they believe will get the job done.

### **D. Queries related to the functions of the Santiago network secretariat**

**14. What is the technical expertise envisaged that the Secretariat shall provide? Or will the technical assistance solely be provided by the Implementing Partners according to their respective mandates?**

The secretariat will be expected to coordinate implementing partners – the members of the network.

**15. Will the Secretariat be managing grant contracts on behalf of the Santiago network and legally engage with the network of member organizations, bodies, networks, and experts, in order to implement the work program approved by the Advisory Board? If so, the budget will very much depend on the amount and depth of requests from developing countries that are particularly vulnerable to the adverse effects of climate change for technical assistance to avert, minimize and address loss and damage. Is there an estimation of the number of requests/depth of requests?**

Please refer to the roles and responsibilities for the Santiago network secretariat, which also includes the following:

- Managing and directing the disbursement of funds provided for the Santiago network consistently with the fiduciary standards, legal and ethical integrity policies, financial rules and regulations of the host of the secretariat; and
- Administering the funds provided for technical assistance under the Santiago network in a cost-effective and transparent manner.

**16. Is it expected that the hosting agency is responsible for the resource mobilization?**

Yes, in coordination with the Advisory Body and the secretariat of the network.

**17. How will the Santiago network (secretariat) be embedded with existing efforts/programs such as NAP GN, ICAT, NDC Partnership, CVF&V20, Insuresilience Partnership, and the Global Shield against climate risks, as well as DRR-related initiatives? Is there a Road Map of how the integration could look?**

Please see roles and responsibilities of the Santiago network secretariat as stipulated in decision 7/CMA.4 where the Santiago network secretariat is to ensure the coordination and collaboration of the work of the Santiago network with relevant UNFCCC constituted bodies, in particular the Executive Committee (of the Warsaw International Mechanism for loss and damage), as well as explore synergies with other initiatives and networks. The entities mentioned are not constituted bodies under the UNFCCC.

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**18. What are the aims of the Santiago network secretariat? Is there already a work program in place? What are the main aspirations: i.e. only provide technical assistance, provide seed funding, commission studies, etc.?**

Please see the functions of the Santiago network as set out in paragraph 9 of decision 19/CMA.3 and roles and responsibilities for the Santiago network secretariat as laid out in decision 7/CMA.4.

The work programme is not in place. One of the roles of the Santiago network secretariat as specified in decision 7/CMA.4 is to develop and executing the work programme approved by the Advisory Board, building on synergies with the five-year rolling workplan of the Executive Committee.

**19. How will the existing partners of the network fall into this arrangement? Will the Director/Secretariat coordinate with them directly? Will they be funded through the Secretariat?**

Please refer to the role of the Santiago network secretariat. Para 17 of 7/CMA.4 also stipulates that Santiago network secretariat will develop guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network. Partners that have been active till now will apply these guidelines for their subsequent involvement.

### **E. Queries related to the terms and conditions**

**20. Is there any scoring system in order to select among the bid participants?**

Please see paragraphs 19–23 of [decision 7/CMA.4](#) on the selection process. Para 22 stipulates that the evaluation panel will shortlist up to three proposals that meet the criteria referred to in annex II, including information on how the evaluation criteria have been applied to these proposals.

**21. Is there any additional information on related conflicts of interest and expected mitigation measures?**

No additional information is available.

**22. Is there any specific level of authority that you expect Annex 5 (Declaration) to be signed by the submitting organization?**

The person signing should have the authority to sign on behalf of the organization.

### **F. General queries**

**23. COP27 reached an agreement on a Loss and Damage Fund. What will be the connection between the Santiago network (secretariat) and the Loss and Damage Fund? Is it envisaged that funds go through this network for L&D?**

There is no connection indicated between the two in the current decisions.