



## Annex 1

### **Revised functions of the Climate Technology Centre<sup>1</sup>**

To enhance the impact of its work, promote transformational change and support Parties in realizing technology development and transfer in order to improve resilience to climate change and reduce greenhouse gas emissions, the Climate Technology Centre shall facilitate a Network of global, regional, national and sectoral technology networks, organizations, platforms and initiatives, in performing the following functions:

- (a) At the request of a developing country Party:
  - (i) Provide advice and support in:
    - a. Identifying, prioritizing and addressing technology-related needs, including by supporting the deployment of climate technologies through pilot, demonstration, diffusion and dissemination projects;
    - b. The development of enabling environments;
  - (ii) Support the enhancement of national systems of innovation and capacity for developing Indigenous and endogenous technologies;
  - (iii) Provide information, training and support for programmes aimed at building or strengthening the capacity of developing country Parties to identify technology options, make technology choices and operate, maintain and adapt technologies;
  - (iv) Facilitate prompt action on the development, deployment, diffusion and dissemination of technologies in developing country Parties on the basis of identified needs;
  - (v) Provide technical and logistical support to national designated entities to enable them to fulfil their role;
  - (vi) Support, in accordance with the respective guidelines and criteria, the preparation of project proposals to enable the financing, deployment and use of existing technologies for mitigation and adaptation;
- (b) Utilize multi-country and programmatic approaches to responding to requests for technology development and transfer;

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<sup>1</sup> Annex I of decision -/CP.30, 'Review of the functions of the Climate Technology Centre', adopted by COP 30 under agenda item 9(a), and decision -/CMA.7, 'Review of the functions of the Climate Technology Centre', adopted by CMA 7 under agenda item 11(b), advance unedited versions available at <https://unfccc.int/cop30/auvs>.



- (c) Enable and encourage the development and transfer of climate technologies through collaboration and partnerships with private sector entities, philanthropic organizations, public institutions, and academic and research institutions, as well as through opportunities for North–South, South–South and triangular technology cooperation;
- (d) Facilitate its Network in order to:
  - (i) Cooperate with national, regional and international technology centres and relevant national organizations, including those that facilitate social inclusion and promote gender-responsive technologies, technologies led by youth, women and Indigenous Peoples as well as local communities, and endogenous technologies;
  - (ii) Foster international partnerships with public and private sector stakeholders to accelerate the development, deployment, diffusion and dissemination of climate technologies in developing countries;
  - (iii) Provide in-country technical assistance and training to support the development and implementation of identified technology actions in developing countries;
  - (iv) Stimulate the establishment of twinning centre arrangements to promote North–South, South–South and triangular partnerships with a view to encouraging cooperative research, development, demonstration and deployment;
  - (v) Identify, disseminate and assist with developing analytical tools, policies and best practices for country-driven planning to support the development, diffusion and dissemination of climate technologies;
  - (vi) Provide matchmaking for the purpose of securing funding for implementing technologies identified as needed by developing country Parties;
- (e) Cooperate with the operating entities of the Financial Mechanism, the Adaptation Fund and UNFCCC constituted bodies;
- (f) Evaluate, in coordination with nationally designated entities, the outcomes and long-term impacts of technical assistance provided in response to requests from developing country Parties as part of the monitoring and evaluation framework of the Climate Technology Centre;
- (g) Perform other activities as may be necessary to carry out the above-mentioned functions.



## Annex 2

### Terms of reference of the Climate Technology Centre and Network<sup>1</sup>

#### I. 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.

#### II. Functions

2. The Climate Technology Centre and Network shall perform the functions as contained in annex I to decision -/CP.30.<sup>2</sup>

#### III. Architecture

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

- A Climate Technology Centre;
- 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.

#### IV. 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.

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<sup>1</sup> Decision 2/CP.17, annex VII, as amended by paragraph 4 of decision -/CP.30, 'Review of the functions of the Climate Technology Centre', adopted by COP 30 under agenda item 9(a), advance unedited version available at <https://unfccc.int/cop30/auvs>.

