



Date: 31 December 2022  
Reference: MTP/ADP/Santiago  
network secretariat  
Page 1 of: 19

## MESSAGE TO PARTIES, OBSERVER STATES, OBSERVER ORGANIZATIONS AND NON-PARTY STAKEHOLDERS

### Call for proposals to host the Santiago network secretariat

Pursuant to decision 12/CMA.4 of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), as endorsed by decision 11/CP.27 of the Conference of the Parties (COP), the secretariat invites interested organizations, including consortiums of organizations, to submit a proposal to host the Santiago network secretariat. Proposals must be submitted to the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol and the Paris Agreement (UNFCCC secretariat) not later than 31 March 2023 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 Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change
- Annex 2:** Information required to be included in the proposal
- Annex 2A:** Proposal for providing the Santiago network secretariat with in-kind and financial support
- Annex 2B:** Template for statements of work of past activities
- Annex 3:** Criteria to be used to evaluate proposals and select the host of the Santiago network secretariat for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change
- 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

**Distribution:** To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points and diplomatic missions accredited to the Federal Republic of Germany, as well as to United Nations organizations, admitted observer organizations and other non-Party stakeholders.



The CMA, at its second session, established, as part of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts, the Santiago network to catalyse the technical assistance of relevant organizations, bodies, networks and experts for the implementation of relevant approaches for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change at the local, national and regional level in developing countries that are particularly vulnerable to the adverse effects of climate change.<sup>1</sup>

The CMA, at its fourth session, decided that the Santiago network will have the following structure:<sup>2</sup>

- A hosted secretariat that will facilitate its work, to be known as the Santiago network secretariat;
- An Advisory Board to provide guidance and oversight to the Santiago network secretariat on the effective implementation of the functions of the network;
- A network of member organizations, bodies, networks and experts covering a wide range of topics relevant to averting, minimizing and addressing loss and damage.

This call for proposals is issued in response to decision 12/CMA.4<sup>3</sup> to launch the selection process for the host of the Santiago network secretariat in order to select the host in 2023.

Proposals and any attachments to proposals must be submitted in the English language via e-mail to <[CFP\\_SN@unfccc.int](mailto:CFP_SN@unfccc.int)>. The proposals submitted will be evaluated against the following criteria: technical capability, management and governance, financial management, vision and management plan.<sup>4</sup> Proposals must include information in sufficient scope and detail to demonstrate that the proponent has the necessary expertise to perform the specified activities in a satisfactory manner, as well as an executive summary of the proposal.

The proponents shall complete and include the declaration by proponent and disclosure requirement (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 allow for verifying the qualification of the proponent.

---

<sup>1</sup> Decision 2/CMA.2, para. 43.

<sup>2</sup> Decision 12/CMA.4, para. 3.

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

<sup>4</sup> Decision 12/CMA.4, annex II.



Page 3

Any queries relating to this CFP should be submitted in writing to the e-mail referred to above by 3 February 2023. Queries received by the UNFCCC secretariat will be compiled and responded to not later than 24 February 2023. The responses will be shared with all proponents.

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 2023, duly signed by an authorized representative, to the e-mail referred to above.

UNFCCC secretariat





## ANNEX 1

### **Terms of reference of the Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change<sup>5</sup>**

#### **I. Objective**

1. The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), at its second session, established, as part of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts, the Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change to catalyse the technical assistance of relevant organizations, bodies, networks and experts for the implementation of relevant approaches at the local, national and regional level in developing countries that are particularly vulnerable to the adverse effects of climate change.<sup>6</sup>

#### **II. Functions**

2. CMA 3 decided that the Santiago network is to have the following functions:<sup>7</sup>

(a) Contributing to the effective implementation of the functions<sup>8</sup> of the Warsaw International Mechanism, in line with the provisions in paragraph 7 of decision 2/CP.19 and Article 8 of the Paris Agreement, by catalysing the technical assistance of organizations, bodies, networks and experts;

