SANTIAGO NETWORK

Building a world where developing countries and communities shape and drive inclusive action on loss and damage.

CALL FOR PROPOSALS

Preparation of the first regular report on loss and damage

CFP reference number: CFP/SN/24039/2026/LDReport/001

Version	Issuance date	Change
Original	22-Oct-2026	-
Revision 1	06- Nov-2026	Revising the time zone to GMT+1 throughout the call due to daylight savings time in Europe. Clarifying cross references to paragraphs and sections of the approved ToR. Amending the year of the Seventh meeting of the SNAB to 2026 instead of 2027. Spelling out acronyms the first time they are used.

1. BACKGROUND

1.1. The Santiago Network and its functions

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.[1] The Santiago Network Secretariat administers, through UNOPS, the funds provided to the Santiago Network, in accordance with the respective regulations and rules of UNOPS.

The Santiago Network is further guided by six functions.[2]

- 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.

2. PARTICULARS OF THIS CALL FOR PROPOSAL

2.1. Title of the call for proposals

Preparation of the first regular report on loss and damage

2.2. Context

Decision 22/CMA.7, endorsed by decision 11/CP.30 on the Review of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (paragraphs 20-23) mandated the preparation of a regular report with a multi-year frequency to be decided at the sessions of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement. The decision requested the Advisory Board of the Santiago Network, in consultation with the Executive Committee, to prepare, no later than at the 7th meeting of the Advisory Board, terms of reference, covering modalities, budget, timeline and engagement and involvement of organizations, bodies, networks and experts, for the preparation of this report by the organizations, bodies, networks and experts designated as members of the Santiago Network.

At its sixth meeting, in March 2026, the Santiago Network Advisory Board further specified the process for the preparation of these terms of reference, agreeing to a road map for their development and adoption, setting up a

[1] Santiago Network COP28 decision: https://unfccc.int/documents/636316; CMA5 decision: https://unfccc.int/documents/636315
[2] Decision 12/CMA.4, endorsed in decision 11/CP.27, Annex I

drafting group to lead their preparation and listing key sources of inputs and information to be accounted for in their development. At its seventh meeting, in September 2026, the Santiago Network Advisory Board adopted the Terms of Reference (ToR) and requested the Santiago Network Secretariat to develop a call for proposals to select a drafting entity or consortium to lead the development of the first issue of the regular report.

2.3. Objectives and expected results

The Lead Drafting Entity (LDE, i.e. the individual OBNE Member of the Santiago Network or a consortium of OBNEs with demonstrated capacity to deliver the full scope of work under these terms of reference , which will be selected to prepare the report based on this Call for Proposals) is expected to deliver the following products:

- A **preliminary outline and detailed workplan**, to be delivered as soon as possible after the selection of the LDE;
- A **main report**, in English, aiming for a text of about 25,000 words (50–60 pages excluding front matter, images, graphs, tables and annexes), written in simple language, understandable to national and local policymakers in developing and developed countries, complemented by a glossary and a list of key references;
- A concise **Policy Action Brief** (maximum five pages), in English, targeting national decision makers, summarizing key good practices, lessons learned and policy-relevant, but not policy-prescriptive, advice in a neutral manner;
- A set of **annexes** and an **online repository** with additional materials, information sources and other content, subject to budget availability (including in multiple languages if needed and possible), including:
    - A set of illustrative case studies and approaches showcasing best practices for averting, minimizing and addressing loss and damage, presented to inform decision makers and strengthen national response systems;
    - Background papers and key readings and resources;
    - A structured collection of selected datasets and inputs, including any indications on the datasets' limitations and maturity, as available;
    - Information-gathering tools (e.g. standard surveys and interview guides);
    - A comprehensive feedback matrix detailing the steps and outcomes of the revision and consultation process.

