



SOFF Readiness Funding Request Template

Version 2.0

April 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**.



General recommendations to fill in in the template

Section 2. Programming criteria: Please make sure that you provide clear but succinct information to relevant to the programming criteria. This is an essential requirement for the submission of the funding request to the Steering Committee.

- **GBON gap and easy fixes:** Please be aware of the limitations of SOFF scope of support. SOFF only supports GBON standard density and surface and upper-air stations over land. However, SOFF does encourage peers and beneficiary countries to during the Readiness phase look at the situation of GBON high-density networks (for those countries that already have them) and marine stations for potential easy fixes opportunities via SOFF support or other future support. We encourage beneficiary countries and peer advisors to ensure that the readiness funding request focuses on the areas of work related to SOFF scope of support to avoid misinterpretations and wrong expectations for the Investment and Compliance phase. For more guidance and details on SOFF scope of support, please see the GBON National Gap Analysis and the GBON National Contribution Plan technical guidance documents.

The information provided on the GBON Gap, and the easy fixes should be high-level, as the details are expected to be scoped out during the Readiness phase. Please avoid excessively detailed information on how many stations to rehabilitate/install.

- **Maximize delivery capacity:** Please clearly state any ongoing or planned activities in the country for which the peer advisor receives funding from other sources. This is a mandatory requirement, as per Assignment Agreement 5.4. If there are none, please explicitly state so.

Section 3. Budget: The budget is expected to reflect a strict and careful assessment of the costs for the provision of the advisory services, following a cost-recovery approach and abiding to the eligible expenditure categories according to the Umbrella Agreement. While a budget breakdown is not required in the funding request, the SOFF peer advisor must be in a position to provide copies of all the documents, including budget and costing breakdown, including for audit purposes.

Section 6: Risk management framework needs to be carefully developed indicating discrete risks and strong mitigation measures.

Annex 1: Terms of Reference. The delivery process needs to be described, including indicative timeline of planned activities, workshops, missions, delivery of the outputs and delivery team. Without this, the funding request cannot be submitted to the SOFF Steering Committee.



1. Basic information

SOFF Beneficiary Country	São Tomé and Príncipe
Country Focal Point	Aristómenes Amadeu do Nascimento Chief of Technical Department at the National Institute of Meteorology (INM) National Focal Point to the WMO
Peer advisor	Royal Netherlands Meteorological Institute (KNMI)
Peer advisor Focal Point	Rubert Konijn KNMI Strategic business manager Climate Gé Verver /Janet Wijngaard Coordinator International Affairs
Prospective Implementing Entity	United Nations Development Program (UNDP)
Prospective Implementing Entity Focal Point	Benjamin Larroquette Technical Specialist on Climate Change Adaptation
Total budget USD	\$ 125,000
Delivery timeframe	July – December 2023
Date of approval	
Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)	



1. 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

Close the most significant data gaps	<i>Based on the WMO Global GBON Gap Analysis for the country, please provide a brief summary and initial indications regarding the GBON gap in the country.</i>
	<p>Currently, the São Tomé e Príncipe (STP) observation network, with the transition to automatic stations, consists of the following:</p> <p>-Surface land-based observation</p> <p>There are 28 Automatic Weather Stations (AWSs) which have been installed between the two Islands in recent years, but all -but one- are in bad shape and/or lacking communication facilities. Only one AWS is currently reporting regularly at the Sao Tomé International Airport.</p> <p>-Upper air land-based observation</p> <p>There is no upper air observation system in STP, as this system stopped working since 1980 due to lack of consumables and a hydrogen production unit.</p> <p>-Marine observation</p> <p>Even though marine observations are not part of SOFF scope of support, SOFF technical guidance on the GBON National Contribution Plan encourages countries and their peers to assess marine observation gaps for potential future support.</p> <p>STP will include the analysis of marine observation gaps in the Readiness phase considering that the islands are surrounded by the large data-sparse Atlantic Ocean, which makes observations in STP very valuable for Numerical Weather Prediction (NWP), representing a large geographical area.</p> <p>The WMO Global GBON Gap Analysis for STP provides an estimate of two (2) surface synoptic stations and one (1) upper-air station that are needed to meet the GBON requirements, and there is no reference on marine station. However, given the specific geographic orography distribution and the dimensions of the islands, it should be considered to put in place additional surface stations -to be assessed during the readiness phase- and at least one marine station in Principe (Sundy).</p>

