

SOFF Readiness Funding Request Template

Version 1.0

17 January 2023

Systematic Observations
Financing Facility

**Weather
and climate
data for
resilience**



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SOFF Readiness Funding Request

The funding request should be prepared by the SOFF beneficiary country in collaboration with the SOFF peer advisor in coordination with the prospective SOFF Implementing Entity. In case of questions on how to complete this template, please contact the SOFF Secretariat at: soffsecretariat@wmo.int.

The SOFF Readiness Funding Request template includes the following sections:

1. **Basic information**
2. **SOFF Programming criteria**
3. **Readiness phase outputs, timeline and budget**
4. **Monitoring**
5. **Readiness Phase Risk Management Framework**

The **Assignment Terms of Reference** are included in **Annex 1**.



1. Basic information

<u>SOFF Beneficiary Country</u>	<u>BURKINA FASO</u>
<u>Country Focal Point</u>	<u>Agence Nationale de la Météorologie (ANAM)</u>
<u>Peer advisor</u>	<u>AEMET as leader supported by NiMet</u>
<u>Peer advisor Focal Point</u>	<u>Fernando BELDA supported by Prof Mansur Bako MATAZU</u>
<u>Prospective Implementing Entity</u>	<u>African Development Bank</u>
<u>Prospective Implementing Entity Focal Point</u>	<u>James KINYANGI</u>
<u>Total budget USD</u>	<u>199300</u>
<u>Delivery timeframe</u>	<u>April-September 2023</u>
<u>Date of approval</u>	<u>23/02/2023</u>
<u>Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)</u>	



2. SOFF Programming criteria

Please provide below an initial short description of the application of the [SOFF programming criteria](#) in the country.

Table 1: Programming criteria

<u>Close the most significant data gaps</u>	<p><u>Based on the WMO Global GBON Gap Analysis for the country, please provide a brief summary of the initial indications regarding the GBON gap in the country</u></p> <p>The country is currently operating with 10 surface synoptic stations, one upper air radiosonde and about 300 automatic surface weather stations.</p> <p>The most significant gaps are the following</p> <ul style="list-style-type: none"> -1. Two upper air stations to build and ensure data exchange capabilities -2. Infrastructure, human capacity and financial gaps for the ten (10) existing synoptical surface weather stations in order to meet the standard requirements of a surface GBON Station -3. Infrastructure gaps for 18 existing potential automatic surface weather stations to meet the requirement of GBON automatic weather station. <p><u>Infrastructure gaps:</u></p>
<u>Target easy fixes</u>	<p><u>Based on the WMO Global GBON Gap Analysis, please provide initial indications on the opportunities for rehabilitation and improvement of potential GBON stations in the country.</u></p> <ol style="list-style-type: none"> 1. <u>Upgrading to GBON standards the 10 existing classical surface stations</u> <ul style="list-style-type: none"> • <u>Rehabilitation of some station's buildings</u> • <u>Acquisitions of classical instruments to replace old instruments or complete missing instruments.</u> 2. <u>Upgrading to GBON standards of 18 automatic weather stations</u> <ul style="list-style-type: none"> • <u>acquisitions of GBON required sensors (wind, Temperature, Humidity, Rain, Pressure) to replace old sensors or complete missing GBON sensors</u> 3. <u>Ensure continuous functioning of stations by providing consumables materials and periodic maintenance and inspections as well as ensuring the transmission of data from the station's sites to the headquarters of ANAM</u> 4. <u>Acquisition of the box WIS 2.0 by WMO for the benefit of ANAM to ensure automatic stations data exchange through the WIS of Casablanca.</u>
<u>Maximize delivery capacity</u>	<p><u>Outline the capacity of the peer advisor and the prospective Implementing Entity to deliver SOFF support efficiently and effectively in the country. State any ongoing or planned activities in the country for which the peer advisor receives funding from other sources.</u></p> <p><u>There is no ongoing or planned activities for which the peer advisor receives funding from other sources</u></p> <p><u>AEMET and NiMet have experience in management of large AWS networks, data transmission issues, calibration and maintenance. Both will act in coordination to</u></p>



