

*Please fill in the form in the grey spaces, by following the instructions in italic.*

<b>Requesting country:</b>	
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<b>Request title:</b>	
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**Contact information:**

*{Please fill in the table below with the requested information. The request proponent is the organization that the request originates from, if different from the National Designated Entity (NDE).}*

	<b>National Designated Entity</b>	<b>Request Applicant</b>
Contact person:		
Position:		
Organization:		
Phone:		
Fax:		
Email:		
Postal address:		

**Technology Needs Assessment (TNA):**

*{Select one of the three boxes below:}*

- The requesting country has conducted a TNA in .... (please insert date of TNA completion)*
- The requesting country is currently conducting a TNA*
- The requesting country has never conducted a TNA*

*{If the requesting country has completed a TNA, please indicate what climate technology priority this request directly relates to. Please indicate reference in TNA/TAP/Project Ideas.}*

**CTCN Request Incubator Programme:**

*{Please indicate if this request was developed with support from the Request Incubator Programme:}*

- Yes*
- No*

**Geographical focus:**

*{Select below the most relevant geographical level for this request:}*

- Community-based*
- Sub-national*
- National*
- Multi-country*

*{If the request is related to the sub-national or multi-country level, please indicate here the areas concerned (provinces, states, countries, regions, etc.)}*

**Theme:**

*{Select below the most relevant theme(s) for this request:}*

- Adaptation to climate change
- Mitigation to climate change
- Combination of adaptation and mitigation to climate change

**Sectors:**

*{Please indicate here the main sectors related to the request. e.g. energy, industry, transport, waste, agriculture/fisheries, forestry, water, ecosystem/biodiversity, coastal zones, health, education, infrastructure/human settlement, tourism, businesses, early warning/disaster reduction, institutional design and mandates, cross-sectorial}*

**Problem statement (up to one page):**

*{Please describe here the difficulties and specific gaps of the country in relation to climate change, for which the country is seeking support from the CTCN. Please only provide information directly relevant to this request, and that justifies the need for CTCN technical assistance.}*

**Past and ongoing efforts (up to half a page):**

*{Please describe here past and on-going processes, projects and initiatives implemented in the country to tackle the difficulties and gaps explained above. Explain why CTCN technical assistance is needed to complement these efforts, and how the assistance can link or build on this previous work.}*

**Assistance requested (up to one page):**

*{Please describe here the scope and nature of the technical assistance requested from the CTCN and how this could help address the problem stated above and add value vis-à-vis the past and on-going efforts. Please note that the CTCN facilitates technical assistance and is not a project financing mechanism.}*

**Expected benefits (up to half a page):**

*{Please outline here the medium and long-term impacts that will result from the CTCN technical assistance, including how the assistance will contribute to mitigate and/or adapt to climate change.}*

**Post-technical assistance plans** *(up to half a page):*

*{Please describe here how the results of the CTCN technical assistance will be concretely used by the applicant and national stakeholders, to pursue their efforts of resolving the problems stated above after the completion of the CTCN intervention (list specific follow-up actions that will be undertaken).}*

**Key stakeholders:**

*{Please list in the table below the main stakeholders who will be involved in the implementation of the requested CTCN technical assistance, and what their role will be in supporting the assistance (for example, government agencies and ministries, academic institutions and universities, private sector, community organizations, civil society, etc.). Please indicate what organization(s) will be the main/lead counterpart(s) of CTCN experts at national level, in addition to the NDE.}*

Stakeholder	Role to support the implementation of the assistance
<i>Add as many lines as needed</i>	

**Alignment with national priorities** *(up to half a page):*

*{Please demonstrate here that the technical assistance requested is consistent with documented national priorities (examples of relevant national priorities include: national development plans, poverty reduction plans, technology needs assessments (TNAs), LEDS, NAMAs, TAPs, NAPs, sectorial strategies and plans, etc.). For each document mentioned, please indicate where the priorities specifically relevant to this request can be found (chapter, page number, etc.).}*

**Development of the request** *(up to half a page):*

*{Please explain here how the request was developed at the national level and the process used by the NDE to approve the request before submitting it (who initiated the process, who were the stakeholders involved and what were their roles, and describe any consultations or other meetings that took place to develop and select this request, etc.).}*

**Expected timeframe:**

*{Please propose here a duration period for the assistance requested.}*

**Background documents:**

*{Please list here relevant documents that will help the CTCN understand the context of the request and national priorities. For each document, provide weblinks if available, to attach to the submission form while submitting the request. Please note that all documents listed/provided should be mentioned in this request in the relevant question(s), and that their linkages with the request should be clearly*

*indicated.}*

**Monitoring and impact of the assistance:**

*{Read carefully and tick the boxes below.}*

By signing this request, I affirm that processes are in place in the country to monitor and evaluate the assistance provided by the CTCN. I understand that these processes will be explicitly identified in the Response Plan in collaboration with the CTC, and that they will be used in the country to monitor the implementation of the CTCN assistance.

I understand that, after the completion of the requested assistance, I shall support CTCN efforts to measure the success and effects of the support provided, including its short, medium and long-term impacts in the country.

**Signature:**

NDE name:

Date:

Signature:

**THE COMPLETED FORM SHALL BE SENT TO THE [CTCN@UNEP.ORG](mailto:CTCN@UNEP.ORG)**

*Need help? The CTCN team is available to answer questions and guide you through the process of submitting a request. The CTCN team welcomes suggestions to improve this form.*

*>>> Contact the CTCN team at [ctcn@unep.org](mailto:ctcn@unep.org)*