2.4. Scope and approach

2.4.1 Purpose and scope of the report

Pursuant to decision 22/CMA.7 endorsed by decision 11/CP.30 on the Review of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (paragraph 20), the report shall serve the purpose of synthesizing information from Parties and other stakeholders on critical issues and lessons learned while providing best practices, solutions and policy advice in relation to loss and damage associated with the adverse effects of climate change, in an accessible and user-friendly manner, by:

- Providing concrete information on scientific, policy, financial and technical work in the global response to averting, minimizing and addressing loss and damage;
- Providing a comprehensive source of information on loss and damage under the United Nations Framework Convention on Climate Change and the Paris Agreement;
- Highlighting case studies, best practices, practical and pragmatic lessons learned, innovative solutions, risk projections, scenarios and solutions on risk analysis by capturing occurrences, typologies and costs of loss and damage at the national level in all regions and across all types of climate-related hazards;
- Showcasing national- and community-level experience and promoting understanding of ways of integrating cross-cutting vulnerability analyses, taking into consideration the eleventh preambular paragraph of the Paris Agreement, into efforts to avert, minimize and address loss and damage in developing countries that are particularly vulnerable to the adverse effects of climate change.

The report shall have global coverage, providing balanced regional representation all while focusing specifically on developing countries that are particularly vulnerable to the adverse effects of climate change, reflecting economic and non-economic loss and damage across different ecosystems, socio-economic contexts and sudden- and slow-onset events and processes.

The report shall consolidate existing evidence to complement ongoing national, regional and global planning and reporting processes, including on climate change and climate action (e.g. the Intergovernmental Panel on Climate Change report, biennial transparency reports, National Adaptation Plans, Nationally Determined Contributions and the Global Stocktake), disaster risk reduction, humanitarian action and on specific topics and sectors (e.g. food and agriculture, human mobility, finance, health), by providing concrete, consolidated and evidence-based perspectives on loss and damage, spanning from diagnostic findings to relevant solutions.

The report is expected to connect conceptual and operational elements to contribute to advancing a coherent and actionable knowledge base on loss and damage. It shall be neutral, policy-relevant but not policy-prescriptive.

2.4.2 Approach and methodology

The report shall serve as an accessible and user-friendly synthesis of existing information on loss and damage associated with the adverse effects of climate change, as per the components set out in paragraph 3 of these terms of reference. The Lead Drafting Entity (LDE) is not expected to conduct primary data collection, fieldwork or original empirical research. The approach should comprise, inter alia, the following steps:

- **Scoping review** of existing knowledge products. Experts should map existing loss and damage knowledge products to identify areas of overlap and identify where the report can add value rather than duplicate work already undertaken or underway. The scoping review will draw on knowledge products developed under the United Nations Framework Convention on Climate Change including through the work of the WIM, its Executive Committee and related expert groups, the Intergovernmental Panel on Climate Change and other relevant processes;
- **Desk review** of inputs and sources of information as outlined in section II.e of the ToR and other relevant resources to be appraised for their reliability, validity and relevance to the report's scope;
- **Thematic synthesis** building on existing typologies of economic and non-economic loss and damage across slow onset and extreme events and with a focus on particularly vulnerable developing countries – including their most vulnerable communities. The synthesis should produce an integrated reading of relevant evidence covering diagnostic findings on observed and projected climate change impacts, the cost of loss and damage at the national level and related response needs and effective solutions across scientific, policy, financial and technical work;
- **Integration of cross-cutting vulnerability perspectives** in organizing and presenting the evidence. Experts should integrate cross-cutting vulnerability analyses into the appraisal of efforts to understand and avert, minimize and address loss and damage. This dimension should be woven into the thematic analysis where relevant;
- Identification and **structured presentation of best practices and lessons learned**. Best practices, lessons learned, implementation challenges and constraints faced in developing countries should be grounded in documented evidence at the national and community level, drawn from case studies across all regions and hazard types.