<sup>2</sup> Decision -/CP.30, -/CMA.7, 'Review of the functions of the Climate Technology Centre', adopted by COP 30 under agenda item 9(a), advance unedited version available at <https://unfccc.int/cop30/auvs>.



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.

*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.

## **V. 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 considerations and recommendations 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 regarding the structure of the Network and the 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 on 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.

## **VI. 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 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.

## **VII. 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 the 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 regarding 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.



### **VIII. Term of agreement**

21. The term of agreement to host the Climate Technology Centre will be extended as stipulated in paragraph 1 of decision -/CP.30 and paragraph 3 of -/CMA.7.<sup>3</sup>

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<sup>3</sup> As footnote 2 above.



## Annex 3

### Information required to be included in the proposal

1. Prospective hosts of the Climate Technology Centre are required to provide information in their proposals demonstrating how they will support the implementation of the functions of Climate Technology Centre outlined in Annex 1 and the terms of reference outlined in Annex 2.
2. The proposal should be organized in a concise manner so as to respond to the outline of the “Criteria for evaluating and selecting the host of the Climate Technology Centre” (herein referred to as “criteria”) as outlined in Annex 6. Failure to include all information as specified may result in the rejection of the proposal as being non-responsive.
3. The information required includes:
  - (a) An executive summary (maximum four pages);
  - (b) A main proposal (maximum 30 pages)<sup>1</sup> with relevant information organized in accordance with the criteria contained in Annex 6;
  - (c) Information as specified in:
    - (i) Annex 4 - Draft budget and proposal for providing the Climate Technology Center secretariat with in-kind and financial support;
    - (ii) Annex 5 - Template for statements of work of past activities;
    - (iii) Annex 8 - Declaration by proponent and disclosure requirement;
    - (iv) Annex 9 - Profile form;
  - (d) Additional annexes, including:
    - (i) A proposed organizational chart of the Climate Technology Centre secretariat with brief descriptions of key positions, ensuring a lean, cost-efficient organizational structure (maximum one page);
    - (ii) Terms of reference of the director of the Climate Technology Centre secretariat and up to 5 key professional and administrative staff (maximum four pages each);
    - (iii) Timeline for the start-up of the Climate Technology Centre secretariat (maximum 2 pages);
    - (iv) Information on how to ensure continuity in the operations of the Climate Technology Centre during the transition process so as to avoid disruption in its provision of services to developing countries as highlighted in the decision -CP/30;
    - (v) Audited financial reports of the past three fiscal years;
    - (vi) Other relevant material (e.g., annual report, social responsibility reports).

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<sup>1</sup> Proposals that exceed the specified page limit may result in the rejection of the proposal.



## Annex 4

### **Draft budget and proposal for providing the Climate Technology Centre secretariat with in-kind and financial support**

1. The proponent should use the proposed template available on the [UNFCCC website](#) as the basis for preparing a proposal to provide in-kind and financial support to the Climate Technology Centre secretariat for the initial five-year period. Such proposal should complement and be coherent with the overall vision and approach for supporting the effective functioning of the Climate Technology Centre and Network to be presented as part of the management plan in line with annex 6 paragraph 1 (d) (i).
2. The proponent should provide an overview of the estimated budget required to deliver on the functions of the Climate Technology Centre (annex 1) and terms of reference of the Climate Technology Centre and Network (annex 2), in line with the evaluation criteria (annex 6). The budget template includes a “Guidance Note” which provides principles and scope of the information to be provided and should be followed when preparing the budget.
3. The proponent should clearly specify the assumptions used to develop the budget. From the budget, it should specify which costs will be supported through in-kind contribution from the hosting organization and from financial support to be provided by the hosting organization, including resources to be mobilised. Additional items may be added if deemed necessary. The currency used in preparing the costs should be USD.
4. The financial information provided will be evaluated against the financial management and sustainability criteria in Annex 6, paragraph 1(c) and (d), as well as for consistency with Annex 1 (Revised functions of the Climate Technology Centre) and Annex 2 (Terms of Reference of the Climate Technology Centre and Network). The proposed budget does not constitute a financial approval or funding commitment. Proponents are encouraged to present information clearly, transparently, and conservatively.



