**Technology concept submission form**

**Guidelines:**

* Technology concept submission form should be completed by an applicant organisation in collaboration with the national focal points to the CTCN (National Designated Entity, NDE) and the Adaptation Fund (Designated Authority) of the country. Please see updated contact list of the NDEs and the Designated Authorities through web-links as below:
	+ NDE: <http://unfccc.int/ttclear/support/national-designated-entity.html>
	+ Designated Authority: <https://www.adaptation-fund.org/apply-funding/designated-authorities/>
* The form must be signed by the NDE before official submission to UNEP-CTCN.
* The form can be submitted as a Word file containing a digital signature or as a signed and scanned PDF file in combination with an un-signed Word file.
* For the technology concept submitted by multiple countries, all the NDEs of the respective countries shall sign identical forms before official submission to UNEP-CTCN.

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| **Country or countries:** |  |
| **Title of the technology concept:** | *Please reflect the objective of the technology concept in the title (maximum 200 characters).* |
| **NDE:**  | *Please add name of the organisation, name of the focal point, position, email and address.* |
| **Applicant:** | *Please add name of the organisation, name of the contact person, position, email and address of the organisation.* |

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| **Geographical scope:** |
| [ ]  Community level [ ]  Sub-national [ ]  National [ ] Multi-country*If the technology concept is at a sub-national or multi-country level, please describe specific geographical areas (provinces, states, countries, regions, etc.).* |

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| **Problem statement related to climate change** (up to one page): |
| *This section should answer the question “what is the problem?” Please summarise the problem related to climate change and/or the negative impacts of climate change in the country that the technology concept aims to address.*  |

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| **Past and on-going efforts to address the problem** (up to half a page): |
| *This section should answer the question “what has been done or is currently being done to address the problem?” Please describe past and on-going processes, projects or initiatives implemented in the country or region to tackle the climate problem as described above.*  |

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| **Specific technology[[1]](#footnote-1) barriers** (up to one page): |
| *This section should answer the questions “what are the technology barriers that hinder national efforts described above” and “how will the technology concept complement these efforts?” Building upon the problem statement and taking into consideration the existing efforts described above, please describe the specific technology barriers encountered by the applicant to identify, assess or deploy climate technology(ies) in an effort to address the problem statement. The described barriers should be within the scope of the technology concept (described in the section below).*  |

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| **Sectors:** |
| *Please indicate the main sector(s) related to the technology concept:* |
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| [ ]  Agriculture | [ ]  Coastal zone management | [ ]  Disaster risk reduction | [ ]  Food security |
| [ ]  Forests | [ ]  Human health | [ ]  Marine and fishery | [ ]  Rural development (resilience) |
| [ ]  Urban development (resilience) | [ ]  Water management |  |  |

*Please add other relevant sectors:* |

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| **Cross-sectoral enablers and approaches:** |
| *Please indicate the main cross-sectoral enablers and approaches:*

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| [ ]  Communication and awareness | [ ]  Economics and financial decision-making | [ ]  Governance and planning | [ ]  Community based |
| [ ]  Disaster risk reduction | [ ]  Ecosystems and biodiversity | [ ]  Gender |  |

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| **Technology concept requested** (up to one page): |
| *Founded on the problem statement, past/on-going efforts and technology barriers, please describe the technology concept. The technology concept should clearly contribute to adaptation to climate change as described in the problem statement and contribute to overcome the specific technology barriers.* *Within a clearly defined scope, the description of the technology concept should be structured into the following:* * *Overall objective*
* *Anticipated groups of activities to be performed by the micro-grants project*
* *Anticipated products to be delivered by the micro-grants project*

*Please note that UNEP-CTCN facilitates technical assistance and is not a project financing mechanism.* |

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| **Expected timeframe:** |
| *Please indicate the expected duration period for the micro-grants project. Please note that the micro-grants project is limited to a maximum duration of 18 months.* |