2.4.3 Intended audience

Consistent with its purpose and scope, the report shall be addressed to national, local and international stakeholders working on the development and implementation of programmes, projects, policies and actions relevant to loss and damage in developing and developed countries. Specific subsets of this intended audience include:

- Government representatives at national and local levels across all relevant sectors, including national loss and damage contact points, National Liaisons for the Santiago Network, National Focal Points of the United

Nations Framework Convention on Climate Change, National Focal Points of the Fund for responding to Loss and Damage and other relevant national focal points;
- Organizations, bodies, networks and experts (OBNEs), including members of the WIM Executive Committee's expert groups, who can leverage the information synthesized in the report to strengthen relevant knowledge products and approaches and improve the provision of technical assistance to countries particularly vulnerable to the adverse effects of climate change;
- Local practitioners, civil society organizations and community-based actors working directly on loss and damage responses at national and local levels;
- Indigenous Peoples, women, children and youth, persons with disabilities, migrants, displaced persons and refugees, and other people in vulnerable situations in the face of climate change.

In light of these intended audiences, the report shall be written in accessible and user-friendly language that is understandable to all target practitioners.

2.4.4 Inputs and sources of information for the report

Paragraph 21 of decision 22/CMA.7, endorsed by decision 11/CP.30, decides that the report should be informed by, inter alia:

- Information provided by Parties, including through voluntary submissions, related to averting, minimizing and addressing loss and damage in relevant national policies, plans, strategies and frameworks, particularly loss and damage response plans, including multi-hazard disaster risk reduction strategies, as well as in their biennial transparency reports, Nationally Determined Contributions and National Adaptation Plans;
- Best available science, including inputs and information from the Intergovernmental Panel on Climate Change relating to loss and damage;
- Indigenous Peoples' knowledge and the knowledge systems of local communities;
- Reports and publications from OBNEs designated as Members of the Santiago Network;
- Joint annual reports of the Executive Committee and the Santiago Network;
- Knowledge products of the Executive Committee and the Santiago Network;
- Synthesis reports prepared by the secretariat on information on loss and damage provided by Parties in their biennial transparency reports;
- Reports of the Standing Committee on Finance submitted to COP and CMA;
- Annual reports of the Fund for responding to Loss and Damage;
- Relevant documents prepared at the regional level.

Considering the information sources listed above, the report should build on a balanced set of inputs from specialized professionals and organizations, representatives of national and subnational governments, and local and community experts, while making deliberate efforts to ensure geographical balance and meaningful representation of particularly vulnerable developing countries. To this end, establishing processes and options to enable communities on the front line of climate change to share their perspectives in a targeted manner is particularly important.

In order to facilitate the timely collection of relevant inputs, the LDE will receive from the Santiago Network Secretariat the compiled outcomes of a call for inputs, to be carried out between November 2026 and February 2027. Moreover, and if needed to complement information received through the above, the LDE, in collaboration with other institutional actors, shall consider employing one or more of the following information-gathering options:

- A call or survey to be circulated among relevant Parties, National Liaisons and contact points, constituencies and OBNEs to gather targeted inputs to fill identified knowledge gaps;
- The commissioning of background papers or specific sections of the report to external authors or selected OBNEs, subject to available budget and with the LDE retaining full editorial responsibility for consistency and quality across all commissioned content;

- Targeted consultations, as feasible, with stakeholder groups listed as sources of inputs under paragraphs 15 and 16 of the ToR, with specific attention to vulnerable groups, including Indigenous Peoples, local communities, women, children and youth, persons with disabilities, migrants and other people in vulnerable situations.

2.5. Role and responsibilities of the selected LDE

The selected LDE will have the following responsibilities:

- Preparing the report and the other deliverables listed in section 2.3, ensuring that all components are cohesive and aligned with the objectives outlined in these terms of reference;
- Applying the approach and methodology for the report as outlined in section 2.4.2;
- Leading all research efforts, including the review of relevant literature and the compilation of relevant information, including in consultation with Parties and OBNEs, as per the indications provided in section 2.4.4;
- Engaging with relevant stakeholders, including representatives from governments, members of the WIM Executive Committee's expert group, communities and other OBNEs, to gather insights and ensure diverse perspectives are included in the report;
- Identifying and synthesizing best practices, lessons learned and case studies relevant to averting, minimizing and addressing loss and damage;
- Managing the production process of the report, coordinating the work of all authors and contributors;
- Setting up and regularly convening a Steering Committee, with participation of representatives of SNAB and the Secretariat and others as deemed useful, to provide updates and receive high-level feedback on the report's development, at key milestones of the drafting and publication process, including on its outline, first draft and revised draft;
- Coordinating the revision of the report in collaboration with the Secretariat before final publication;
- Presenting the key preliminary outcomes from the report to the Parties at an appropriate event to be held at COP 32, focusing on methodology, approach, coverage and initial insights;
- Producing and editing the report, ensuring accuracy, clarity, consistency and quality in the presentation of relevant information;
- Coordinating with the Secretariat for the translation and dissemination of the report;
- Publishing the report and the other deliverables as branded documents, adequately reflecting the COP/CMA mandate to develop a regular report on loss and damage associated with the adverse effects of climate change and the Santiago Network financial support and technical coordination;
- Presenting the final report to the Parties at the sixty-eighth sessions of the subsidiary bodies (SB 68), in coordination with SNAB;
- In collaboration with SNAB, the Secretariat and the WIM Executive Committee, and dependent on availability of resources, supporting the further synthesis and dissemination of findings and conclusions of the report, both in global policy fora and in regional, national and local meetings (both virtual and in-person).

2.6 Estimated financial need for the development of the report

Total amount of financial support available for the development of the report

The following table indicates the total maximum amount of financial support available for the development of the report 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.

Currency	Amount	Amount in words

USD	300,000	Three hundred thousand

The budget proposed by the LDE shall cover all costs related to the analysis of inputs and sources of information, the development and review of the draft report and the editing and publication of the final report. Relevant budget lines to be considered could include:

- Core personnel;
- Author contracts and/or compilation and synthesis of relevant inputs and sources of information;
- Development of maps, graphs, infographics and other visuals;
- Meetings and travel, including travel to COP 32 for the presentation of key preliminary results and any further travel, if needed;
- Production contracts, including language and copy edit, layout, printing if applicable.

The budget shall not cover costs related to the translation of the report and other materials, which will be supported, following the finalization of the report, by the Santiago Network Secretariat.

The LDE shall also describe which report costs would be covered through existing national or international infrastructure, academic partnerships, in-kind contributions and pro bono engagements, including among members of their networks. The significance of in-kind contributions will be assessed as part of the selection process, as detailed in the criteria for selection for this call for proposals.

The total budget granted to the LDE shall be allocated in three instalments, according to the following schedule:

- First installment payment of 30% to be issued for selection of LDE;
- Second installment of 40% to be issued upon delivery of first draft;
- Final instalment of 30% to be issued upon submission and approval of the final deliverables.

As per the UNOPS policy, Implementing Partners which are not part of the UN system, are required to conduct an independent audit at the end of implementation for all grants with a value of over USD 250,000. Consequently, respective **applicants must include a dedicated budget line for project audits** within their financial proposals to ensure compliance.

2.7 Timeline for delivery

The expected duration of the delivery of the report and related products is:

MONTH(S)	15

The deliverables shall be completed no later than June 2028, as per below timeline.

In order to meet this deadline, the following timeline is set out, covering the full process from the selection of the LDE to the presentation and translation of the report.

Phase	Milestone	Target date
Selection of LDE	Santiago Network Advisory Board selects the LDE with the support of the Secretariat	February–March 2027
Report drafting	Preparation of draft report by	April–November 2027

Phase	Milestone	Target date
	selected OBNE/consortium	
Presentation of preliminary insights	LDE presents preliminary insights to Parties at COP 32, in coordination with SNAB	November 2027
Review	Technical review of the draft report led by the Secretariat in coordination with an independent panel of selected thematic experts	December 2027–January 2028
Revision of report	LDE integrates feedback from review process and delivers a revised report to the Secretariat	February–March 2028
Completion of review	Secretariat confirms receipt of the revised report and its compliance with the terms of reference and COP/CMA decisions	April 2028
Finalization and publication	LDE delivers a final version of the report and other deliverables and publishes them in coordination with the Santiago Network Secretariat	May 2028
Presentation of final report	LDE presents the final report to Parties at SB 68, in coordination with SNAB	June 2028
Translation	Secretariat coordinates the translation of the report and other relevant materials in all United Nations languages, subject to availability of resources	June–July 2028

The proposal should seek to take advantage of any interlinkages between other ongoing processes developing, gathering and analysing data and knowledge on climate change impacts and loss and damage response, in order to achieve delivery efficiency and enhance policy relevance and impact of the report.

