

# SANTIAGO NETWORK

CO-HOSTED BY  **UNDRR**  **UNOPS**  
UN Office for Disaster Risk Reduction

## CALL FOR PROPOSALS

**Development of a long-term nationally determined  
programme to address loss and damage  
in the Republic of Vanuatu**

**CFP reference number:** CFP/SN/24039/2024/VUT/001

**CFP document issue date:** 20 November 2024

# 1. BACKGROUND

## 1.1. The Santiago network

The Santiago network was established under the Warsaw International Mechanism for loss and damage (WIM) in 2019 as a mechanism to catalyse technical assistance (by relevant organizations, bodies, networks, and experts, or OBNEs), to avert, minimize and address loss and damage associated with the adverse effects of climate change at the local, national, and regional level. The technical assistance is for developing countries that are particularly vulnerable to the adverse effects of climate change. To streamline the process, terms of reference for the Santiago network were adopted in 2022, including establishing its hosted secretariat to coordinate its functions, an Advisory Board to provide oversight and guidance, and a network of members to provide technical assistance. The United Nations Office for Disaster Risk Reduction (UNDRR) and the United Nations Office for Project Services (UNOPS) were selected as the hosts of the Santiago network secretariat in 2023.<sup>1</sup> The Santiago network secretariat administers, through UNOPS, the funds provided to the Santiago network to support technical assistance, in accordance with the respective regulations and rules of UNOPS.

Technical assistance through the network will be provided in a demand-driven manner and developed through an inclusive and country-driven process, taking into account the needs of vulnerable people, Indigenous Peoples and local communities.

The Santiago network is further guided by six functions.<sup>2</sup> Among them:

- Effective implementation of the functions of the WIM;
- Catalysing demand-driven technical assistance, including by identifying, prioritizing, and communicating technical assistance needs and priorities;
- Facilitating and catalysing collaboration, coordination, coherence and synergies among OBNEs to deliver technical assistance effectively and efficiently;
- Facilitating the consideration of a wide range of topics;
- Facilitating the development and sharing of knowledge and information on loss and damage; and
- Facilitating access to finance, capacity building and technology through technical assistance.

## 1.2. Catalysing technical assistance through the Santiago network

The scope of technical assistance includes a wide range of topics relevant to averting, minimizing and addressing loss and damage associated with climate change. Requests for technical assistance are further [guided by the guidelines and procedures for responding to requests for technical assistance](#) that articulate the criteria governing requests for technical assistance, and the process for making and responding to requests, as well as provide the template for developing countries to submit requests. OBNEs [designated as members](#) of the Santiago network will be able to respond to these requests in keeping with the established open and transparent process.\* The provision of technical assistance must also be aligned with the [Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network](#).

***\*Note:** For the purposes of this Call for Proposals, interested OBNEs that submit their Expression of Interest to become a member of the Santiago network prior to the submission deadline indicated in this Call for Proposals and are subsequently admitted as members in line with the [membership guidelines](#) will be considered (see also preliminary screening criteria outlined in section 4).*

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<sup>1</sup> Santiago network COP28 decision: <https://unfccc.int/documents/636316>; CMA5 decision: <https://unfccc.int/documents/636315>

<sup>2</sup> Decision 12/CMA.4, endorsed in decision 11/CP.27, Annex I

## 2. PARTICULARS OF THE REQUEST FOR TECHNICAL ASSISTANCE

### 2.1. Title of the technical assistance request

Development of a long term nationally determined programme to address loss and damage in the Republic of Vanuatu

### 2.2. Country and policy context

#### 2.2.1. Country context

The Republic of Vanuatu is situated in a region that is highly vulnerable to the impacts of climate change. Moreover, as a small island developing state, it faces particular climate risks that increasingly result in loss and damage. The range of climate-related challenges include sea-level rise, increased storm intensity, coastal erosion, ocean acidification, desertification and water scarcity, cyclones, flash floods and changing rainfall patterns, among others. These impacts, and the resulting loss and damage, have severe consequences for Vanuatu's economy, ecosystems, and overall well-being.

Adaptation, to date, has been the most important climate priority for Vanuatu as it seeks to minimise loss and damage that ni-Vanuatu people suffer. Most policies and strategies of government line agencies include priorities for adaptation, and adaptation features prominently in the National Climate Change and Disaster Risk Reduction Policy (2nd Edition) as well as forms an important part of Vanuatu's Revised and Enhanced Nationally Determined Contribution to the UNFCCC.

However, with the increasing severity and frequency of climate change, adaptation options are increasingly limited, become ineffective or fail outright affecting all sectors and all levels in Vanuatu.

The costs of addressing loss and damage have become debilitating to development, both for the national economy as well as for island families which directly shoulder the primary economic and non-economic burdens. Long horizon historical data shows that natural hazards, such as tropical cyclones, have caused losses averaging US\$48 million per year, equivalent to 6.6% of GDP since the early 2000's. Recent catastrophic climate events, including the twin Category 4 cyclones in 2023 (making landfall within 48 hours of each other) affected over 80% of the population, with total effects amounting to US\$433 million equivalent to more than 55% of Vanuatu's GDP.