(b) Catalysing demand-driven technical assistance, including of relevant organizations, bodies, networks and experts, for the implementation of relevant approaches to averting, minimizing and addressing loss and damage in developing countries that are particularly vulnerable to the adverse effects of climate change by assisting in:

(i) Identifying, prioritizing and communicating technical assistance needs and priorities;

(ii) Identifying types of relevant technical assistance;

(iii) Actively connecting those seeking technical assistance with best suited organizations, bodies, networks and experts;

(iv) Accessing technical assistance available, including from such organizations, bodies, networks and experts;

(c) Facilitating the consideration of a wide range of topics relevant to averting, minimizing and addressing loss and damage approaches, including but not limited to current and future impacts, priorities, and actions related to averting, minimizing and addressing loss and damage pursuant to decisions 3/CP.18 and 2/CP.19, the areas referred to in Article 8, paragraph 4, of the Paris Agreement and the strategic workstreams of the five-year rolling workplan of the Executive Committee of the Warsaw International Mechanism;

(d) Facilitating and catalysing collaboration, coordination, coherence and synergies to accelerate action by organizations, bodies, networks and experts, across communities of practices, and for them to deliver effective and efficient technical assistance to developing countries;

---

<sup>5</sup> Decision-/CMA.4, annex I.

<sup>6</sup> Decision 2/CMA.2, para. 43.

<sup>7</sup> Decision 19/CMA.3, para. 9.

<sup>8</sup> Decision 2/CP.19, para. 5.



(e) Facilitating the development, provision and dissemination of, and access to, knowledge and information on averting, minimizing and addressing loss and damage, including comprehensive risk management approaches, at the regional, national and local level;

(f) Facilitating, through catalysing technical assistance of organizations, bodies, networks and experts, access to action and support (finance, technology and capacity-building), under and outside the Convention and the Paris Agreement, relevant to averting, minimizing and addressing loss and damage associated with the adverse effects of climate change, including urgent and timely responses to the impacts of climate change.

### **III. Structure**

3. The Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change will have the following structure:

(a) A hosted secretariat that will facilitate its work, to be known as the Santiago network secretariat;

(b) An Advisory Board to provide guidance and oversight to the Santiago network secretariat on the effective implementation of the functions of the network;

(c) A network of member organizations, bodies, networks and experts covering a wide range of topics relevant to averting, minimizing and addressing loss and damage.

### **IV. Roles and responsibilities**

#### **A. Santiago network secretariat**

4. The Santiago network secretariat shall be accountable to and operate under the guidance of the Advisory Board.

5. The Santiago network secretariat shall facilitate the implementation of the functions of the Santiago network.<sup>9</sup>

6. The Santiago network secretariat shall manage day-to-day operations of the Santiago network, including:

(a) Building and managing the network of member organizations, bodies, networks and experts, covering a wide range of topics relevant to averting, minimizing and addressing loss and damage approaches;<sup>10</sup>

(b) Ensuring the coordination and collaboration of the work of the Santiago network with relevant UNFCCC constituted bodies, in particular the Executive Committee, as well as exploring synergies with other initiatives and networks;

(c) Receiving, assessing and managing the process of responding to 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, in coordination with network members;

(d) Developing and executing the work programme approved by the Advisory Board, building on synergies with the five-year rolling workplan of the Executive Committee;

(e) Promoting and disseminating information on the Santiago network in a manner that is comprehensible and accessible to communities particularly vulnerable to the adverse effects of climate change;

<sup>9</sup> As per decision 19/CMA.3, para. 9, endorsed in decision 17/CP.26.

<sup>10</sup> FCCC/SB/2022/2/Add.2, annex I.



(f) 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;

(g) Administering the funds provided for technical assistance under the Santiago network in a cost-effective and transparent manner;

(h) Maintaining a monitoring and evaluation system to assess the timeliness, appropriateness and outcomes of assistance provided;

(i) Supporting and facilitating the work of the Advisory Board.