	<p>The assessment and plan prepared during the Readiness phase will include the communication facilities, e.g. the real-time inter-island observational data transmission and connection to the regional data center.</p> <p>The assessment and plan will also include the operation and maintenance of the measuring equipment to ensure the quality and reliability of the observed data.</p> <p>The increase in information derived from the extension of the AWS network, places higher demands on the data concentration center and the database in terms of infrastructure and database tools as well as on the need for training in the use of data quality control techniques.</p> <p>Two strategic priorities that could be considered for SOFF's implementation are:</p> <p>I. "Enhancing the capacity of national hydro-meteorological institutions to monitor extreme weather and produce sector tailored weather forecasting", seeking to establish a functional network of climate (meteorological and hydrological) monitoring stations and associated infrastructure (severe weather monitoring) as a basis for understanding climate change and building an early warning system to increase resilience to climate-related shocks;</p> <p>II. "Making an efficient and effective use of hydro-meteorological information for generating weather information for aviation and early warnings to support long-term development plans", developing connected systems and processes to enable the data from such a network to be translated, combined, reinterpreted and communicated to intended users. It will also develop the human capacity to make such a system work.</p> <p>The items mentioned above will be further specified and motivated using the GBON criteria in the Gap Analysis and National Contribution plan delivered during this the SOFF Readiness phase.</p>
<p>Target easy fixes</p>	<p><i>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.</i></p> <p><i>As described in the previous point, STP does already have an observation network, but most of the stations are inoperative and without maintenance.</i></p> <p><i>However, it is possible to recover most of the equipment:</i></p> <ol style="list-style-type: none"> <i>1. Sounding system update, and financing for the permanent acquisition of radiosondes, balloons as well as the hydrogen generator.</i> <i>2. Recovery of some AWSs from the observing network through the acquisition and installation of spares.</i> <i>3. Although maritime observations in the port are strictly not in the SOFF scope, recovery of the maritime stations by acquisition and replacement of sensors (spares) will be part of the gap analysis and national plan.</i>



	<p>4. <i>Improve data transmission technology from AWSs to the internal network.</i></p> <p>5. <i>Extend the current network to Principe and increase the bandwidth of the inter-island communication network.</i></p> <p><i>The recovery of the stations are easy fixes that will be further specified in the GBON National Contribution Plan delivered in the proposed Readiness Phase.</i></p>
Maximize delivery capacity	<p><i>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. If none, please explicitly state so.</i></p> <p>KNMI and UNDP (Peer Advisor and Implementing Agency respectively) both have the capacity to contribute effectively and efficiently to the Readiness Phase deliverables. The Peer Advisor has no additional ongoing or planned activities in STP nor it receives funding from other sources to support the Country.</p> <p>The KNMI (Royal Netherlands Meteorological Institute), with many decades of experience in the domain of meteorology observation system, will be a fundamental partner for the INM, with the capacity to deliver SOFF support efficiently and effectively in STP.</p> <p>The UNDP is considered one of the key STP's strategic partners in the area of the climate change and early weather systems and has successfully worked with INM over the last 30 years. Unlike other UN agencies, it has a significant presence in the Country including a team of programme and administrative professionals locally based.</p>
Create leverage	<p><i>Provide initial indications on opportunities for complementarity of SOFF with previous, ongoing and planned operations by the SOFF Implementing Entities and other funds.</i></p> <p>From 2014 to 2018, UNDP, through a Global Environment Facility (GEF) funded project, supported the initial establishment of an early warning system in the country. As a result of this initiative, 16 automatic stations were installed nationwide. Additionally, 12 hydrological stations were established and operated effectively during the project's tenure. In terms of education and capacity building, five students were sponsored to pursue advanced studies in Meteorology and Oceanography at the University of Aveiro, Portugal. Furthermore, ten local meteorological technicians received training at the National Institute of Meteorology (INM).</p> <p>As an Accredited Entity to GCF, UNDP could work in the future to mobilize GCF financing to further strengthen hydrometeorological capacity in STP based on the needs identified through the SOFF readiness and implementation phase.</p>

	<p>The INM is currently receiving support from the World Bank's WACA (West Africa Coastal Areas Management Program) for the rehabilitation of weather stations in Agua-Izé and Ilhéu das Rolas. This support will also expand to Porto Alegre, Agua-Izé, CIAT, Monte Café, São Tomé Airport, and Príncipe Airport. Additionally, two meteorologists has been trained at the Dakar Center, focusing on general forecasting and maritime and aeronautical domains. There will also be a restoration of the satellite image reception station and the acquisition of 17 thermometers to measure sea surface temperatures for lighthouses in both São Tomé and Príncipe, as well as the installation of a tide gauge in the port of Neves and the transfer of a tide gauge from the Airport to Ana Chaves Bay.</p> <p>The initiative will also assist the INM in installing renewable energy sources in its facilities. Further, WACA is going to also assist the INMN in establishing a web site for the dissemination of newsletters as well as the creation of an exchange protocol with Hydrographic Institute (IH) of Portugal, which is expected to further enhance the exchange of information, expertise, and resources between the two organizations, ultimately leading to more accurate and reliable weather forecasts for the Country.</p>
Sub-regional gains	<p><i>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</i></p> <p>The INM is open to collaborate with countries in the region, in particular lusophone, to optimize the installation, operation and maintenance of the observation network.</p> <p>The INM has previous experience in collaborating with other lusophone Countries (Cabo Verde and Guinea Bissau) in the field of weather forecasts and in sharing mutually knowledge.</p> <p>If additional facilities for operation and maintenance of the measuring equipment are installed through SOFF, these might also be used by other countries in the region.</p>
Ensure country balance	<p><i>Indicate if the country is a Small Island Developing State, a Least Developed Country, an ODA-recipient country, a Fragile and Conflict-affected State.</i></p> <p>STP is both a SIDS and LDC.</p>

