# Terms of Reference for aRegional Centre of Excellence in Caribbean for the

# Global Technology Needs Assessment (TNA) project

**Background**

With funding from the Global Environment Facility, UN Environment, through UNEP DTU Partnership, is implementing the Global Technology Needs Assessment (TNA) Project. The Phase III of the project is designed to support 22 Least Developed Countries (LDCs) and Small Island Development States (SIDS) and 1 Eastern European country in carrying out new or improved Technology Needs Assessments. The project includes five countries in the Anglophone Caribbean region region (Jamaica, Trinidad and Tobago, Suriname, Antigua and Barbuda and Dominica). The focus of this TOR is on these five countries.

The concept of the TNAs was formalized 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://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.

The TNA methodology is a mature process, which has evolved over the more than 15 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:

1. To identify and prioritise mitigation and adaptation technologies for selected sectors;
2. To identify, analyse and address barriers hindering the deployment and diffusion of the prioritised technologies, including the enabling framework for these technologies;
3. 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. Provide technical support to the participating countries during the whole project implementation, including guidance on the process and application of TNA tools and methodologies;
		2. Assist the countries with up to 12 hours of advice/guidance (help desk) per country, requested by the countries, workshops and throughout project implementation;
		3. Upon agreement with UDP, conduct up to one technical support mission per country, if necessary and if the COVID-19 situation allows;
		4. Prepare and submit to UDP mission reports, if any missions are undertaken, detailing the activities, agreed next steps and any issues encountered;
		5. Two reviews of each of the project deliverables (first draft and second draft) submitted by the participating countries. This will include:
			- TNA reports for each mitigation and adaptation
			- Barrier analysis reports for each mitigation and adaptation
			- Technology action plan reports, for each mitigation and adaptation
			- Concept notes, one per country
			- Dissemination plans and policy briefs, for mitigation and adaptation

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

* + 1. Participate in and contribute to one global 'Experience sharing' workshop, for all participating countries. (tentatively Spring 2022)
		2. Prepare one in-depth case study, approximately 10 pages, providing details on how TNA results have been implemented by a country from TNA Phase I or II in the region. Focus has to be agreed with UDP and a template for the case study will be provided.
		3. 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 46,500 USD for staff time against the milestones as specified in the contract.

***Reimbursables***

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

|  |  |  |
| --- | --- | --- |
| **Activity** | **Assumptions** | **Fees, USD** |
| Case study | 15 days, template will be provided |  5,250  |
| Global workshop | 1 staff from the RC in the experience sharing workshop |  1,750  |
| Country report reviews, help desk/technical backstopping | 2 reviews per country for all reports, including policy and advocacy briefs. |  37,750  |
| And 7 days support per country to review and support development of 1 concept note per country |
| Regional synthesis report |  template to be provided by UDP |  1,750  |
| **Total** |  |  **46,500**  |

**Reporting**

***Activity reports***

The following reports should be submitted to UDP:

1. Summary mission report, no later than two (2) weeks after each technical support mission, if any
2. A final regional synthesis report, no later than 31 July 2022.

***Financial Reporting***

A financial report with detailed breakdown of expenditures for workshop costs should be submitted to UDP, after completion of each workshop and mission, if any.

**Contract duration**

The contract duration is expected to be October 2021- August 2022