> ## Terms of Reference for a Regional Centre of Excellence in Asia for the
> ### Global Technology Needs Assessment (TNA) project

Background

With funding from the Global Environment Facility, UNEP, through UNEP DTU Partnership, is implementing the Global Technology Needs Assessment (TNA) Project. The Phase IV of the project will support 17 Least Developed Countries (LDCs) and Small Island Developing States (SIDS) in carrying out new or improved Technology Needs Assessments. The project includes 8 countries in the Asia Pacific region for which two regional centres will be identified. The focus of this TOR is on 3 countries (Maldives, Papua New Guinea and Timor Leste) in the Asia region for which one regional centre will be responsible.

The concept of the TNAs was formalised under the UNFCCC process in 2001, when the Conference of the Parties (COP) 7 established the technology transfer framework. One of the originating themes of the framework is the TNA and since 2001, more than 80 developing countries have undertaken TNAs to assess their technology needs to address climate change. The Paris Agreement in 2015 further underlined technology as a key area where developing countries need support, and in particular LDCs and SIDS. In its Article 10, the agreement states that: *"Parties share a long-term vision on the importance of fully realizing technology development and transfer in order to improve resilience to climate change and to reduce greenhouse gas emissions"* (Para 1, Article 10).

In particular the decision calls for a technology framework that facilitates:

> *(a) The undertaking and updating of technology needs assessments, as well as the enhanced implementation of their results, particularly technology action plans and project ideas, through the preparation of bankable projects;*
>
> *(b) The provision of enhanced financial and technical support for the implementation of the results of the technology needs assessments;*
>
> *(c) The assessment of technologies that are ready for transfer;*
>
> *(d) The enhancement of enabling environments for and the addressing of barriers to the development and transfer of socially and environmentally sound technologies;* (para 68)

> More information on the TNA project and process can be found through these links:
> www.tech-action.org ; http://unfccc.int/ttclear/tna

Objective of the project

The objective of the TNA project is to support participating developing countries to identify and analyse their national priority technology needs, which can form the basis for a portfolio of climate technology projects and programmes to facilitate the transfer of, and access to climate technologies. Hence, a TNA presents an opportunity to track an evolving need for new equipment, techniques, practical knowledge and skills, which are necessary to meet national commitments under the Paris Agreement and reduce the vulnerability of sectors and livelihoods to the adverse impacts of climate change.

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The TNA methodology is a mature process, which has evolved over the more than 10 years that developing countries have used it. The TNA methodology is also useful for countries as they work to further develop and implement their Nationally Determined Contributions. The TNA process is organized around three main activities:

a) To identify and prioritize mitigation and adaptation technologies for selected sectors;

b) To identify, analyze and address barriers hindering the deployment and diffusion of the prioritized technologies, including the enabling framework for these technologies;

c) To conduct, based on the inputs obtained from the previous two steps, a Technology Action Plan, which is a medium/long term plan for increasing the implementation of identified technologies. The Technology Action Plan outlines actions to be undertaken, which are further elaborated as project concept notes.

Project organisation and approach

The TNA project organisational setup is illustrated in the figure below. The TNA project follows a country-driven approach led by a designated national institution and involves broad stakeholder engagement (government, industry, financial institutions, technology experts, academia, and project developers).

The project works with Regional Centres of Excellence in climate change mitigation and adaptation. These Centres provide technical support to participating countries through national, regional and global capacity building workshops, technical support missions and technical backstopping through electronic means.
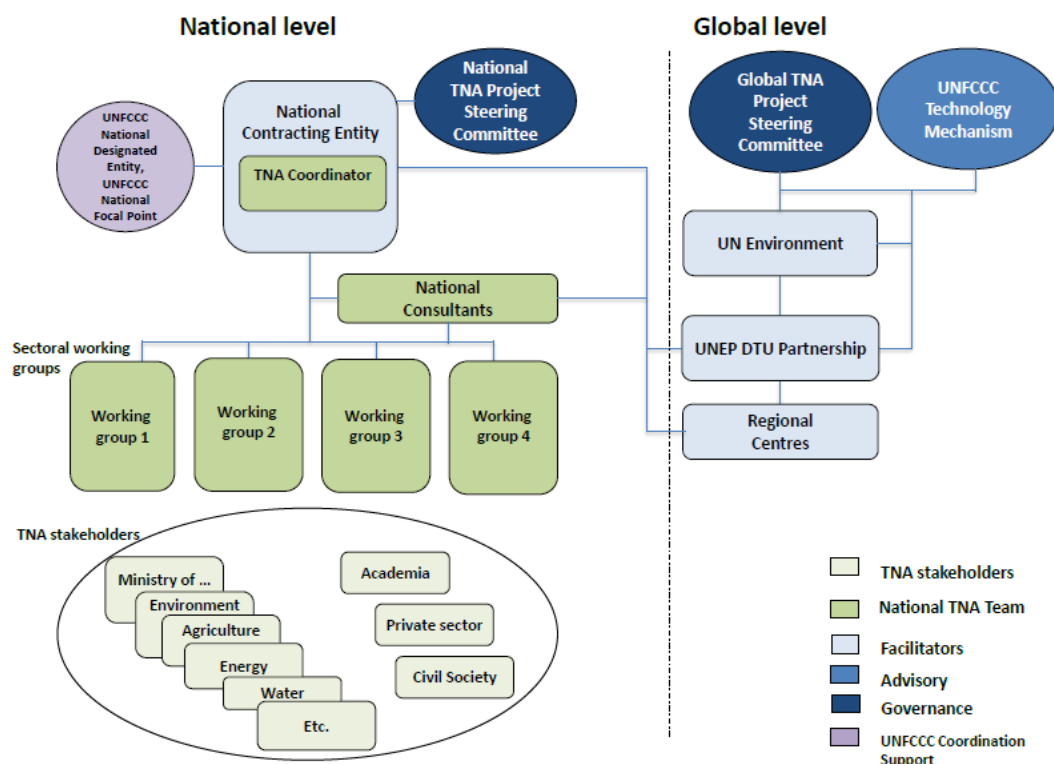
Services and inputs of the Regional Centres