	<p><u>develop such capacities in Burkina Faso.</u></p> <p><u>The AfDB has a country office in Burkina Faso with excellent contacts with the Government and other organizations relevant to facilitating interactions for SOFF work and missions during the readiness and implementation phases</u></p>
<u>Create leverage</u>	<p><u>Provide initial indications on opportunities for complementarity of SOFF with previous, ongoing and planned operations by the SOFF Implementing Entities and other funds.</u></p> <p><u>The CREWS Burkina Project provided computers and CLIMSOFT software to process data at the 10 classical weather stations.</u></p> <p><u>The HYDROMET Burkina project is currently providing sensors to replace old sensors of the National automatic weather stations.</u></p> <p><u>ASECNA which is public multi-national company is committed to continue ensuring the continuous functioning and the data exchange for the existing upper air station.</u></p> <p><u>The AfDB has supported Burkina Faso ANAM through the Severe Weather Information for Disaster Project (SAWIDRA) both from the AGRHYMET region, with capacity to improve numerical weather prediction and from the ACMAD center with access to Retransmission Antennae. AfDB will continue to provide technical assistance and leverage SOFF through upcoming projects under the newly created Climate Action Window</u></p>
<u>Sub-regional gains</u>	<p><u>Provide initial indications on opportunities to create economies of scale and optimize the design of the observing networks through multi-country/sub-regional SOFF implementation e.g. existing sub-regional cooperation or opportunities for sub-regional procurement and operations and maintenance.</u></p> <p><u>Developing capabilities on observation network according to GBON standards in Burkina Faso will seed the creation of regional technical communities on AWS maintenance, data transmission and management and calibration where solutions will develop at regional scale according to regional expertise. Creating a calibration laboratory in Ouagadougou located in the center of west African countries could offer the opportunity to provide maintenance and calibration services to neighboring countries.</u></p> <p><u>The AfDB will continue to provide linkages through regional HYDROMET projects with AGRHYMET and ACMAD centers</u></p>
<u>Ensure country balance</u>	<p><u>Indicate if the country is a Small Island Developing State, a Least Developed Country, an ODA-recipient country, a Fragile and Conflict-affected State</u></p> <p><u>Burkina Faso is a least developed country affected by some terrorist attacks mainly in the rural areas. But the target GBON stations are mainly located on towns and sufficiently secured.</u></p>



3. Readiness phase outputs, timeline and budget

The Terms of Reference for the development of the SOFF Readiness phase outputs (see Annex I) provide more detailed information. They also summarize the roles and responsibilities, as stated in the SOFF Operational Manual, of the beneficiary country, the peer advisor, the prospective Implementing Entity and WMO Technical Authority for the delivery of the Readiness phase outputs.

The budget for the development of the SOFF Readiness phase outputs by the SOFF peer advisor shall be a lump-sum, fixed cost amount. It shall be calculated using a cost-recovery approach based on the peer advisors' standard cost recovery rates.

Please indicate the expected time required to deliver the Readiness outputs and the total budget. See example below.

Table 2: outputs, timeline and budget

<u>Outputs</u>	<u>Timeline</u>					
	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
<u>National GBON Gap Analysis</u>						
<u>GBON National Contribution Plan</u>						
<u>Country Hydromet Diagnostic (on demand)</u>						
<u>Total budget USD¹</u>	<u>199300</u>					

¹ Eligible expenditures are limited to: Staff and consultants; Consultations, national technical workshops, and communications; Travel and transportation costs; Other incidental expenditures.



4. Monitoring

The beneficiary country and peer advisor shall notify the SOFF Secretariat on any delays that may impede the timely delivery of the Readiness phase outputs. If the assignment takes more than six months, the SOFF peer advisor shall submit semi-annual progress reports to the SOFF Secretariat (form to be provided by the SOFF Secretariat) stating the delivery status of the outputs.

The Readiness phase completion will be monitored by the peer advisor and the SOFF Secretariat using the following country-level Results Framework for the Readiness phase.

Table 3: Result framework

Outputs	Indicator	Target
1. GBON National Gap Analysis	<u>GBON gap established and reviewed (Y/N)</u>	<u>GBON gap analysed and reviewed by WMO Technical Authority</u>
2. GBON National Contribution Plan	<u>GBON national contribution plan developed (Y/N)</u>	<u>GBON national contribution plan developed and reviewed by WMO Technical Authority</u>
	<u>GBON National Contribution Plan includes gender considerations (Y/N)</u>	<u>GBON National Contribution Plan includes gender considerations</u>
3. Country Hydromet Diagnostic (on demand)	<u>Country Hydromet Diagnostic developed (Y/N)</u>	<u>Country Hydromet Diagnostic developed</u>

5. Evaluation

An evaluation from both, the beneficiary country and the prospective Implementing Entity on the quality of support received by the peer advisor will be conducted at the end of the Readiness phase and the peer advisor's assignment (form to be provided upon completion of the Readiness phase by the SOFF Secretariat).