### **B. Advisory Board**

7. The Advisory Board will:

(a) Approve policies, procedures and guidelines developed by the Santiago network secretariat;

(b) Provide guidance on the effective implementation of the functions of the Santiago network;

(c) Provide guidance on the preparation of the annual report of the Santiago network;

(d) Approve modalities for the designation of organizations, bodies, networks and experts as members of the Santiago network;

(e) Approve the work programme of the Santiago network, ensuring, as much as possible, coherence and synergies with the five-year rolling workplan of the Executive Committee and the plans of action of the expert groups, task force and technical expert group of the Warsaw International Mechanism;

(f) Approve the annual budget of the Santiago network;

(g) Endorse the appointment of the director of the Santiago network secretariat;

(h) Endorse the financial statement of the Santiago network;

(i) Review the timeliness and quality of the responses of the Santiago network to requests for technical assistance;

(j) Provide guidance on and approve the criteria used to assure the relevance and quality of expertise and services delivered by organizations, bodies, networks and experts.

## **V. Composition of the Advisory Board**

8. The Advisory Board, with the aim of achieving fair and balanced representation, shall be composed of the following:

(a) Two members from each of the five recognized United Nations regional groups;

(b) One member each from the least developed countries and small island developing States;

(c) Two members of the Executive Committee, nominated by the Executive Committee from among its members.

9. The Advisory Board will also have three other representatives, one from the women and gender constituency, one from indigenous peoples organizations, and one from the children and youth non-governmental organizations, who may actively participate in the deliberations of the Advisory Board.

## **VI. Matters related to meetings of the Advisory Board**

10. The Advisory Board meetings will be open to observers, unless otherwise decided by the Advisory Board, and the Advisory Board will invite observers from relevant constituted bodies, civil society



organizations and other organizations, bodies, networks and experts to attend its meetings in order to provide technical expertise and inputs, as appropriate, to the Advisory Board for its deliberations.

11. Decisions of the Advisory Board will be taken by consensus by the members listed in paragraph 8 above.

12. The Advisory Board shall meet at least twice a year, where possible in connection with meetings of the Executive Committee, while retaining its flexibility to adjust the number of meetings to suit its needs.

## **VII. Organizational structure of the secretariat**

13. 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, in order to meet its responsibilities and perform its functions efficiently and effectively.

14. The Santiago network secretariat is to be hosted by an organization or a consortium of several organizations capable of supporting the functions of the Santiago network secretariat.

15. Subject to the endorsement of the Advisory Board, the director of the Santiago network secretariat will be appointed by the host. The director will be accountable to the host for administrative issues relating to the administrative effectiveness and efficiency of the Santiago network secretariat and to the Advisory Board for the effective implementation of the functions of the Santiago network.

16. The director will have a fixed term of office no longer than the term of the host agreement, which may be renewed subject to endorsement by the Advisory Board, and should have broad responsibility to provide strategic leadership to the Santiago network and to manage its secretariat.

17. The director of the Santiago network secretariat shall serve as secretary to the Advisory Board.

## **VIII. Reporting**

18. In line with guidance provided by the Advisory Board, the Santiago network secretariat will prepare an annual report on activities of the Santiago network secretariat and network and on the performance of their respective functions, including information on:

- (a) Requests received and activities carried out by the Santiago network and their outcomes;
- (b) Responses to requests;
- (c) Ongoing work as well as lessons learned and best practices derived from that work;
- (d) Support delivered in regions, finance disbursed and administrative costs;
- (e) Inclusion of new members in the Santiago network and their engagement therein;
- (f) Assistance to developing country Parties in identifying, prioritizing and communicating their needs for technical assistance;
- (g) Efforts to reach communities that are particularly vulnerable to the adverse effects of climate change;
- (h) Gender considerations, including through the use of gender-disaggregated data, consistently with decision 3/CP.25.

19. 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.