Despite the magnitude of loss and damage caused by extreme and slow onset climate events, Vanuatu does not yet have a comprehensive or long-term loss and damage country programme that enables it to effectively address these compounding, cascading and intensifying impacts.

Efforts to address loss and damage are frequently siloed, and often overlapping among various line agencies and by non-government stakeholders working at different levels, addressing diverse impacts and across varying timescales. Finance and other resources are prohibitively limited to get Vanuatu ready to most effectively plan for, implement and measure progress on its Loss and Damage aspirations. Donors and multilateral funds, including the new Fund for responding to Loss and Damage will require clearly articulated plans, priorities and programmes for its budget support needs in order to disperse the resources required by vulnerable communities.

#### 2.2.2 Policy context

At the regional level, Pacific Island Leaders communiqués have reaffirmed that climate change remains the single greatest threat to the livelihoods, security and wellbeing of the peoples of the Pacific and a commitment to progress the implementation of the Paris Agreement (Boe Declaration in 2018, Kainaki II Declaration in 2019). In 2021, leaders endorsed the Declaration on Preserving Maritime Zones in the Face of Climate Change-Related Sea-Level Rise to proclaim existing maritime zones, and the rights and entitlements that flow from them, shall continue to apply, without reduction, notwithstanding any physical changes connected to climate change-related sea-level rise.

In 2023, Leaders endorsed the Pacific Regional Framework on Climate Mobility to guide Pacific Islands Forum governments, communities, non-state actors and partners in ensuring rights based and people-centred movement in the context of climate change, including staying in place, planned relocation, migration, and displacement through a proactive, inclusive and collaborative regional approach that reflects common Pacific interests in a culturally appropriate manner, while respecting national sovereignty and diversity.

Vanuatu's 3rd National Communication to the UNFCCC makes it clear that "climate change is the most critical existential threat of our time, and its adverse impacts pose significant threats to the sustainable livelihoods and wellbeing of Vanuatu's people."

Vanuatu has incorporated loss and damage into its policies at international and domestic level. In 2022, Vanuatu revised and updated its Nationally Determined Contribution to the UNFCCC and included both adaptation and loss and damage targets for the first time. In total, Vanuatu's NDC includes 20 Mitigation commitments, 116 Adaptation commitments, and 12 loss and damage commitments to meet the goals of the Paris Agreement. Further, Vanuatu's Parliament unanimously endorsed a Declaration of Climate Emergency, which contains critical loss and damage policy context, including:

- Observes the irrevocable loss and damage to our economy, society and environment that has been caused by global heating of more than 1 degree Celsius, demonstrating that the Earth is already too hot for safety, as attested by intensifying extreme weather like cyclones, floods and droughts as well as slow onset events like ocean acidification and sea level rise.
- Observes that the adverse effects of climate change falls most heavily on those segments of the population that are already in vulnerable situations owing to factors such as geography, poverty, gender, age, indigenouness, sexual orientation, birth, people with special needs or other status.

Vanuatu's National Policy on Climate Change and Disaster-induced Displacement includes numerous policy priorities around displacement, relocation and migration across various sectors and with a range of stakeholders.

Vanuatu's National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) serves as the supreme governance and policy making body for all climate change programs, projects, initiatives, and has several formal working groups, including the Loss and Damage informal working group for planning and coordination. Through the NAB, Vanuatu has also nominated four representatives as official UNFCCC Loss and Damage Contact Points.

Vanuatu's updated Climate & Disaster Risk Reduction Policy includes section 7.4.4 on Loss and Damage, with the objective to establish mechanisms to assess and redress loss and damage incurred as a result of climate change. The policy acknowledges that dialogue has been undertaken on a broader concept of risk reduction, sharing and transfer, insurance and rehabilitation, through international platforms such as the Warsaw International Mechanism for Loss and Damage.

Vanuatu is now working on a new Loss and Damage Policy Framework to give clearer guidance to different sectors as well as to stakeholders at the subnational level on principles and approaches for addressing loss and damage. The country has for years been implementing several programmes to address contextualized losses and damages, including by:

- Undertaking Cash Transfer to vulnerable individuals and households to cope with climate disasters
- Planning for relocation with dignity for sea level affected villages
- Rolling out micro insurance products for farmers and fishers
- Quantifying Non-economic Loss and Damage in Post disaster needs assessments
- Setting up and capitalizing a new National Loss and Damage Fund

Background documents relevant to the call for proposals:

- Vanuatu's Climate & Disaster Risk Reduction Policy: <https://www.nab.vu/document/vanuatu-national-ccdr-policy-2022-2030-2nd-edition>
- Vanuatu revised and updated its Nationally Determined Contribution to the UNFCCC: <https://unfccc.int/documents/578782>
- Vanuatu Parliament's Declaration of Climate Emergency: <https://www.vanuatuicj.com/emergency>
- Vanuatu's National Policy on Climate Change and Disaster-Induced Displacement: [https://www.iom.int/sites/g/files/tmzbd1486/files/press\\_release/file/iom-vanuatu-policy-climate-change-disaster-induced-displacement-2018.pdf](https://www.iom.int/sites/g/files/tmzbd1486/files/press_release/file/iom-vanuatu-policy-climate-change-disaster-induced-displacement-2018.pdf)
- Pacific Regional Framework on Climate Mobility: <https://forumsec.org/publications/pacific-regional-framework-climate-mobility>

### 2.3. Objectives and expected impact of the technical assistance

The technical assistance has the following key objective: Support Vanuatu to develop a long term nationally determined country programme to address loss and damage associated with the adverse effects of climate change, which will be submitted as a request for financing to the Fund for responding to Loss and Damage.

The main goal of the technical assistance is to create and bolster the enabling conditions for the Republic of Vanuatu to effectively design and commence the operationalisation of a long-term nationally determined programme to address loss and damage, including the required conceptual underpinnings, policy frameworks, institutional arrangements, decentralised governance systems and financial mechanisms. It contributes directly to building the capacity of Vanuatu to access relevant funding to address loss and damage, in particular with regards to accessing the Fund for responding to Loss and Damage.

The technical assistance request is aligned with the [submission](#) drafted by Vanuatu and submitted to the Transitional Committee of the Fund in 2023. It is also aligned with all five strategic workstreams of the Executive Committee (ExCom) of the Warsaw International Mechanism (WIM).<sup>3</sup>

The technical assistance will further:

- help Vanuatu make better investment and implementation decisions that consider a range of risks, both those that result from extreme events and slow-onset events, as well as the ways they interact and require combined responses;
- enable a more holistic consideration of the adverse impacts of climate change, including by incorporating a valuation and equivalency for those consequences of climate change which are intangible or not quantifiable but nonetheless hold value for those experiencing the loss (i.e. non-economic loss and damage) as households and communities in Vanuatu are already moving from their ancestral lands due to the impacts of sea level rise and other climate risks;
- establish conceptual underpinnings for national loss and damage programming, including how loss and damage links to current national systems of climate risk management, and will build clarity and local understanding of differences and convergences with existing climate and disaster management systems;
- identify novel institutional arrangements that take the nation beyond siloed systems of disaster and humanitarian response, climate change adaptation or development planning;
- support loss and damage governance decentralization, including risk reduction, resilience-building, and adaptive capacity at all levels of governance, namely local and subnational systems; and
- help the WIM ExCom and other Parties better understand Vanuatu's local needs for loss and damage financial resources, technology, and capacity-building support which are new and additional to currently articulated climate needs and priorities.

### 2.4. Scope, activities and expected results of the technical assistance

The objective articulated in section 2.3 will be achieved through technical assistance provided through four thematic and interlinked areas:

#### 1. National loss and damage visioning

This thematic area aims to support the Ministry of Climate Change and the Prime Minister's Office to undertake a national loss and damage visioning exercise to identify the best option for a fit-for-purpose loss and damage mechanism at the national level. The visioning exercise should build on existing institutions, account for and build synergies and complementarities with existing work programmes, and consider the most effective mechanism in serving the expanding loss and damage needs of Indigenous Peoples, local businesses and sustainable development. The visioning exercise is the foundation for distilling diverse stakeholder perspectives on loss and damage and how they relate to different sectors, levels, etc. It further provides insights into perceptions, actions and initiatives that are ongoing or could be considered by Vanuatu.

Expected results:

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<sup>3</sup> The five strategic workstreams cover the following areas: slow-onset events, non-economic losses, comprehensive risk management approaches, human mobility, and action and support.

- i. Localized and Vanuatu-specific concept/definition of loss and damage, linked to international and regional policy frameworks and methodologies related to climate change and disaster risk reduction based on extensive consultations at the local and national levels.
- ii. Description of the views and needs expressed and options/aspirations proposed with regards to institutional, policy and governance reforms and financial mechanisms required to enable a fit-for-purpose national response to averting, minimizing and addressing loss and damage.
- iii. A priority list of activities, projects and programmes to address extreme and rapid onset and slow-onset hazards, including associated economic and non-economic losses and damages, with estimated costs.

## **2. Assessment of loss and damage capacity development needs**

An assessment of loss and damage capacity development needs (and associated costs) within the Ministry of Climate Change, the National Advisory Board on Climate Change and Disaster Risk Reduction (and its line agency members) as well as Local Governments (including at the Provincial and Area Council levels) should be undertaken to understand, articulate, report on and define costed and practical solutions to avert, minimize and address loss and damage (including slow-onset processes, and non-economic losses and damages).

Expected result:

- i. A loss and damage capacity needs assessment report, including costed capacity development measures at national and sub-national level for both government and non-government stakeholders, encompassing both economic and non-economic dimensions of loss and damage, drawing on the outcomes of the visioning exercise.