## Annex 5

### Template for statements of work of past activities

1. Prospective hosts shall complete and submit the statements of work of a maximum of 5 past or ongoing (advanced) programmes, projects or initiatives, addressing areas of work aligned with the functions of the Climate Technology Centre (annex 1) and/or with the terms of reference of the Climate Technology Centre and Network (annex 2). In doing so, the prospective hosts should include evidence of past performance and associated references (e.g., weblinks to midterm reviews, evaluations, monitoring missions, project reports, etc.) and aim to supplement the information included in the main proposal in response to the criteria contained in Annex 6.
2. The statements of work of past or ongoing (advanced) programmes, projects or initiatives may include the information outlined below:
  - (a) Name of the programme, project or initiative;
  - (b) Objective of the programme, project or initiative;
  - (c) Results areas of the programme, project or initiative;
  - (d) Start and end dates;
  - (e) Budget;
  - (f) Region and/or country-ies of operation;
  - (g) Names of the main partners including international, regional, national and/or local organizations, bodies, networks and experts;
  - (h) Beneficiary organizations with name and contact information (phone and e-mail) of up to 3 key counterpart(s) authorized to provide information on past performance of the proponent when requested;
  - (i) Main achievements;
  - (j) Monitoring, evaluation and learning to enable lesson learning and sharing of best practices.



## Annex 6

### Criteria for evaluating and selecting the host of the Climate Technology Centre<sup>1</sup>

1. The proposals submitted by interested organizations, or groups of organizations, in response to the call issued by the secretariat regarding the hosting of the Climate Technology Centre will be evaluated against the following criteria:

- (a) **Governance and management:**
  - (i) Be an organization, or group of organizations, capable of providing an efficient and agile service to the secretariat of the Climate Technology Centre in order for it to provide timely responses to requests from developing countries for technical assistance; in the case of bids from groups of organizations, the bid should clearly identify the organizations' respective responsibilities and roles with regard to contributing to the hosting of the Climate Technology Centre;
  - (ii) Have demonstrated ability to engage with and provide support to all developing countries, in all regions;
  - (iii) Have an effective governance structure that supports high-quality administration, ensuring the evaluation of operational performance against the following elements: the principles of integrity and transparency; reporting and accountability; the timeliness and appropriateness of responses to developing countries' requests; fiduciary standards; and legal and ethical standards, in a manner that is consistent with the principles of the United Nations;
  - (iv) Have the necessary staff recruitment and management capability;
  - (v) Have demonstrated capability to ensure timely, fair and open international tendering for the procurement of services in line with the fiduciary and ethical standards of the United Nations;
  - (vi) Be able to simultaneously manage and administer multiple and complex projects in developing countries;
  - (vii) Be able to guarantee the appropriate monitoring and tracking of the activities undertaken;
  - (viii) Have capacity to provide funds for technical and logistical support to nationally designated entities to enable them to fulfil their roles;<sup>2</sup>
- (b) **Technical capabilities:**
  - (i) Have a comprehensive understanding of the development and transfer of technologies, including in the context of the Convention and the Paris Agreement, in particular an understanding of the challenges faced by developing countries, of regional, subregional and sectoral constraints and of differences regarding specific technologies, as well as have the capability to support and facilitate the transfer to and diffusion and dissemination of technology in developing countries, including through regional presence;

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<sup>1</sup> Annex II of decision -/CP.30, 'Review of the functions of the Climate Technology Centre', adopted by COP 30 under agenda item 9(a), and decision -/CMA.7, 'Review of the functions of the Climate Technology Centre', adopted by CMA 7 under agenda item 11(b), advance unedited versions available at <https://unfccc.int/cop30/auvs>.

<sup>2</sup> See <https://www.ctc-n.org/about-ctcn/nde>.