## **IX. Review**

20. The Santiago network secretariat will commission one independent review of the performance of the Santiago network, including, inter alia, sustainability and sources of funding, adequacy of funding levels relative to technical assistance requests, timeliness, effectiveness, engagement, gender-responsiveness and delivery of technical assistance to communities particularly vulnerable to the adverse effects of climate change, in a timely manner so that the findings of this review can feed into the subsequent review of the Warsaw International Mechanism,<sup>11</sup> for determining the need for further independent reviews of the performance of the Santiago network.

## **X. Term of host agreement**

21. The initial term of the agreement to host the secretariat of the Santiago network will be five years, with five-year renewal periods, if so decided by the appropriate governing body or bodies.

22. The renewal of the agreement to host the Santiago network secretariat will be subject to the host organization satisfactorily fulfilling its functions.

---

<sup>11</sup> As per decision 2/CMA.2, para. 46.





## ANNEX 2

### **Information required to be included in the proposal**

1. Prospective hosts of the Santiago network must provide information in their proposals demonstrating how they will implement the terms of reference outlined in Annex 1. The proposal should be organized in a concise manner so as to respond to the outline of the criteria to be used to evaluate proposals and select the host of the Santiago network secretariat (herein referred to as “criteria”) as outlined in Annex 3. <sup>12</sup> 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 criteria contained in Annex 3;
- (c) Annexes, including:
  - (i) A proposed organizational chart of the Santiago network secretariat with brief descriptions of key positions, ensuring a lean, cost-efficient organizational structure;
  - (ii) An outline of the terms of reference of the director of the Santiago network secretariat;
  - (iii) Proposal for providing the Santiago network secretariat with in-kind and financial support in Annex 2A;
  - (iv) Job descriptions of key professional and administrative staff for the Santiago network secretariat, in order to meet its responsibilities and perform its functions efficiently and effectively;
  - (v) Schedule for the start up of the Santiago network secretariat;
  - (vi) Statements of work of past activities relevant to the functions of the Santiago network, including a matrix of past performance and associated references (see Annex 2B);
  - (vii) Audited financial reports of the past three fiscal years;
  - (viii) Other relevant material (e.g. annual report, social responsibility reports).

---

<sup>12</sup> One percentage point shall be deducted from the total per each page that exceeds the specified page limit, in addition to the excess pages being removed from further consideration. The main font used in the proposal should not be smaller than 10 points.



## ANNEX 2A

### Proposal for providing the Santiago network secretariat with in-kind and financial support

1. The proponent should use the template presented below as a basis to prepare a proposal for providing the Santiago network secretariat with in-kind and financial support for a five-year period.

*Financial support:*

2. Provide a comprehensive overview of estimated administrative costs in response to the evaluation criteria on example budget scenarios for the Santiago network secretariat contained in paragraph 5(b) of Annex 3. Additional items may be added if deemed necessary. The currency used in preparing the cost sheet should be USD. In addition, provide information on financial support that would be provided to the Santiago network secretariat from the hosting organization.

*In-kind support:*

3. Provide a comprehensive overview of in-kind support to be offered towards the operationalization of the Santiago network.

Overview of costs	Breakdown of the costs	Estimated costs in USD for five-year period					Information on financial support to be provided from the hosting organization	Information on in-kind support to be provided from the hosting organization
		1	2	3	4	5		
Staff costs	<i>Professional staff</i> <i>-Headquarters</i> <i>-Other offices</i>							
	<i>Administrative staff</i> <i>-Headquarters</i> <i>-Other offices</i>							
Office costs	<i>(List items)</i>							
Equipment costs	<i>(List items)</i>							
Costs for staff travel	<i>(Include overview)</i>							
Costs associated with organization of the meeting of the Advisory Board	<i>(Include details)</i>							
Costs for preparation of annual report and other relevant knowledge products for promoting and disseminating information on the Santiago network								
Commissioning of an independent review								
Others (please specify)								
Contingency								
<b>Total</b>								