## **3. Approaches and methodologies for knowledge management, capacity building and communication**

This thematic area aims to understand, identify and design approaches and methodologies (and associated costs) to disseminate brokered loss and damage knowledge. These should be tailored to and appropriate for diverse stakeholder groups, including line agencies of Government Ministries, civil society, the private sector and local level government officials and traditional authorities through the use of tailored loss and damage training modalities (including via online platforms), events and communication products.

Expected result:

- i. A loss and damage knowledge brokering needs assessment report, including costed knowledge brokering measures at national and sub-national level for both government and non-government stakeholders considering, inter alia, the outcomes of the visioning exercise.

## **4. Request to the Fund for responding to Loss and Damage**

A formal request to the Fund for responding to Loss and Damage (or other source of climate finance as appropriate) should be prepared with the aim to finance a long-term loss and damage country programme which justifies the use of a direct budget support modality, and outlines the investment into a range of activities to address loss and damage. The request should be tailored to the particular needs of Vanuatu and aligned with nationally-determined processes. Further, it should give consideration to disbursements to non-government entities like NGOs, the private sector, academic institutions, UN agencies, Pacific CROP agencies and others.

Expected results:

- i. A budget support request to the Fund for responding to Loss and Damage in the form of a long-term loss and damage country programme (Note: the request will be guided by ongoing deliberations of the Board of the Fund, and in the absence of a formal template or Board approved process, the technical assistance will need to prepare a budget support proposal which is closely aligned to other similar multi-donor funds or donor support templates)
- ii. An appendix document which demonstrates the Vanuatu government's functional equivalency with the World Bank's fiduciary principles and standards, utilizing existing safeguard and other national systems.

The following are additional expected long term benefits related to this technical assistance:

- technical inputs and guidance for the enhancement of strategic climate frameworks and governance systems to more systematically address loss and damage policy gaps, improve sectoral expertise, and enhance enabling environments for loss and damage programming
- new or strengthened existing partnerships that foster the development and dissemination of loss and damage methods, frameworks, and information systems at the subnational and national levels
- systems and approaches for strengthened capacity within government and the general public to understand loss and damage issues, and apply solutions more effectively in their daily lives
- a comprehensive list of ready to fund and costed priority loss and damage readiness activities to be submitted as part of a country programme to the Fund for responding to Loss and Damage

## **2.5. Geographical scope and target beneficiaries**

The technical assistance is provided at national level and supports the government of Vanuatu to prepare for accessing financing related to loss and damage, including the Fund for responding to Loss and Damage.

The country programme to be developed through this technical assistance should give particular consideration to inclusive approaches taking into consideration the needs, challenges and contributions of vulnerable people, Indigenous Peoples and local communities. Each activity should, thus, engage directly with and inclusively incorporate the aspirations and needs of vulnerable island communities, including children, youth, women, people with disabilities, the elderly, and remote populations. In particular, it should be ensured that the people of Vanuatu themselves determine the direction of Vanuatu's first country programme on loss and damage, and indicate where and how resources from the Fund for responding to Loss and Damage should be dispersed. Further, the technical assistance should provide more streamlined and comprehensive support to indigenous island communities which are increasingly suffering loss and damage that is not averted through greenhouse gas mitigation or minimised through adaptation or disaster risk reduction.

When delivering the technical assistance requested in this Call for Proposals, it is expected that the following will be promoted:

- south-south cooperation
- a focus on human rights and intergenerational equity
- a nuanced consideration of non-economic loss and damage
- clear inclusion of slow-onset events
- acknowledgment and prioritisation of traditional and Indigenous knowledge
- access to climate finance, including innovative sources of finance, such as fees, levies and taxes

Moreover, the technical assistance should be delivered in close coordination and collaboration with Vanuatu's Informal Working Group on Loss and Damage, under the authority of the National Advisory Board on Climate Change and Disaster Risk Reduction. The working group includes the following organisations:

- Prime Minister's Office
- Ministry of Climate Change
- Department of Climate Change
- Department of Finance and Treasury
- Department of Foreign Affairs
- National Advisory Board on Climate Change and Disaster Risk Reduction
- Food and Agriculture Organization of the United Nations
- Global Green Growth Institute
- Malanesian Spearhead Group
- UK High Commission
- Vanuatu Climate Action Network

## **2.6. Complementarities with ongoing initiatives / activities**

Complementarities and coordination with ongoing and existing initiatives and activities implemented in Vanuatu and relevant for the provision of the technical assistance requested in this call for proposal should be sought. Relevant projects include the ICCCAD IFSD Strengthening Loss and Damage Response Capacity in the Global South ([STRENGTH](#)), which undertakes collaborative research, including diagnostic studies, pilot actions, loss and damage dialogues and knowledge exchange forums, and the Global Green Growth Institute GGGI's [Loss & Damage support programme](#), which helps helping

to produce high level policy principles, and review existing loss and damage policy mandates across national and sectoral policies, programmes and strategies.