6. Readiness Phase Risk Management Framework

Please provide a brief description of the contextual, institutional, and programmatic risks that might hinder the effective delivery of the Readiness phase outputs.

Table 3: Risk Management Framework

Risk category	Description	Probability	Mitigation action
Contextual risks Risks related to conflicts, safety and political insecurity jeopardizing the delivery of the Readiness phase outputs	The country is currently facing security challenges in some parts of the country. However, the stations are located in areas where the government institutions are in place; the stations are usually installed in the compounds of a government administration or local authorities which minimizes the impacts of security issues	Low	Peer advisors would need to plan carefully visits to Burkina and on the sites of stations in close coordination with ANAM Security briefing will be provided by UNDSS
Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities	Non availability of the country technical group and stakeholders	Low	There is already a unformal collaboration between ANAM and its main partners namely the counties and regional government institutions, and local authorities who can facilitates the readiness phase activities.
Programmatic risks Risks related to country ownership of the Readiness phase outputs	Insufficient ownership of the readiness phase outputs by the country stakeholders	Low	Sensitizing all the stakeholders and sharing the readiness phase documents to the relevant country stakeholders



Annex 1. Assignment Terms of Reference for the development of the SOFF Readiness phase outputs

1. Purpose and scope

The purpose of this Assignment is to provide SOFF advisory services by **AEMET supported by NiMet to Burkina Faso** to develop the outputs of the SOFF Readiness phase as described in section 3 of these Terms of Reference.

The provisions defined in the Terms of Reference are based on the [SOFF Operational Manual](#), in particular Section 4.4 on Operational Partners and Section 4.5.1 on the Readiness phase.

2. Roles and responsibilities

Beneficiary country National Meteorological and Hydrological Service

- Is responsible for implementing the activities of the Readiness phase with the support from the peer advisor and the prospective Implementing Entity.
- Prepares the Assignment Terms of Reference following the standard Terms of Reference provided by the SOFF Secretariat, in collaboration with the peer advisor and in coordination with the prospective Implementing Entity.
- Submits the funding request for the SOFF Readiness phase support using the standardized template provided by the SOFF Secretariat.
- Is responsible for collaborating with the peer advisor to provide all the necessary information and participate in and facilitate the national activities the peer advisor needs to conduct in order to develop the Readiness phase outputs.
- Confirms receipt of the peer advisors' report with the Readiness phase outputs and provides comments on the outputs as needed.

Peer advisor

- Is accountable to the beneficiary country.
- In dialogue with the beneficiary country, provides independent technical advice, analysis and recommendations to support the beneficiary country in implementing the activities of the Readiness phase.
- Develops the Readiness phase outputs and is responsible for their quality and timely delivery. Communicates regularly with the beneficiary country and the Implementing Entity.
- Engages with the civil society, including on the identification of stakeholders of relevance for GBON implementation.
- Submits the final report with the Readiness phase outputs to the country for comments and to the prospective Implementing Entity for feedback.
- Submits the final report including the beneficiary country's comments and the prospective Implementing Entity's feedback to the SOFF Secretariat.



- Notifies the SOFF Secretariat and the prospective Implementing Entity of any delays that may impede the timely delivery of the outputs, and for assignments for which the delivery takes more than six months submits a semi-annual progress report.

Implementing Entity

- Participates in the Readiness phase activities and collaborates with the beneficiary country and the peer advisor to ensure a common understanding of the Readiness phase outputs and that they address the technical needs for the design and implementation of the Investment phase.
- Contributes to the definition of the Terms of Reference and provides feedback on the outputs delivered by the peer advisor.
- Based on its experience in the beneficiary country, supports the work of the peer advisor, e.g. by sharing its knowledge and facilitating access to the network of relevant stakeholders.

WMO Technical Authority

- Provides basic technical support to the beneficiary country, peer advisor, and prospective Implementing Entity on GBON regulations.
- Is responsible for the technical screening of the draft GBON National Gap Analysis and the draft GBON National Contribution Plan against the GBON regulations.
- Is responsible for establishing and administering the pass-through mechanism for contracting and funding of the technical assistance provided by the peer advisors.