## **Annex 2B**

### **Template for statements of work of past activities**

1. Prospective hosts shall complete and submit the statements of work of past activities, complex projects or initiatives, including the ones focusing on facilitating technical assistance and building capacity in developing countries and communities that are particularly vulnerable to the adverse effects of climate change relevant to the functions of the Santiago network, including a matrix of past performance and associated references. It should supplement the information included in the main proposal in response to the criteria contained in 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 organizations, bodies, networks and experts partnered in this activity;
- (g) Financial scale of the activity;
- (h) Activity components;
- (i) Main achievements of the activity;
- (j) Information systems to enable sharing of best practices and lessons learned;
- (k) Brief overview of other project/s simultaneously administered and managed in developing countries;
- (l) 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 to be used to evaluate proposals and select the host of the Santiago network secretariat for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change<sup>13</sup>**

1. The proposals submitted pursuant to paragraph 19(a) of decision -/CMA.4 will be evaluated against the criteria below.

#### **I. Technical capability**

2. The technical capability criteria are as follows:

(a) Be a single organization or a consortium of partner organizations capable of providing a lean, efficient and agile service to the Santiago network secretariat;

(b) Have strong networks across communities of practice, including development and humanitarian actors, relevant to averting, minimizing and addressing loss and damage, climate change adaptation, and disaster risk reduction, response and recovery;

(c) Have a broad regional presence and have demonstrated experience and expertise in understanding the dynamics of various countries;

(d) Have a track record of facilitating technical assistance and building capacity in developing countries and communities that are particularly vulnerable to the adverse effects of climate change;

(e) Have demonstrated experience in managing global networks or initiatives and capability to engage with multiple stakeholders for effective operations;

(f) Have demonstrated the capacity to engage in partnerships with a wide range of organizations, bodies, networks and experts across different communities working in domains relevant to averting, minimizing and addressing loss and damage, including climate change adaptation, disaster risk management, humanitarian aid and development cooperation, as well as with finance providers and other partners.

#### **II. Management and governance**

3. The management and governance criteria are as follows:

(a) Have an effective governance and management structure to support high-quality administration, ensuring compliance with ethical standards;

(b) Have the necessary staff recruitment and management capability;

(c) Have demonstrated an ability to simultaneously administer and manage multiple and complex projects in developing countries;

(d) Be able to manage and maintain information systems to enable sharing of best practices and lessons learned;

(e) Be able to guarantee the appropriate monitoring and tracking of the actions undertaken.

#### **III. Financial management**

4. The financial management criteria are as follows:

---

<sup>13</sup> Decision 12/CMA.4, annex II.



- (a) Have a financial management, auditing and reporting functions; a robust accountability system; sound financial systems of international standard; and a fiduciary record that ensures the correct and impartial administering and disbursement of funds;
- (b) Have a track record in financial stability and sustainability.

#### **IV. Vision and management plan**

- 5. The vision and management plan criteria are as follows:
  - (a) Have an overall vision, structure and approach in terms of how the host will support the effective functioning of the Santiago network;
  - (b) Have a proposal for providing the Santiago network secretariat with in-kind and financial support;
  - (c) Identify the ways in which partners and networks could be engaged to facilitate and catalyse technical assistance.



## ANNEX 4

### Terms and conditions for submitting a proposal

#### **I. 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.

#### **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 Santiago network secretariat**

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

#### **IV. Selection procedure for the host of the Santiago network<sup>14</sup>**

5. The UNFCCC secretariat will compile the executive summaries contained in the submitted proposals and make them available on the UNFCCC website by 7 April 2023.
6. The UNFCCC secretariat will convene an evaluation panel by 7 April 2023 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 Executive Committee of the Warsaw International Mechanism will be invited to designate four of its members, the Climate Technology Centre and Network Advisory Board and the Paris Committee on Capacity-building to designate two members each to serve as members on the evaluation panel, to consider the proposals, ensuring that there is a balanced representation of developed and developing country Parties.
8. The evaluation panel will also be invited to consult, as appropriate, with other constituted bodies with relevant expertise, including in particular the Adaptation Committee and the Facilitative Working Group of the Local Communities and Indigenous Peoples Platform.
9. The evaluation panel will prepare an evaluation report with a shortlist of up to three proposals that meet the criteria referred to in Annex 3, including information on how the evaluation criteria have been applied to these proposals, and make the evaluation report available for consideration by the subsidiary bodies at their fifty-eighth sessions (June 2023).