The Regional Centre shall provide the following services and inputs to the TNA process:

1. Participate in an internal project coordination meeting, as a kick-off meeting.

2. Participate in country inception missions, to be organised jointly with UDP in collaboration with national TNA coordinators. This will include a one-day national training workshop in each of the participating countries. These workshops are organised by the national TNA coordinators, while the UDP and the Regional Centre representatives jointly provide the training. A standard training package will be provided by UDP.

3. Provide technical support to the participating countries during the whole project implementation, including guidance on the process and application of TNA tools and methodologies;

4. Assist the countries with up to 24 hours of advice/guidance (help desk) per country, requested by the countries, workshops and throughout the project implementation;

5. Organise one regional training workshops for up to 30 participants in the Asia Pacific region. This includes organising venue, flight tickets, and per diem for all participants (three participants from each participating country), support UDP with the preparation of workshop agendas, and jointly with UDP provide training during the workshops. The venue of the workshop will be finally decided by UDP. The dates for the workshop are tentatively June 2021, December January 2022 and and may change depending on the progress of project implementation;

6. Prepare and submit to UDP inception mission reports, detailing the activities, agreed next steps and any issues encountered;

7. Prepare and submit to UDP workshop reports, each approximately 20 pages in total;

8. Conduct one technical support mission per country to the countries, including a one-day national training workshop.

9. Two reviews of each of the project deliverables (first draft and second draft) submitted by the participating countries. This will include:
   - Technology prioritisation reports for each mitigation and adaptation
   - Barrier analysis reports for each mitigation and adaptation
   - Technology action plan reports, for each mitigation and adaptation
   - Dissemination plans and policy briefs, for mitigation and adaptation

   The reviews must be submitted to UDP within one week of receipt.

10. Participate in and contribute to two global workshops, for all participating countries. This will include a 'Global Kick-off Workshop' and an 'Experience sharing workshop'. (tentatively scheduled for March 2021 and December 2022)

11. Upon request from UDP, organize a global workshop

12. Compile a final synthesis report for the region (template provided by UDP)

Budget and Payments

Staff time

For the services listed above, the Regional Centre will receive a total fee of **50,625** USD for staff time against the milestones as specified in the contract.

Reimbursable

Costs associated with staff travel over the course of the project for participation in meetings, workshops and missions, will be covered separately through a budget managed by UDP. Costs are reimbursed upon financial statements including receipts delivered to UDP. For organisation of regional capacity building workshops, the Regional Centre shall prepare a budget to be approved by UDP, and for which an advance payment can be provided. On completion of the workshops, the Regional Centre will submit a financial report for the expenses made as per UDP reporting guidelines and get reimbursement

For guidance, we estimate the approximate breakdown of budget and spending (USD), as per the table listed below.

Activity	Assumptions	Fees, USD
RC workshop	1 participants from the RC	875
National training workshops	Preparation, participation, and mission report; 1 RC staff in the Inception mission & training plus 1 RC staff in Second training + technical support trip	14,700
Regional workshops	Organisation, preparation, participation & reporting; 2 RC participants in the 1 regional workshops plus 1 RC participant in 2 regional workshop organised by Regional Centre for Asia.	12,300
Global workshops	1 staff from the RC in the Kick-off workshop plus 1 RC staff in the experience sharing workshop	3,150
Country report reviews	15 days per country for all reports	15,750
Help desk	24 hours per country (email and telephone contact)	3,150
Regional synthesis report		700
Total		**50,625**

Reporting

Activity reports

The following reports should be submitted to UDP:
1. Summary workshop report, no later than two (2) weeks after each workshop;
2. Summary mission report, no later than two (2) weeks after each inception mission;
3. Summary mission report, no later than two (2) weeks after each technical support mission
4. A final regional synthesis report, no later than August 2023.

Financial Reporting

A financial report with detailed breakdown of expenditures for workshop costs should be submitted to UDP, after completion of the workshop.

Contract duration

The contract duration is expected to be November 2020 - August 2023