2.8 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. **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.**

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 at least 7 years of experience in coordinating or contributing to the production of reports of comparable extent and quality, on loss and damage or other related fields (e.g. adaptation, risk reduction, climate finance, responses to the impacts of climate change) or sectors (e.g. food, water and energy security, agriculture; infrastructure and housing; health, including mental health; education; gender, age and inclusion; human mobility; cultural heritage and tourism; biodiversity), based on the collection of inputs from different stakeholders.

Additional conditions of eligibility

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.

The applicant's suitability to deliver the report and the other products set out in this Call for Proposals will be determined in line with, and should not fall under any of the conditions listed in, the Instructions to Applicants, Article 1, which make the applicant ineligible for this grant/funding. 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.

Partnering for the development of the report

As per the specification of this Call for Proposals, as well as the approved Terms of reference, the call is open both to single entities and to consortia of OBNEs.

In order to support consortia building around this Call for Proposals, the Secretariat collects expressions of interest for matchmaking. Please use this form to share your interest with potential partners: https://forms.gle/yfJoFWxo56AhjfzV8. The information provided through this form will be made available to all potential partners through the Grant+ platform as part of the documentation that complements the CfP, and will be visible to all registered Grant+ users.

2.9 Content of proposal submissions

Applicants shall submit the following:

- **Proposal Template** *(template included under Grant+)*
- **Financial proposal / Budget** *(To be submitted through the Grant+ platform via the budget template)*
- **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: Risk/issues register** *(Note: Include any potential risks/issues anticipated in implementation of the set objectives)*
- **Annex 3: A synthetic tentative outline of the report** *(Note: This should complement and substantiate the information provided through the template)*
- **Annex 4: 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[3]
- The Terms of Reference for a regular report on loss and damage
- Decision 22/CMA.7, endorsed by decision 11/CP.30, Review of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts, paragraphs 20-23
- SNAB/2026/06/09: Complementarity and Coherence - Collaboration with the WIM Executive Committee and with the Fund for responding to Loss and Damage
- Guidelines and procedures for responding to requests for technical assistance
- Guidelines for managing funding provided for technical assistance
- Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network

2.10 Partial proposals

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

2.11 Sub-granting[4] and contracting[5]

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

Sub-granting	**Permissible**
Contracting	**Permissible**

In keeping with the relevant guidelines and procedures of the Santiago Network relating to membership and technical assistance, only Members of the Santiago Network will be eligible to conduct technical activities that are material to the request.

2.12 Proposal currency

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

2.13 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**

2.14 Proposal submission

The deadline for the submission of proposals is **31 December 2026**. Proposals shall be submitted using the following method: UNOPS Grant+.

Applicants must:

1. Create their profile in Grant+: grantplus.unops.org
2. Create their organization profile, and
3. Apply to the funding opportunity **UNOPS/FO/2026/126 - SANTIAGO NETWORK - Call for Proposal: CFP/SN/24039/2026/LDReport/001**

The application consists of:

[3] 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'.

[4] 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.

[5] Contracting is done when an implementing partner procures services, goods or works using the procurement procedures of the IP.

- Entering synthetic information about the proposal
- Creating the proposal budget in the platform
- Uploading the narrative proposal and other required documents, see section 2.11 above

Note: Grant+ is the new UNOPS grant management platform. An online information session, including a substantive Q&A segment, information on how to upload proposals, and options for matchmaking on this call for proposals will take place on **5 November 2026 at 14:00 (GMT+1).** The meeting will be held via Zoom. Register in advance via this link: https://unops.zoom.us/meeting/register/1AWCrzGcRK2PBgobPqldFg.