---

<sup>14</sup> Decision 12/CMA.4, para. 18.



10. The subsidiary bodies will recommend at their fifty-eighth sessions a draft decision with one proposal to host the Santiago network secretariat that best meets the criteria set out in Annex 3 for consideration and adoption by the governing body or bodies at their session(s) to be held in November–December 2023.

11. The secretariat, under the guidance of the Chairs of the subsidiary bodies, will develop a draft host agreement (memorandum of understanding) 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.

## **V. Financial arrangements**

12. Decision 1/CMA.3, paragraph 67 stipulates that the Santiago network will be provided with funds<sup>15</sup> 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.

13. Decision 1/CMA.3, paragraph 70, urges developed country Parties to provide funds for the operation of the Santiago network and for the provision of technical assistance as set out in paragraph 67 of the same decision.

14. CMA 4 decision<sup>16</sup> encourages others to provide support for the operation of the Santiago network and technical assistance.

15. As a part of the criteria outlined in Annex 3, the proponent will also need to have a proposal for providing the Santiago network secretariat with in-kind and financial support.

## **VI. Validity of proposals**

16. All proposals shall remain valid and open for acceptance until the selection of the host of the Santiago network by the governing body or bodies at their session(s) to be held in November–December 2023. Proponents must confirm that their proposal will remain valid for this period.

## **VII. Rejection of proposals**

17. 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 proponent and disclosure requirement (see Annex 5)
- (c) Are not otherwise in compliance with the CFP.

## **VIII. 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.

## **IX. 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.

---

<sup>15</sup> See also decision 1/CMA.3, paras. 68 and 70.

<sup>16</sup> FCCC/PA/CMA/2022/L.4, available at [https://unfccc.int/sites/default/files/resource/cma2022\\_L04E.pdf](https://unfccc.int/sites/default/files/resource/cma2022_L04E.pdf).



**X. Posting of the proposals**

20. Proposals received by the UNFCCC secretariat by 31 March 2023 at noon Central European Time will be processed further. The executive summaries contained in the proposals will be made available on the UNFCCC website by 7 April 2023. Proponents who have sent a proposal but whose executive summary does not appear on the UNFCCC website should contact the UNFCCC secretariat immediately and in any case within two working days of the above date for clarification by e-mail to <[CFP\\_SN@unfccc.int](mailto:CFP_SN@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 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 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 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.

**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/or the CMA reserve the right, at their sole option, 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 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 (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 5 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 3.
- The proponent confirms that the proposal submitted will remain valid and open for acceptance until the selection of the host of the Santiago network 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) Ref: MTP/ADP/Santiago network secretariat dated 31 December 2022 and hereby confirm that we intend to submit a proposal to the UNFCCC secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol and the Paris Agreement by the deadline date of 31 March 2023 at 12 noon (CET).

We are aware that any queries regarding this CFP must be submitted in writing by 3 February 2023.

NOTE: This expression of intent to submit a proposal should be emailed to <[CFP\\_SN@unfccc.int](mailto:CFP_SN@unfccc.int)> by 3 February 2023.

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.

#### General information

Address		
Postal code:		
Country:		
Telephone:		Fax:
Email:		Website:
Parent company, if any		
Year established		
Type of organization		
Type of services		
No. of employees		
Primary contact person		
In-house working language (s)		
Regional offices (kindly list cities/countries)		

#### Environmental policy

Does your organization 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 (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: \_\_\_\_\_