



SOFF Readiness Funding Request Template

Version 1.0

17 January 2023

Systematic Observations
Financing Facility

**Weather
and climate
data for
resilience**



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

SOFF Beneficiary Country	<i>MADAGASCAR</i>
Country Focal Point	<i>Nirivololona RAHOLIJAO, Direction Générale de la météorologie</i>
Peer advisor	<i>Deutscher Wetterdienst (DWD)</i>
Peer advisor Focal Point	<i>Carmen EMMEL</i>
Prospective Implementing Entity	<i>African Development Bank</i>
Prospective Implementing Entity Focal Point	<i>James KINYANGI</i>
Total budget USD	<i>164.469 (= 153.194 Euros as of 15.02.2023)</i>
Delivery timeframe	<i>April to November 2023</i>
Date of approval	
Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)	

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

<p>Close the most significant data gaps</p>	<p>Based on the WMO Global GBON Gap Analysis for the National Meteorological and Hydrological Service of Madagascar only 4 of the 15 required terrestrial surface stations are currently reporting. There are no reporting upper-air stations at the moment, while 3 would be required.</p>
<p>Target easy fixes</p>	<p>All the 11 missing surface stations have a potential to be established through rehabilitation and/or improvements of already existing but not reporting stations. Two upper-air stations could be upgraded to turn them into reporting stations while one station would have to be established new.</p>
<p>Maximize delivery capacity</p>	<p>DWD as peer advisor will support the process with one new employee (hiring process ongoing, starting in April or May 2023) and two experienced employees (Dr. Jan Lenkeit, Dr. Carmen Emmel) as well as DWD’s SOFF coordinator (Claudia Rubart). The support of these four employees in total is estimated to add up to approximately 125% of a full-time position on average over the 8 months. DWD will further use its expertise from all different business areas as necessary (especially for the National Hydromet Diagnostics). At least one country visit is planned (April/May 2023) with a second possible visit (e.g., October/November 2023) if necessary to assess the situation and possibilities of development on site.</p> <p>DWD does currently not have any other ongoing activities in Madagascar (no funding received from other sources).</p> <p>The AfDB has a country office in Madagascar with excellent contacts with the Government and other organizations relevant to facilitating interactions for SOFF work and missions during the readiness and implementation phases.</p>
<p>Create leverage</p>	<p>Opportunities for complementarity of SOFF with previous, ongoing and planned operations by the SOFF Implementing Entities and other funds:</p> <p>Projects for building resilience and early warning systems:</p>

	<p>-HYDROMET IOC project (AFD/GCF): strengthening regional resilience through improved hydrometeorological services in the IOC country members</p> <p>-WFP FBF project (NORAD): World Food Program Forecast Based Financing Project</p> <p>-AD2M project (IFAD): Project to Support Development in the Menabe and Melaky Regions</p> <p>-WB RCRP: World Bank Regional Climate Resilience Project for Eastern and Southern Africa</p> <p>-ADRIFI project (AFDB): Africa Disaster Risk Management Financing Program (ADRIFI)</p> <p>-DINAAMICC project (CIRAD/EU): Integrated Approaches and Support for Innovative and Climate-Resilient Family Farming in Madagascar</p> <p>The AfDB has supported Madagascar through the Severe Weather Information for Disaster Project (SAWIDRA) from the SADC region, with capacity to improve numerical weather prediction and additional automatic weather stations. AfDB will continue to provide country support and leverage SOFF through upcoming projects under the newly created Climate Action Window</p>
<p>Sub-regional gains</p>	<p>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:</p> <ul style="list-style-type: none"> - HYDROMET IOC project (development of infrastructure and a regional maintenance center) - WB Regional Climate Resilience Project (RCRP/Eastern and Southern Africa) <p>The AFDB will continue to provide linkages through regional Hydromet projects with SADC and GCF on the project on Building resilience to Severe Weather in the Southern Indian Ocean region that is under preparation.</p>
<p>Ensure country balance</p>	<p>Madagascar is a Least Developed Country.</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.

Table 2: outputs, timeline and budget

Outputs	Timeline							
	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023 ¹	Oct. 2023	Nov. 2023
National GBON Gap Analysis								
GBON National Contribution Plan								
Country Hydromet Diagnostic (on demand)								
Total budget USD²	164.469							

¹ It is expected that the assignment is completed within six months. If more time is required for exceptional circumstances, please add additional months to the table.

² 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	GBON gap established and reviewed (Y/N)	GBON gap analysed and reviewed by WMO Technical Authority
2. GBON National Contribution Plan	GBON national contribution plan developed (Y/N)	GBON national contribution plan developed and reviewed by WMO Technical Authority
	GBON National Contribution Plan includes gender considerations (Y/N)	GBON National Contribution Plan includes gender considerations
3. Country Hydromet Diagnostic (on demand)	Country Hydromet Diagnostic developed (Y/N)	Country Hydromet Diagnostic developed

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	Risks of disease outbreak (e.g. Covid 19, pest) or natural disasters (e.g. tropical storm)	low	Such risks can usually not be anticipated long in advance and could result in a delay of the project (e.g., country or site visits need to be delayed). Flexibility and quick adjustments can however help to keep the delays to a minimum.
Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities	Staff shortages (e.g., due to illness or job changes)	medium	Project delays can be mitigated by working in teams (no single responsibilities) and good documentation for easy transition to new employees if necessary.
Programmatic risks Risks related to country ownership of the Readiness phase outputs	The beneficiary country does not agree with the proposed sites, installations and/or composition of meteorological stations. Disagreement could for example be related to station ownership (e.g. private vs. NMHS owned stations).	low	A close collaboration and frequent communication between the Peer Advisor and the Beneficiary Country also including the Implementing Entity are crucial to prepare a Contribution Plan that can be accepted by all involved parties and that can actually be implemented in the country. Possible ownership of stations should be discussed early on. Pros and cons should be clearly laid out to provide a basis for agreement.

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 peer advisory services by Deutscher Wetterdienst to Madagascar 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 (approximately April/May 2023), unless the country context does not allow it. Virtual Meetings to be arranged biweekly (frequency can be adjusted).
- Coordination arrangements with the prospective Implementing Entity. Virtual Meetings with Beneficiary Country, Peer Advisor and Implementing Entity to be arranged monthly (frequency can be adjusted).
- In-person or virtual consultation meetings with relevant national and international stakeholders and partners. Regular consultations with WMO SOFF secretariat. Try to establish a forum for exchange between neighbouring SOFF supported countries.
- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable. No delivery partners are anticipated during the readiness phase.

- Peer advisor delivery team and focal point: Claudia Rubart (SOFF coordinator), Dr. Jan Lenkeit, Dr. Carmen Emmel, NN (peer advisors/focal points)
- Timeline for the development of the outputs: April to November 2023:
 - First country visit planned for end of April/beginning of May
 - Completion of GBON National Gap Analysis approximately end of June
 - Completion of GBON National Contribution Plan approximately end of November
 - Completion of Country Hydromet Diagnostics approximately end of November with the two parts related to data availability and sharing completed approximately by the end of June
 - Second country visit possibly in October/November.

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.

Beneficiary country
Peer advisor
Prospective Implementing Entity  23/02/2023



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.

Beneficiary country

Fahlijas

Peer advisor

Yusuf Abdul Halim

Prospective Implementing Entity

Allymuri
23/02/2023