User guides and how-to videos are also available on the platform by clicking on the "?" or "Guidance" at the top right of the page.

Despite numerous tests, it is possible that the first users will encounter bugs. In this case they can contact UNOPS System Support by clicking on the "?" at the top right of the grantplus.unops.org pages, once registered in the platform.
Refer to Article 10, "Proposal Submission", of the Instructions to Applicants for details on the specific requirements for proposal submission.

2.15 Type of legal instrument

The applicable legal instrument(s)[6] 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[7]

2.16 Contact information and requests for clarification

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

Name	Santiago Network Secretariat
Title	N/A
Email	proposals@santiago-network.org

Requests for clarifications on this call for proposals may be made no later than **29 November 2026** by sending an email to the contact information above.

2.17 Important dates and deadlines

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

	Date	Time	Timezone
Information session	**05 November 2026**	[14:00]	[GMT+1]
Request for clarification	**29 November 2026**	[23:59]	[GMT+1]
Submission of proposals	**31 December 2026**	[23:59]	[GMT+1]
Expected agreement start date	**1 April 2027**		

[6] These are standard UNOPS templates to showcase the structure and general terms & conditions to be expected.

[7] In case a UN partner is selected to carry out all or part of the activities

3. REQUIREMENTS

3.1. Approach and methodology

In their proposal, the applicant **must** outline the approaches, principles and methodologies they will follow throughout the development of the report. In addition to the substantive elements of the report development, such details should also cover the following areas:

- Health and Safety Requirements, with a particular focus on the context within which the report will be delivered;
- Social and Environmental Requirements (such as gender and social inclusion, environmental protection, climate and resource efficiency considerations, and application of the do-no-harm principle);
- Protection from Sexual Exploitation and Abuse Requirements.

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 this Call for Proposals, 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, Accountability and Learning Plan requirements

Applicants shall propose a Monitoring, Evaluation, Accountability and Learning (MEAL) Plan (section 5 in the Proposal template), including to capture and analyse lessons learned relevant to the development of future reports. In order to develop this element, applicants are encouraged to refer to the Santiago Network Results Framework and its Monitoring, Evaluation, Accountability and Learning Framework.

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

- Applicants are invited to provide and include best estimates to implement the set objectives as described under the scope of this Call for Proposal, giving due consideration to the cost-effectiveness and delivery efficiency of the activities to be undertaken (see also financial criteria in section 4.3). The indicated budget ceiling must not be exceeded.

- At a minimum, the budget 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 the report and the other products. 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.

  iii. A breakdown of costs by component indicated under Section 2.5.

- The costs will be eligible only if these are incurred for the purpose of preparing the report and other related products 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.
- Applicants will be invited to specify if they have existing resources that could be used towards funding the development of the report (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 the 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 technical and financial proposals must be aligned, ensuring that budgetary allocations correspond to the activities and deliverables described in the technical proposal.

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 membership guidelines prior to the deadline indicated for Expression of Interest submission in this Call for Proposals and subsequently approved as Member.	• Declarations • Santiago Network membership database / Expression of Interest for Santiago Network membership
2. The applicant is eligible as defined in Article 1, "Applicant Eligibility" in the Instructions to Applicants and the Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago Network.	• Proposal • Annex 1: Declarations
3. The proposal is complete and includes all completed forms and other documentation requested in the Particulars, 'Content of proposal submissions'.	• All documentation requested in the Particulars, 'Content of proposal submissions'
4. The applicant accepts the conditions in the template for agreement, as specified in the Particulars, 'Type of legal instrument'.	• Annex 1: Declarations
5. The applicant must demonstrate experience in producing global or multi-regional synthesis reports on topics related to climate change, climate resilience, loss and damage and disaster risk reduction.	• Proposal • Annex 4: Supporting documents, including project summaries, reports, research papers, reference letters, etc.
6. The applicant must demonstrate a minimum of 7 years of proven experience developing drawing on multiple evidence sources and intended for international policy audiences on topics relevant to this Call for Proposals.	• Proposal • Annex 4: Supporting documents, including project summaries, reports, research papers, reference letters, etc.