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| **Anticipated gender and other co-benefits from the technology concept:** |
| *Please describe the activities with gender linkages as well as the anticipated gender and other co-benefits (e.g. biodiversity, economic, social, cultural, etc.) that are likely to be generated as a result of the micro-grants project.* *For more information you can find guidelines on the CTCN’s website here:*[*https://www.ctc-n.org/technologies/ctcn-gender-mainstreaming-tool-response-plan-development*](https://www.ctc-n.org/technologies/ctcn-gender-mainstreaming-tool-response-plan-development)*Further reading on gender can be found on the CTCN website here:*[*https://www.ctc-n.org/technology-sectors/gender*](https://www.ctc-n.org/technology-sectors/gender)*​* |

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| **Key stakeholders:** |
| *Please list the stakeholders who will be involved in the implementation of the micro-grants project and describe their role during the implementation (for example, government agencies and ministries, academic institutions and universities, private sector, community organisations, civil society, etc.).*  |
| **Stakeholders** | **Role to support the implementation of the micro-grants project** |
| National Designated Entity |  |
| Designated Authority |  |
| Applicant |  |
| Please add as many stakeholders and lines as required. |  |

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| **Alignment with national priorities** (up to 2000 characters including spaces): |
| *Please describe how the technology concept is consistent with national climate priorities such as: Nationally Determined Contribution, national development plans, poverty reduction plans, Technology Needs Assessments, Technology Action Plans, National Adaptation Plans, sectorial strategies and plans, etc.* |
| **Reference document** (please include date of document) | **Extract** (please include chapter, page number, etc.). |
| Nationally Determined Contribution (NDC) | *Direct alignment and contribution to NDC implementation is required. Please include a direct reference to the INDC/NDC document (chapter, page number, etc.).* |
| Technology Needs Assessment  |  |
| National Adaptation Plans |  |
| Add others here as relevant  |  |

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| **Development of the technology concept** (up to 2000 characters including spaces): |
| *Please describe how the technology concept was developed at the national level and the process used by the NDE and the Designated Authority to approve the technology concept 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 the technology concept, etc.* |

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| **Background documents and other information relevant for the technology concept:** |
| *Please list all relevant documents that will help UNEP-CTCN analyse the context of the technology concept and national priorities. Please note that all documents listed/provided should be mentioned in the technology concept in the relevant section(s), and that their linkages with the technology concept should be clearly indicated. For each document, please provide web-links (if available) or attach to the form. Please add any other relevant information as required.*  |

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| **Consultation with the Designated Authority of the country:**  |
| *Please indicate whether the technology concept has been developed in consultation with the Designated Authority of the country.*[ ]  The Designated Authority of the country has been engaged in the design of the technology concept and will be involved in the further process leading to the implementation of the micro-grants project.  |

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|  **Monitoring and evaluation:** |
| By signing this form, I affirm that processes are in place in the country to monitor and evaluate the micro-grants project funded by the Adaptation Fund through UNEP-CTCN. I understand that these processes will be explicitly identified in the Project Concept Note (response plan of the micro-grants project) and that they will be used in the country to monitor the implementation of the micro-grants project. I understand that, after the completion of the micro-grants project, I shall support UNEP-CTCN efforts to measure the success and effects of the support provided, including its short, medium and long-term impacts in the country. |

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| **Signature:** |
| NDE name: |  |
| Date: |  |
| Signature: |  |

**THE COMPLETED FORM SHALL BE SUBMITTED through a web-link as below:**

[*https://www.ctc-n.org/adaptation-fund-climate-innovation-accelerator-afcia-unep-ctcn*](https://www.ctc-n.org/adaptation-fund-climate-innovation-accelerator-afcia-unep-ctcn)

UNEP-CTCN is available to answer all questions and provide guidance on the application process.

1. *“****any equipment, techniques, practical knowledge and skills*** *needed for reducing greenhouse gas emissions and adapting to climate change” (Special Report on Technology Transfer, IPCC, 2000)* [↑](#footnote-ref-1)