## 2.7. Lessons learned and other considerations

Feedback received during the preparation of the request for technical assistance from government, civil society, private sector and academic stakeholders, confirms that short term projects, and siloed approaches do not match on-the-ground realities, and longer-term, cross-sectoral and flexible programmes are required to meet emerging and evolving needs and address compounding, cascading and intensifying risks.

## 2.8. Estimated financial need for delivery of the technical assistance

### Total amount of financial support available for the delivery of the technical assistance

The following table indicates the total maximum amount of financial support available for the delivery of technical assistance under this Call for Proposals. Applicants are encouraged to consider the cost-effectiveness and delivery efficiency in their financial proposals. The maximum amount indicated below must not be exceeded. As per the guidelines and procedures for responding to requests for technical assistance, applicants are invited to indicate if they are able to cover the full cost of the technical assistance or provide co-financing or in-kind contributions.

Currency	Amount	Amount in words
USD	330,000	three hundred thirty thousand

## 2.9. Timeline for technical assistance delivery

The expected duration of the delivery of the technical assistance is:

YEAR(S)	0	MONTH(S)	10
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The proposal should account for sufficient time to complete the visioning exercise, which is a critical input to the other three thematic areas outlined in section 2.4 above. While it is expected that thematic areas 2 and 3 could be implemented in parallel to thematic area 1, thematic area 4 depends on the outcomes of thematic area 1 and would, thus, need to be sequenced accordingly.

## 2.10. Applicant eligibility

### Applicant category(ies)

Members of the Santiago network are eligible to respond to this Call for Proposals. Interested OBNEs not yet members of the Santiago network may respond to this Call for Proposals and at the same time submit their Expression of Interest for membership in line with the [membership guidelines](#). In such cases, the Expression of Interest must be submitted prior to the deadline for proposal submissions indicated in this Call for Proposals.

### Applicant country of registration and nationality

Applicants that are included or excluded under this Call for Proposals with regard to country of registration and nationality (for individuals) are as follows:

**Open to all countries** - The applicant must demonstrate their experience in implementing projects and initiatives related to averting, minimising and/or addressing loss and damage in Small Island Developing States or similar contexts. Experience in Vanuatu will be an advantage, especially with regards to thematic areas 1, 2 and 3. Consortia, particularly those including locally-based organisations, bodies, networks and experts, are encouraged to ensure the effective and efficient delivery of the diverse components of the technical assistance in

this Call for Proposals, noting the different levels of local, national, regional and international as well as subject matter expertise and experience required.

#### Additional conditions of eligibility

The applicant shall not fall under any of the conditions listed in the [Instructions to Applicants](#), Article 1, which makes the applicant ineligible for the financial support under this Call for Proposals.

At the time of application, the applicant (and consortium members, where applicable) must either be a member of the Santiago network, or have submitted an Expression of Interest for membership prior to the deadline for proposal submissions indicated in this Call for Proposals (please see the [Santiago network membership page](#) for more information related to the membership process). Only proposals of OBNEs already members of the Santiago network or OBNEs who have submitted their Expression of Interest prior to the deadline and are subsequently admitted as members in line with the [membership guidelines](#), will be considered (see also preliminary screening criteria outlined in section 4 below). **It is highly recommended that interested OBNEs not yet members of the Santiago network, submit their Expression of Interest as soon as possible to avoid any delays.**

The applicant must comply with the Santiago network [Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network](#) and disclose any potential or actual conflict of interest. Applicants are further required to disclose, where applicable, if and how they have been involved in the preparation of the request for technical assistance subject of this Call for Proposals.

In determining the applicant's suitability to deliver the technical assistance set out in this Call for Proposals, the following will be taken into consideration, in line with the [Guidelines and procedures for responding to requests for technical assistance](#):

- i. member's technical suitability, expertise and capacity to deliver;
- ii. regional and country expertise and presence;
- iii. availability of funding;
- iv. balance and diversity of members delivering technical assistance, including at local, national, regional and sub-regional levels;
- v. potential for in-country capacity retention.

In addition, the Santiago network secretariat will carry out a capacity, Protection from Sexual Exploitation and Abuse (PSEA) and due diligence assessment of the selected applicant.

## 2.11. Content of proposal submissions

Applicants shall include the following:

- [Proposal](#)
- [Annex 1: Declarations](#) (Note: In case of a consortium, each consortium partner is required to complete and sign the declarations individually. All signed forms shall be attached to the proposal when submitting.)
- [Annex 2: Financial proposal](#)
- **Annex 3: any relevant supplementary documentation, including project summaries, reports, research papers, reference letters, etc.**

Applicants must carefully read and understand the following documents before completing the Proposal and Annexes:

- [Requirements](#) in this Call for Proposals
- [Instructions to Applicants](#)<sup>4</sup>
- [Guidelines and procedures for responding to requests for technical assistance](#)
- [Guidelines for managing funding provided for technical assistance](#)



<sup>4</sup> The [Instructions to Applicants](#) are a standard UNOPS document. For the purpose of this Call for Proposals 'Grants/Funding' references refer to 'the provision of technical assistance', 'Joint Venture, Consortium or Association' references refer to 'networks or consortium'.