SOFF Secretariat

- Facilitates communication, coordination and collaboration between the beneficiary country, the peer advisor, the prospective Implementing Entity and WMO Technical Authority.
- Reviews the Readiness funding request, including the Terms of Reference, for compliance and consistency with the information requirements in the template and provides feedback as needed. Transmits the funding request to the SOFF Steering Committee for its decision.
- Confirms receipt of the peer advisors' report with the Readiness phase outputs.
- Organizes exchange of knowledge and experiences and captures lessons learned.

3. Readiness phase outputs

The peer advisor should perform the following tasks following the technical guidance and using the templates provided in the [operational guidance documents](#) for each one of the outputs. A summary of the key steps and modules to be conducted for each output is presented below.



3.1 GBON National Gap Analysis

The GBON National Gap Analysis defines the gap between the mandatory requirements of the GBON regulations and the existing country surface and upper-air networks. In other words, it serves as the basis for identifying the number of observing stations that need to be installed or rehabilitated to comply with the mandatory requirements of the GBON regulations.

To develop the GBON National Gap Analysis, the following steps should be followed

- **Step 1** – Country information from the GBON Global Gap Analysis
- **Step 2** – Analysis of existing GBON stations and their status against GBON requirements
- **Step 3** – GBON Gap Analysis results
- **Step 4** – Country endorsement for integration of the GBON National Gap Analysis into the GBON National Contribution Plan

3.2 GBON National Contribution Plan

The GBON National Contribution Plan identifies the infrastructure, human and institutional capacity needed to achieve a progressive target toward GBON compliance, including the sustained operation and maintenance of the national GBON observing network.

To develop the GBON National Contribution Plan, the following modules should be completed

- **Module 1. National target toward GBON compliance:** Establishment of a progressive national target toward GBON compliance
- **Module 2. GBON business model and institutional development:** public-private business model as appropriate; partnerships, institutional and financial arrangements needed to operate and maintain the observing network
- **Module 3. GBON infrastructure development:** Appropriate investments needed to increase or improve the observing network and its Information and Communication Technology (ICT) infrastructure
- **Module 4. GBON human capacity development:** Human technical and managerial capacities required to operate and maintain the observing network
- **Module 5. Risk Management:** Operational risks of the observing network and required mitigation measures
- **Module 6. Transition to SOFF Investment phase:** Support the beneficiary country and the Implementing Entity in preparing the Investment phase funding request (template provided by the SOFF Secretariat).

3.3 Country Hydromet Diagnostics

The Country Hydromet Diagnostic (CHD) complements the GBON National Gap Analysis and the GBON National Contribution Plan. It is a standardized, integrated and operational tool and approach for diagnosing National Meteorological Services across the meteorological value chain, their operating environment, and their contribution to high-quality weather, climate, hydrological and environmental information services and warnings. Its assessment



serves as a basis for investments beyond SOFF, across the whole value chain, by the SOFF Implementing Entity and other development partners.

The peer advisor should **assess the 10 CHD elements** with its respective indicators following the matrix provided in the CHD guidance document.

- Governance and institutional setting
- Effective partnerships to improve service delivery
- Observational infrastructure
- Data and product management and sharing policies
- Numerical model and forecasting tool application
- Warning and advisory services
- Contribution to climate services
- Contribution to hydrological services
- Product dissemination and outreach
- Use and national value of products and services

To develop the Country Hydromet Diagnostic, the following **steps** should be completed.

- Stage 1 – Information gathering. As input, the WMO Monitoring Evaluation Risk and Performance unit will provide available country data structured along the CHD elements and their indicators (performed remotely)
- Stage 2 – Validation and analysis (performed in-country if feasible)
- Stage 3 – Closure

4. Delivery process

The peer advisor in collaboration with the beneficiary country and in coordination with the prospective Implementing Entity should establish the specific activities and consultations needed to complete the outputs. The development of the outputs should include the following:

- Collaboration arrangements between the beneficiary country and the peer advisor, including at least one country visit, unless the country context does not allow it
Burkina Faso and Peer Advisor have agreed to organize regular consultation virtual meetings for gathering of relevant information and data. Besides the virtual meetings, it has also been agreed to plan and organize at least two in-country technical visits by the peer advisor for on-site assessment and identification of suitable areas for SOFF intervention in the country:
 - Kick off virtual meeting between ANAM-AEMET-NIMET. Set up of available documents and reports about actual AWS and upper air stations. Verification of gaps. Planning for first country mission: tasks and dates
 - Local workshop to launch the activity of SOFF with the participation of all national stakeholders (Government representatives, local authorities of stations sites, representatives of data user's institutions, Representatives of institutions



managing the weather stations in the beneficiary Country (ANAM, ASECNA, DAAN)