2. 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

Outputs	Timeline							
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
National GBON Gap Analysis								
GBON National Contribution Plan								
Country Hydromet Diagnostic								
Total budget USD¹	125.000 US\$							

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



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

3. 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).

4. 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	<i>STP is a stable democracy with a stable and safe environment. Yet unforeseen events may hinder collaboration with external stakeholders outside the Country.</i>	Rare	<i>If no mission is possible, virtual meetings will be held</i>
Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities	<i>Other important stakeholders, such as Ministry of Infrastructure and Natural Resources, Ministry of Finance, Planning and the Blue Economy, may have a limited participation during the Readiness phase</i>	Possible	<i>During the readiness phase, meetings will be held with the National Committee on Climate Change where all key public institutions participate to inform them on this initiative and its importance</i>
Programmatic risks Risks related to country ownership of the Readiness phase outputs	<i>Results from the Readiness phase are not taken into consideration by INM and national institutions</i>	Rare	<i>INM and UNDP will inform national authorities at the Ministerial level on results achieved and follow up required</i>



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 Royal Netherlands Meteorological Institute (KNMI) to São Tomé and Príncipe 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.

There will be two visits of two KNMI experts and a consultant to São Tomé and Príncipe: the first meeting will take place soon after the start of the Readiness Phase. The main goal will be to prepare the GBON Gap Analysis (step 1 and 2), and to plan and prepare for the National Contribution plan and the Country Hydromet Diagnostics (CHD).

In month 2 the gap analysis will be sent to the WMO technical authority for screening. In months 2 to 5 regular virtual meetings (KNMI, UNDP, Consultant) will take place to discuss and prepare for the National GBON contribution plan. During these months the stakeholders in São Tomé and Príncipe that will be consulted for the CHD will be selected and contacted.



The second visit will take place in month 5 or 6 with the goal to deliver the National Contribution Plan and to gather information from the stakeholders in São Tomé and Príncipe to prepare the CHD.

The CHD will be delivered at the end of month 8.

- Coordination arrangements with the prospective Implementing Entity.

The Implementing Agency, UNDP, will be invited to all meeting, unless the agenda contains pure technical matters. Especially for the preparation of the CHD and the consultations of the stakeholders UNDP will be involved.

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

This will be done in-person meetings during the 2nd visit to São Tomé and Príncipe as well as through virtual meetings. The consultant in São Tomé and Príncipe in coordination with the INM will organise this (selecting, inviting, and preparing the stakeholders, short reporting of these meetings).

- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable:

KNMI works together regularly with Dutch private companies or consultants providing additional expertise on weather and climate services in developing countries, such as São Tomé and Príncipe. This will also be the case in this readiness phase contributing mainly to deliver the CHD.

- Peer advisor delivery team and focal point.

The team of experts from the KNMI will consist of Rubert Konijn (FP), Janet Wijngaard, Gé Verver, supported by an external, experienced consultant.

- Timeline for the development of the outputs.

If the project starts in time (e.g. August) the Gap analyses should be finalised before December and during the first visit. The national Contribution plan should then be ready by the end December 2023. It will be delivered right after the second visit to São Tomé and Príncipe. We plan to have a draft version of the CHD ready by the end of December, if it is feasible to collect the input from the stakeholders for this during the second visit to São Tomé and Príncipe. A final version of the CHD will be delivered in month 7 - 8.



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 Instituto Nacional de Meteorologia República Democrática de São Tomé e Príncipe O Director : Anselmo Xavier Fernandes		
Peer advisor Royal Netherlands Meteorological Institute (KNMI)		Rubert Konijn Digitaal ondertekend door Rubert Konijn Datum: 2023.05.15 13:05:48 +02'00'
Prospective Implementing Entity UNDP Joseph Oji UNDP São Tomé and Príncipe Resident Representative ai		

DocuSigned by:

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