**2.12. Partial proposals**

Partial proposals will not be accepted. Applicants shall submit a proposal for the total scope of the technical assistance and address all of the requirements in this Call for Proposals. Evaluation will be based on compliance with the total requirements.

**2.13. Sub-granting<sup>5</sup> and contracting<sup>6</sup>**

Sub-granting and contracting are only permitted under this Call for Proposals as follows:

Sub-granting	Permissible 
Contracting	Permissible 

**2.14. Proposal currency**

The proposal budget shall be prepared in the following currency(ies): **United States Dollars (USD)**

**2.15. Language of proposals**

All proposals, information, documents and correspondence exchanged between the Santiago network secretariat / UNOPS (as co-host of the Santiago network secretariat) and the applicant shall be in: **English**

**2.16. Proposal submission**

The deadline for the submission of proposals is **Jan 5, 2025** Proposals shall be submitted using the following method:  
**E-mail**

Proposals shall be sent to **secretariat@santiago-network.org**.

Refer to Article 10, "Proposal Submission", of the [Instructions to Applicants](#) for details on the specific requirements for proposal submission.

**2.17. Type of legal instrument**

The applicable legal instrument(s)<sup>7</sup> are identified hereunder. A template is provided with this Call for Proposals for reference. The agreement will be entered into directly with UNOPS.

- Grant Support Agreement
- UN2UN Agreement

**2.18. Contact information**

All correspondence, notifications and requests for clarifications in relation to this Call for Proposals shall be sent to:

<b>Name</b>	Santiago network secretariat
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<sup>5</sup> Sub-grant is when an entity is selected by the implementing partner to implement activities on behalf of the implementing partner and complies with the same principles as outlined in the UNOPS Operational Instruction on [Grant Support](#).

<sup>6</sup> Contracting is done when an implementing partner procures services, goods or works using the procurement procedures of the IP.

<sup>7</sup> these are standard UNOPS templates to showcase the structure and general terms & conditions to be expected.

<b>Title</b>	N/A
<b>Email</b>	secretariat@santiago-network.org

## 2.19. Important dates and deadlines

The following tables provide the key dates and deadlines about this Call for Proposals.

	<b>Date</b>	<b>Time</b>	<b>Timezone</b>
<b>Submission of proposals</b>	<b>Jan 5, 2025</b>	[23:59]	[GMT]
<b>Request for clarification</b>	<b>Dec 12, 2024</b>	[23:59]	[GMT]
<b>Expected agreement start date</b>	<b>Feb 1, 2025</b>		

## 3. REQUIREMENTS

### 3.1. Approach and methodology

In their proposal, the applicant has to outline the approaches and principles they will follow throughout the delivery of the technical assistance, covering the following areas:

- Health and Safety Requirements
- Social and Environmental Requirements (such as gender and social inclusion)
- Protection from Sexual Exploitation and Abuse Requirements
- Sustainability Requirements and retention of capacity in country.

### 3.2. Implementation Plan requirements

Using the activities and expected results detailed in section 2.4, and in view of achieving the outcomes and objectives set out in the request for technical assistance, complete the Implementation Plan. The Implementation Plan should accurately show the sequence and timeframe for the delivery of each activity and output and take into account the parameters related to the expected timeline and budget limits detailed above.

### 3.3. Monitoring, Evaluation and Learning Plan requirements

Complete the Monitoring, Evaluation and Learning (MEL) Plan (section 5 in the Proposal template). Applicants are encouraged to collect, analyze and report on disaggregated data by sex, age and disability (for relevant indicators), capture lessons learned and make provisions for retention of capacities in the country.

Members receiving financial support directly from the Santiago network secretariat, will report in accordance with the provisions stipulated in the contractual arrangement as well as where appropriate noting how they contributed to the overall goals and functions of the Santiago network.

### 3.4. Budget requirements

- Budget Ceiling: **USD 330,000**
- At a minimum, the budgets must include:
  - i. An estimate of direct costs, which include all of the expenses that are required for, and can be tracked directly to, the financial support provided for the delivery of technical assistance. Direct costs must be broken down by thematic area, expense subcategory, by expense line item and by year.
  - ii. A description of assumptions or justifications underlying the estimates.
- The costs will be eligible only if these are incurred for the purpose of delivering this technical assistance and within the duration mentioned in the legal instrument (including any amendments) entered into with UNOPS.
- Article II, Section 7, of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties.
- Budgets must detail the level of indirect costs. In case of subgrants, indirect costs on the subgrant amount should be calculated and presented separately.
- The final budget proposed by the applicant should take into consideration the cost-effectiveness and delivery efficiency of the activities to be undertaken. The indicated budget ceiling must not be exceeded. Applicants will be invited to specify if they have existing resources that could be used towards funding the technical assistance activities (full financing, co-financing or in-kind contributions).