- First country mission. Completion of steps 1 and 2 (combination of interviews, with NMS staff, site visits and analysis of online data flows from www.wdqms.int, meeting with stakeholders)
- Final validation national workshop with participation of peer advisor experts (ANAM-NIMET). August-September

• Coordination arrangements with the prospective Implementing Entity
Burkina Faso, AEMET supported by NiMet and African Development Bank have all agreed to hold regular coordination virtual meetings for information sharing

• In-person or virtual consultation meetings with relevant national and international stakeholders and partners

Regular in-person or virtual consultation meetings with relevant national and international stakeholders and partners will be planned and organized by Burkina Faso through ANAM in collaboration with the peer advisor and the prospective Implementing Entity such as:

- • Weekly meeting of the local national technical team under the supervision of the country focal point
- Periodic videoconferences between ANAM-AEMET-NIMET
- • Field mission in each synoptic stations and identification of new sites for new stations by ANAM technical team
- Visit to the peer advisor meteorological institution (AEMET or NiMET) by some relevant members of ANAM SOFF technical team for experience exchange and cross fertilization
- Progress report virtual meeting between ANAM-ADB-AEMET-NIMET in July or August

• Delivery partners that support the peer advisor in the delivery of the outputs, as applicable
SOFF Secretariat, ANAM and prospective implementing entity

• Peer advisor delivery team and focal point

AEMET, Spain supported by NiMet. Focal Point: Fernando BELDA

• Timeline for the development of the outputs

April 2023-September 2023

- Steps 1 and 2 . April-July. Steps 3-4. August-September

5. Reporting and completion

Reporting. For assignments for which the delivery of advisory services takes more than six months, the SOFF peer advisor shall submit a semi-annual progress report to the SOFF Secretariat (form to be provided by the SOFF Secretariat).





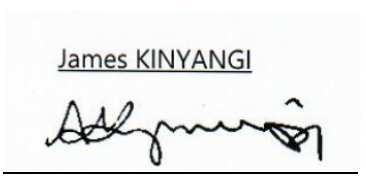
Completion

- **Step 1.** The peer advisor submits the draft GBON National Gap Analysis and the GBON National Contribution Plan reports to WMO Technical Authority and, as applicable, the draft Country Hydromet Diagnostics to the Monitoring Evaluation Risk and Performance unit of the WMO Secretariat. The draft reports have to follow the templates provided in the SOFF operational guidance documents.
- **Step 2.** WMO Technical Authority screens the draft GBON National Gap Analysis and the draft GBON National Contribution Plan to ensure consistency with the GBON regulations. The WMO Monitoring Evaluation Risk and Performance unit screens the draft Country Hydromet Diagnostics and provides feedback for revisions as needed.
- **Step 3.** The peer advisor submits the report with the Readiness phase outputs for beneficiary country and prospective Implementing Entity feedback.
- **Step 4.** The peer advisor finalizes the report for confirmation of receipt by the beneficiary country and, as needed, beneficiary country comments. Following beneficiary country receipt of the report, the peer advisor submits the report, including beneficiary country's comments and the prospective Implementing Entity's feedback, to the SOFF Secretariat.
- **Step 5.** The SOFF Secretariat confirms the satisfactory receipt of the report and informs the country and the prospective Implementing Entity accordingly. The SOFF Secretariat authorizes WMO to proceed with the release of the final payment, and informs the SOFF Steering Committee of the completion of the SOFF readiness phase.



6. Signatures

By signing this document, the beneficiary country, peer advisor and the prospective Implementing Entity agree with the provisions stated in this Terms of Reference.

<p><u>Beneficiary country</u></p> <p><u>BURKINA FASO</u></p> <p><u>Permanent Representative of Burkina Faso with WMO</u></p> <p><u>Joël ZOUNGRANA</u></p> 
<p><u>Peer advisor</u></p> <p><u>AEMET SPAIN (electronic Signature) supported by NiMet</u></p> <p><u>Fernando Belda. Acting Director for Production and Infrastructure.</u></p> <p><u>Miguel Ángel López. PR of Spain</u></p> <p><u>supported by Prof. Mansur Bako MATAZU.</u></p> 
<p><u>Prospective Implementing Entity</u></p> <p><u>African Development Bank</u></p>  <p><u>James KINYANGI</u></p>