- (ii) Have demonstrated experience and expertise in technology development and transfer that would enable the Climate Technology Centre to perform its revised functions as set out in annex I;
- (iii) Have demonstrated capability to engage in partnerships with a wide range of organizations, bodies, networks and experts across geographical regions in the development and transfer of climate technologies and the facilitation of networks;
- (c) **Financial management:**
  - (i) Have financial management, auditing and reporting functions; a robust accountability system; sound financial systems of an international standard; and a fiduciary record that ensures the accurate and impartial administering and disbursement of funds;
  - (ii) Have demonstrated ability to secure significant funding;
  - (iii) Have a track record in financial stability and sustainability;
- (d) **Climate Technology Centre and Network management plan:**
  - (i) Have an overall vision and approach in terms of how it will support the effective functioning of the Climate Technology Centre and Network, including through an effective organizational structure;
  - (ii) Have a proposal for providing the secretariat of the Climate Technology Centre with in-kind and financial support;
  - (iii) Be able to identify the ways in which partners and networks could be engaged in facilitating and catalysing technical assistance;
  - (iv) Be able to evaluate its operational performance, take measures to enhance its effectiveness, and promote an independent and accountable relationship with the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement and the UNFCCC constituted bodies, as delegated;
  - (v) Have a proposal, with established channels, for the mobilization of in-kind and financial support for the Climate Technology Centre from various sources, aligned with the timelines set out in the applicable Climate Technology Centre and Network programme of work.



## Annex 7

### Terms and conditions for submitting a proposal

#### I. Submission of proposals

1. Proposals must be submitted in the English language via email to [ClimateTech@unfccc.int](mailto:ClimateTech@unfccc.int) by 16 March 2026. 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.

#### II. 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.

#### III. Criteria to be used to evaluate proposals and select the host of the Climate Technology Centre secretariat

4. All proposals will be evaluated in accordance with the criteria specified in Annex 6.

#### IV. Selection procedure for the host of the Climate Technology Centre<sup>1</sup>

5. The UNFCCC secretariat will compile the executive summaries submitted as part of the proposals and make them available on the UNFCCC website by 31 March 2026.
6. The UNFCCC secretariat will convene the meetings of the evaluation panel and support the panel in the preparation of an evaluation report. The UNFCCC secretariat will also ensure that it does not have a potential conflict of interest in the selection process, including by applying appropriate safeguards and procedures.
7. The Advisory Board of the Climate Technology Centre and Network has been invited to designate six of its members (two from Parties included in Annex I to the Convention, two from Parties not included in Annex I to the Convention and two from UNFCCC observer organizations), and the Technology Executive Committee has been invited to designate four of its members (two from Parties included in Annex I to the

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<sup>1</sup> See paragraphs 6–13 of decision -/CP.30, ‘Review of the functions of the Climate Technology Centre’, adopted by COP 30 under agenda item 9(a), and paragraphs 6–9 of decision -/CMA.7, ‘Review of the functions of the Climate Technology Centre’, adopted by CMA 7 under agenda item 11(b); advance unedited versions of the decisions are available at <https://unfccc.int/cop30/auvs>.



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Convention and two from Parties not included in Annex I to the Convention), to serve up until the conclusion of the evaluation process as members of the evaluation panel referred to in paragraph 6 above.

8. The evaluation panel will prepare an evaluation report with a shortlist of up to three proposals that meet the criteria referred to in Annex 6, including information on how the evaluation criteria have been applied to these proposals, and make the evaluation report available for consideration by the Subsidiary Body for Implementation (SBI) at its sixty-fourth session (June 2026).

9. The SBI will recommend at its sixty-fourth session (SBI 64) a draft decision on the new host of the Climate Technology Centre secretariat, on the basis of the evaluation report referred to in paragraph 8 above, for consideration and adoption by the Conference of the Parties (COP) at its thirty-first session (November 2026) and by the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) at its eighth session (November 2026).

10. SBI 64 will also recommend elements for a memorandum of understanding between the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement and the proposed host;

11. The secretariat will develop a draft memorandum of understanding with the host to be recommended by the SBI 64 for consideration by SBI 65 (November 2026) with a view to recommending a draft decision thereon for consideration and adoption by COP 31 and CMA 8.