## 4. EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this Call for Proposals shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- a. **Preliminary screening:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in [Table 1: Formal and eligibility criteria](#). All proposals which pass this stage will go through a subsequent evaluation as follows.
- b. **Technical evaluation:** This assesses the technical points achieved by each proposal, as per the maximum obtainable points assigned per criteria group in [Table 2.1: Parts of the technical proposal evaluation](#). Only proposals that meet the minimum threshold indicated in [Table 2: Technical criteria](#) shall be considered substantially compliant at this stage. Evaluation of the technical proposals shall be completed prior to opening the financial proposals.
- c. **Financial evaluation:** Financial proposals will only be opened for proposals that have achieved the minimum threshold in the technical evaluation. Financial proposals shall be checked for any mathematical errors in accordance with Article 15, "Minor Informalities, Errors or Omissions" in the [Instructions to Applicants](#). The total financial proposal points achieved for each proposal are determined in accordance with [Table 3: Financial criteria](#).
- d. **Combined analysis:** This evaluation will be conducted based on a combined analysis, analyzing all of the relevant costs, risks and benefits for each proposal. The combined analysis includes the scores from both the technical evaluation, including factors such as risks, sustainability, and others, and the financial evaluation, using a predefined weighting method.

The maximum number of points that an applicant may obtain for its proposal are as follows:

- Technical proposal: 80 points
- Financial proposal: 20 points

The maximum total number of points an applicant may obtain for both the technical and financial proposals is 100. The weighting of the technical and financial proposals will be 80:20.

The Santiago network secretariat may request clarification or further information in writing from applicants at any point during the evaluation process. In this case, any response from an applicant shall not modify the substance of the proposal, including both the technical and financial aspects of the proposal. The Santiago network secretariat may use such information to interpret and evaluate the relevant proposal.

The evaluation of a proposal by the Santiago network secretariat shall be carried out against the evaluation criteria described in the following tables.

### 4.1. Preliminary screening

**Table 1 FORMAL AND ELIGIBILITY CRITERIA**

Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
1. The applicant is a member of the Santiago network or has submitted an Expression of Interest in line with the <a href="#">membership guidelines</a> prior to the deadline indicated for proposal submissions in this Call for Proposals and subsequently approved as member.	<ul style="list-style-type: none"> <li>• <b>Declarations</b></li> <li>• Santiago network membership database / Expression of Interest for Santiago network membership</li> </ul>

**Table 1 FORMAL AND ELIGIBILITY CRITERIA**

Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
2. The applicant is eligible as defined in Article 1, “Applicant Eligibility” in the <a href="#">Instructions to Applicants</a> and the <a href="#">Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network</a> .	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> <li>• <b>Annex 1: Declarations</b></li> </ul>
3. The proposal is complete and includes all completed forms and other documentation requested in the <a href="#">Particulars</a> , ‘Content of proposal submissions’.	<ul style="list-style-type: none"> <li>• All documentation requested in the <a href="#">Particulars</a>, ‘Content of proposal submissions’</li> </ul>
4. The applicant accepts the conditions in the template for agreement, as specified in the <a href="#">Particulars</a> , ‘Type of legal instrument’.	<ul style="list-style-type: none"> <li>• <b>Annex 1: Declarations</b></li> </ul>
5. The applicant must demonstrate experience in implementing projects and initiatives on topics related to climate change, climate resilience, loss and damage and/or disaster risk reduction in Small Island Developing States, particularly in the Pacific, or similar contexts.	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> <li>• Annex 3: Supporting documents, including project summaries, reports, research papers, reference letters, etc.</li> </ul>
6. The applicant must demonstrate a minimum of 3 years of proven experience implementing similar types of technical assistance/activities as outlined in this Call for Proposals.	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> <li>• Annex 3: Supporting documents, including project summaries, reports, research papers, reference letters, etc.</li> </ul>

#### 4.2. Technical evaluation

**Table 2 TECHNICAL CRITERIA**

Criteria evaluated based on scoring during the technical evaluation	Documents to establish compliance with the criteria
<p>The maximum number of technical points obtainable is detailed in <a href="#">Table 2.1: Parts of the technical proposal evaluation</a>.</p> <p>To be technically compliant, applicants must obtain a minimum threshold of 70% of the total obtainable points.</p>	<ul style="list-style-type: none"> <li>• <b>Proposal</b></li> <li>• Annex 3: Supporting documents, including project summaries, reports, research papers, reference letters, etc.</li> </ul>

<b>Table 2.1 Parts of the technical proposal evaluation</b>		<b>Obtainable points</b>
1.	Applicant’s capacity and expertise (see Table 2.1.1)	20
2.	Proposed methodology, approach and implementation plan (see Table 2.1.2)	30
3.	Key personnel proposed (across the consortium, if applicable) (see Table 2.1.3)	15
4.	Relevant past experience	15
<b>Total technical proposal points</b>		<b>80</b>