4.2. Technical evaluation

Table 2 TECHNICAL CRITERIA

Criteria evaluated based on scoring during the technical evaluation	Documents to establish compliance with the criteria
The maximum number of technical points obtainable is detailed in Table 2.1: Parts of the technical proposal evaluation.	• Proposal • Annex 3: Synthetic outline of the report

Table 2 TECHNICAL CRITERIA	
Criteria evaluated based on scoring during the technical evaluation	**Documents to establish compliance with the criteria**
To be technically compliant, applicants must obtain a minimum threshold of 70% of the total obtainable points.	• Annex 4: Supporting documents, including project summaries, reports, research papers, reference letters, etc.

	Table 2.1 Parts of the technical proposal evaluation	Obtainable points
1.	Applicant's capacity and institutional readiness (see Table 2.1.1)	15
2.	Proposed methodology, approach and implementation plan (see Table 2.1.2)	20
3.	Key personnel proposed (across the consortium, if applicable) (see Table 2.1.3)	25
4.	Past experience on producing relevant reports (see Table 2.1.4)	20
Total technical proposal points		**80**

	Table 2.1.1: Applicant's capacity and institutional readiness	
	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.	Copy of audited financial statements for the last 3 years of the lead applicant • Proposal
1.2	The applicant has the capacity, knowledge and experience to engage with a diverse range of stakeholders, at national and local levels and across regions within the loss and damage space.	• Proposal
1.3	The applicant's proposed sub-grantees, if identified, that will undertake relevant 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
Total points for Part 1 - 15		

Table 2.1.2: Proposed methodology, approach and implementation plan

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)
2.1	The applicant's proposed approach and methodology is consistent with the full scope of the report as detailed in this Call for Proposals, clearly spells out how its different components are expected to be addressed and covered, indicating understanding of the CfP requirements on the part of the applicant.	• Proposal • Annex 3: Synthetic outline
2.2	The applicant's proposed approach and methodology details key data sources that will be leveraged to cover the different elements of the report, and how the applicant will access and use them.	• Proposal
2.3	The proposed approach emphasizes an implementation strategy that benefits from relevant expertise and understanding of different regional and national contexts.	• Proposal
2.4	The Implementation Plan demonstrates the applicant's capacity to plan and implement the report within the identified timelines, ensuring delivery effectiveness and efficiency, and accounting for internal and external risks, proposing appropriate mitigation actions.	• Proposal • Annex 2: Risk/issue register
2.5	The proposal provides a strategy to leverage and showcase inputs from Parties, OBNEs, community representatives and other stakeholders, to ensure balanced representation of perspectives and knowledge in the development of the report.	• Proposal
Total points for Part 2 - 20		

Table 2.1.3: 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 roles for the management and implementation of all the components of the report development (including e.g. coordination, data collection and analysis, writing, and stakeholder engagement) are appropriate for the relevant activities, and reflect sufficient technical skillsets, regional, national and local expertise, and language capabilities.	• Proposal
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
Total points for Part 4 - 25		

Table 2.1.5: Past experience on producing relevant reports

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)
5.1	The applicant demonstrates its ability to coordinate the production of reports of comparable extent and quality, on loss and damage or other related fields (e.g. adaptation, risk reduction, climate finance, responses to the impacts of climate change), based on the collection of inputs from different stakeholders.	• Proposal • Examples of reports and project documents
5.2	The applicant demonstrates its ability to produce reports and publications spanning across different sectors, including (but not limited to): • food, water and energy security, agriculture; • infrastructure and housing; • health, including mental health; • education; • gender, age and inclusion; • human mobility; • cultural heritage and tourism; • biodiversity.	• Proposal • Examples of reports and project documents
Total points for Part 5 - 20		

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.	Applicants organizations comply with the maximum budgets stipulated in the Budget requirements.	• 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 the indicated budget estimates are reasonable.	• Annex 2: Financial proposal
6.	If applicable, in-kind and in-cash contributions to the development of the report are clearly reflected.	• Annex 2: Financial proposal • Proposal
Total financial proposal points - 20		