## **V. Financial arrangements**

12. Decision 2/CP.17, paragraph 139, stipulates that 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 organization and participants in the Network.

13. Decision 2/CP.17, paragraph 141, invites Parties in a position to do so to support the Climate Technology Centre and Network through the provision of financial and other resources.

14. As a part of the criteria outlined in Annex 6, the proponent will also need to have a draft budget and proposal for providing the Climate Technology Centre secretariat with in-kind and financial support.

## **VI. Validity of proposals**

15. All proposals shall remain valid and open for acceptance until the selection of the host of the Climate Technology Centre by the COP 31 and the CMA 8. Proponents must confirm that their proposal will remain valid for this period.

## **VII. Rejection of proposals**

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

- (a) Are received after the deadline stipulated in the CFP;
- (b) Do not include a completed and signed declaration by the proponent and disclosure agreement (see Annex 8);



- (c) Are not otherwise in compliance with the CFP.

## **VIII. Withdrawal and modification of proposals**

17. Proposals may be modified or withdrawn in writing, prior to the submission deadline specified in the CFP (16 March 2026). Proposals may not be modified after that time.

## **IX. Errors in proposals**

18. Proponents are expected to carefully examine any information and other instructions pertaining to the CFP and the selection 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.

## **X. Posting of the proposals**

19. Proposals received by the UNFCCC secretariat by the aforementioned submission deadline specified in the CFP will be processed further. The executive summaries submitted as part of the proposals will be made available on the UNFCCC website by 31 March 2026. Proponents who have sent a proposal but are not reflected in the list of executive summaries published on the UNFCCC website should contact the UNFCCC secretariat immediately and in any case within two working days of the above date for clarification email to [ClimateTech@unfccc.int](mailto:ClimateTech@unfccc.int).

## **XI. Ethical standards**

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

## **XII. Conflict of interest**

22. Proponents shall 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 COP and the CMA 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 shall notify the UNFCCC secretariat immediately in writing, setting out all relevant details of the situation. The proponent shall take such steps to resolve or otherwise deal with the conflict.

## **XIII. Rights of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement**

24. If it is determined that a proponent has engaged in corrupt practices in relation to ethical standards or conflict of interest situations, the COP and the CMA reserve the right, to reject any proposal or recommendation to select the proponent.



#### **XIV. 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 8

### Declaration by proponent and disclosure requirement

1. The undersigned confirms to the UNFCCC secretariat the following (check as appropriate):

- The proponent accepts the terms and conditions for submitting a proposal as indicated in Annex 7.
- The proponent is aware that the UNFCCC secretariat is requesting proposals on behalf of the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) 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 constitutes any agreement between the UNFCCC secretariat (and the COP or the CMA) 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 the proposal will be evaluated according to the criteria described in Annex 6.
- 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 7.
- The proponent confirms that the proposal has been compiled adhering to the highest ethical standards, as stated in Annex 7.
- 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.

2. 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 9

### Profile form

**Organization name:**

**Name:**

Name:
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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 group of organizations, please fill one profile form for each member of the group and provide other relevant information on the group separately.

**General information**

<b>Address</b>	
<b>Postal code:</b>	
<b>Country:</b>	
<b>Telephone:</b>	
<b>Email:</b>	:
<b>Website</b>	
<b>Parent company/organization if any</b>	
<b>Year established</b>	
<b>Type of organization</b>	
<b>Type of services</b>	
<b>No. of employees</b>	
<b>Primary contact person</b>	



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<b>In-house working language (s)</b>	
<b>Regional offices (kindly list cities/countries)</b>	

#### **Environmental policy**

Does your organization have a written statement of its environmental policy?	
YES <input type="checkbox"/> Please attach copy	NO <input type="checkbox"/>

#### **Conflict of interest**

Are there any likely circumstances that may introduce a conflict of interest between the interests of the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and the proponent's interests in relation to the selection process? If so, explain how this will be mitigated:

#### **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: \_\_\_\_\_