**Table 2.1.1 Part 1: Applicant's capacity and expertise**

	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)
1.1	The applicant has the general organizational capability to support effective implementation: management structure; financial stability and project financing capacity; management controls; and the extent to which any work would be sub-granted/contracted.	<b>Copy of audited financial statements for the last 3 years of the lead applicant</b> <ul style="list-style-type: none"> <li>• Proposal</li> </ul>
1.2	The applicant has demonstrated their technical expertise and experience to effectively deliver the technical assistance activities.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>
1.3	The applicant has knowledge and experience required for supporting developing countries in the development of a country programme and/or a large scale funding proposal related to topics relevant to climate change adaptation, climate resilience and/or loss and damage.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>
1.4	The applicant has a presence in the relevant region, country or area.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>
1.5	The applicant has the capacity, knowledge and experience to engage with local stakeholders and facilitate stakeholder consultations, workshops, etc. in an inclusive manner and with a diverse range of actors.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>
<b>Total points for Part 1 - 20</b>		

**Table 2.1.2 Part 2: Proposed methodology, approach and implementation plan**

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)
2.1	The proposal is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in this Call for Proposals document, which indicates the applicant's understanding of these requirements.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>
2.2	The applicant's proposed approach and methodology is consistent with the objectives and targeted outcomes of the technical assistance detailed in this Call for Proposals, accounts for the different skillsets required, and provides sufficient details on how the four thematic areas are intended to be delivered.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>
2.3	The proposed approach emphasizes an implementation strategy that benefits from a diversity of expertise, particularly at the local level.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>
2.4	The proposal provides a strategy for engaging relevant actors and stakeholders, considering human rights based approaches, intergenerational equity and prioritisation of traditional and indigenous knowledge.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>
2.5	The Implementation Plan demonstrates the applicant's capacity to plan and implement the technical assistance activities within the identified timeliness, ensuring delivery effectiveness and efficiency, and accounting for internal/ external risks, proposing appropriate mitigation actions.	<ul style="list-style-type: none"> <li>• Proposal</li> </ul>

**Table 2.1.2 Part 2: Proposed methodology, approach and implementation plan**

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)
2.6	The proposal satisfactorily describes how the Health and Safety, and Social and Environmental (HSSE) requirements, in relation to the technical assistance activities will be met.	● Proposal
2.7	The proposal satisfactorily describes how the Protection from Sexual Exploitation and Abuse (PSEA) requirements in relation to the technical assistance activities will be met.	● Proposal
2.8	The applicant's proposed sub-grantees, if identified, that will undertake relevant technical assistance activities, have demonstrated the capacity to undertake the work and are appropriately located to undertake these activities. (If the applicant does not require sub-grantees, the proposal will be assigned the maximum points for this criterion).	● Proposal
2.9	The Monitoring, Evaluation and Learning Plan details how different elements of the technical assistance will be monitored, controlled, and provides verifiable indicators and a strategy for capturing knowledge, lessons learned and good practices.	● Proposal
2.10	The proposal provides a strategy for the long-term sustainability of activities and retention of capacity in the country.	● Proposal
<b>Total points for Part 2 - 30</b>		

**Table 2.1.3 Part 3: Key personnel proposed**

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)
3.1	The composition and structure of the applicant's proposed team is appropriate and the proposed management roles and other key personnel roles are suitable for the implementation of the technical assistance activities, including elaboration on regional, national and local expertise, as appropriate for the activities.	● Proposal, Section 6
3.2	The applicant describes and justifies its plan for the size and composition of its team, and where applicable the consortium partners and sub-grantees.	● Proposal, Section 6
3.3	The qualifications and experience of the proposed key personnel meet the established requirements, including, but not limited to expertise in: <ul style="list-style-type: none"> <li>● coordination</li> <li>● regional / country / local</li> <li>● climate change / loss and damage</li> <li>● stakeholder engagement / facilitation</li> <li>● capacity building and knowledge management</li> <li>● policy and country programming</li> <li>● climate finance and multi-donor grants</li> </ul>	● Proposal, Sections 8 and 9
<b>Total points for Part 3 - 15</b>		

**4.3. Financial evaluation****Table 3 FINANCIAL CRITERIA**

Criteria evaluated based on a cumulative analysis methodology during the financial evaluation		Documents to establish compliance with the criteria
1.	The cost-effectiveness and delivery efficiency of the activities to be undertaken.	• Annex 2: Financial proposal
2.	Applicant organizations comply with the maximum budgets stipulated in the <a href="#">Budget requirements</a> .	• Annex 2: Financial proposal
3.	The applicant has provided sufficient justification of budget lines and lump sums, and given appropriate consideration to delivery and financial efficiency.	• Annex 2: Financial proposal
4.	The allocation of budget among different thematic areas and categories is appropriate, particularly the allocation between activities and the operational budget.	• Annex 2: Financial proposal
5.	The applicant's cost estimates and the assumptions made for such estimates are reasonable.	• Annex 2: Financial proposal
<b>Total financial proposal points - 20</b>		