



Date: 16 January 2026
Reference: MTP/O/MOI/CTC Host
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MESSAGE TO PARTIES AND OBSERVERS

Call for proposals to host the Climate Technology Centre

Pursuant to the decisions relating to the review of the functions of the Climate Technology Centre adopted by the Conference of the Parties (COP) at its 30th session and by the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) at its seventh session, respectively,¹ I am pleased to invite Parties and observer States to the Convention, the Kyoto Protocol and the Paris Agreement, United Nations system and specialized agencies and other relevant organizations, intergovernmental and non-governmental organizations admitted as observers and other non-Party stakeholders to submit a proposal to host the Climate Technology Centre secretariat.

The proposals must be submitted to the UNFCCC secretariat not later than **16 March 2026** at **23:59 Central European Time**. This call for proposals consists of this letter of transmittal and the following annexes:

- Annex 1:** Revised functions of the Climate Technology Centre
- Annex 2:** Terms of reference of the Climate Technology Centre and Network
- Annex 3:** Information required to be included in the proposal
- Annex 4:** Draft budget and proposal for providing the Climate Technology Centre secretariat with in-kind and financial support
- Annex 5:** Template for statements of work of past activities
- Annex 6:** Criteria for evaluating and selecting the host of the Climate Technology Centre
- Annex 7:** Terms and conditions for submitting a proposal
- Annex 8:** Declaration by proponent and disclosure requirement
- Annex 9:** Profile form

Distribution: To Parties and observer States through their national focal points and diplomatic missions accredited to the Federal Republic of Germany, as well as to United Nations system and specialized agencies and other relevant organizations, intergovernmental and non-governmental organizations admitted as observers, and other non-Party stakeholders.

¹ 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>.



The COP at its 30th session, decided to extend the term of the Climate Technology Centre until the end of 2041, with an initial term of agreement of five years, followed by two five-year renewal periods if so decided by the Conference of the Parties subject to the host organization fulfilling the functions set out in annex 1 and the roles and responsibilities set out in annex 2, paragraphs 4–5 of the terms of reference of the Climate Technology Centre and Network, to be determined by independent reviews thereof.

Proposals and any attachments to proposals must be submitted in English language via email to ClimateTech@unfccc.int. The proposals submitted will be evaluated against the following criteria: governance and management; technical capabilities; financial management; and Climate Technology Centre and Network management plan.² 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 8) 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 9), certificates, annual reports) in order to allow for verifying the qualification of the proponent.

Any queries relating to this call for proposals should be submitted in writing to the email referred to above before 20 February 2026. Queries received by the UNFCCC secretariat will be compiled and responded to not later than 2 March 2026. The responses will be shared with all proponents.

Yours sincerely,

signed by

Sophie De Coninck
Director
Means of Implementation Division

² See annex 6 to this call for proposals.