



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	United Republic of Tanzania
Country Focal Point	Dr. Ladislaus Benedict Chang'a (TMA)
Peer advisor	Danish Meteorological Institute (DMI)
Peer advisor Focal Point	Mr. Christian Robdrup Johansen (DMI)
Prospective Implementing Entity	United Nations Development Programme (UNDP)
Prospective Implementing Entity Focal Point	Ms. Gertrude Lyatuu (UNDP)
Total budget USD	128,717 USD
Delivery timeframe	April 2023 – September 2023
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>The January 2022 baseline assessment of the global GBON gap analysis for the United Republic of Tanzania found 123 stations (95 GBON Surface Land stations with high density, 24 GBON Surface Land stations with standard density, and 4 GBON Upper-Air stations overland). The results of the Global Gap analysis for Tanzania are also provided in Annex 4 to WMO Circular No. 18876/2022/I/WIGOS/ONM/GABON.</p>
<p>Target easy fixes</p>	<p>It was found that out of the total gap of 123 stations, 35 potential GBON stations could be improved (16 GBON Surface Land stations with high density, 16 GBON Surface Land stations with standard density, and 3 GBON Upper-Air stations overland). The results of the Global Gap Analysis for Tanzania are also provided in Annex 4 to WMO Circular No. 18876/2022/I/WIGOS/ONM/GBON. However, for the case of Upper-Air stations, 5 new stations are required.</p>
<p>Maximize delivery capacity</p>	<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.</i></p> <p>The Peer Advisor of TMA is the Danish Meteorological Institute (DMI). DMI has 150 years of experience with adequate human and institutional capacity in meteorological services. DMI is engaged in several cooperation partnerships across Africa covering both research collaborations and capacity development projects. DMI has designated some of the top specialists within observation infrastructure and data management to the SOFF cooperation. Therefore, there is high confidence in DMI as an Advisor to deliver SOFF support efficiently and effectively in Tanzania.</p> <p>DMI does not have any current or planned activities in Tanzania outside the SOFF program.</p> <p>The prospective Implementing Entity in Tanzania is the United Nations Development Programme (UNDP). UNDP supports climate information and early warning system projects in 11 African nations through its Programme on "Climate Information for Resilient Development in Africa (CIRDA)". Furthermore, UNDP implemented,</p>

	<p>with TMA, a project on "Strengthening Climate Information and Early Warning Systems in Tanzania for Climate Resilient Development and Adaptation to Climate Change" from 2014 to 2018. Therefore, there is high confidence in UNDP as the Implementing Entity to deliver SOFF support efficiently and effectively in Tanzania.</p>
<p>Create leverage</p>	<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>SOFF will complement previous interventions and ongoing and planned initiatives by UNDP. UNDP supported climate information and early warning system projects in 11 African nations through its Programme on "Climate Information for Resilient Development in Africa (CIRDA)" which was implemented through a project on "Strengthening Climate Information and Early Warning Systems in Tanzania for Climate Resilient Development and Adaptation to Climate Change" from 2014 to 2018. UNDP also led the process of developing the Nationally Determined Contribution (NDC) in collaboration with other partners. NDC prioritized all sectors, which are vulnerable to climate change. UNDP also supported the preparation of the National Climate Change Response Strategy. UNDP is currently implementing a GCF Readiness programme on the national adaptation plan (NAP), which supports mainstreaming of climate change into development plans and policies. Planned interventions include improved support for disaster risk reduction (DRR) building on previous support in developing various policy and strategic documents, and support towards capacity building of the country on multiple levels. Implementation of SOFF could also contribute to the implementation of " WMO Early Warning for all" initiative.</p>
<p>Sub-regional gains</p>	<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>TMA has the plan to calibrate and assemble the infrastructure locally. Therefore, an activity on capacity building for the integration, assemblage, calibration, and maintenance of Automatic Weather Stations (AWSs) will be included to ensure the sustainability of the infrastructure. With the acquired capacity, the calibration centre at TMA will be also useful for NMHSs of neighboring countries and other countries implementing SOFF in the region. SOFF will explore</p>

	opportunities to build on existing regional collaboration in East and Southern Africa and potential new collaboration. The Nordic peer advisers who are each supporting a meteorological authority in the region will also coordinate among themselves to support sub-regional gains in close collaboration with UNDP who are the IE for all the NMHSs in the region.
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>Tanzania is classified as a Least Developed Country, an ODA recipient 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					
	April	May	June	July	August	September
National GBON Gap Analysis						
GBON National Contribution Plan						
Country Hydromet Diagnostic (on demand)						
Total budget USD¹	128,717					

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	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	Restrictions on physical meetings and travel due to the outbreak of pandemic diseases	Low/medium	Organize virtual meetings and working sessions for performing planned tasks
Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities	Risks that political events/high level meetings coincide with SOFF Readiness phase activities making political level unable to attend.	Medium	Pay attention to the political calendar when scheduling events. Making early invitation to politicians and key institutions
Programmatic risks Risks related to country ownership of the Readiness phase outputs	Untimely completion of activities in adhering to the procedures of granting government permits to participate in the implementation.	Medium	Communicating the matter to the Government much earlier and clarifying its urgency.
	Problems in technical systems	High	Repair and problem solving should be noted in the plans

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 Danish Meteorological Institute (DMI) to Tanzania Meteorological Authority (TMA) 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
[Two country visits planned. First Country Visit (May 2023 – two weeks) to conduct national gap analysis and Gap analysis verification workshop with TMA staff and key stakeholders. Second country (August 2023 – four days) visit to participate in National Contribution plan development workshop with TMA staff and key stakeholders. The CHD remote data gathering and analysis will be conducted in the first months of the readiness phase. The CHD findings will be discussed and validated with TMA and UNDP as part of the gap analysis mission in May]
- Coordination arrangements with the prospective Implementing Entity

All three partners have participated in the planning and design of the Readiness Phase activities. Partners have agreed to maintain regular communication. The Implementing Entity will receive invitations to to participate in the national gap analysis field visit as well as all planned workshops]

- In-person or virtual consultation meetings with relevant national and international stakeholders and partners *[DMI and TMA will meet with key national and international stakeholders and partners during the DMI missions to Tanzania. In between the missions, DMI and TMA will organize virtual consultations. A detailed activity plan for consultations with external stakeholders will be developed as part of the preparation for the first mission]*
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- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable *[N/A]*
- Peer advisor delivery team and focal point
 - *Mr. Christian Robdrup Johansen, DMI Project Manager for SOFF (Experienced development worker with more than three years postings in East Africa)*
 - *Mr. Jens Quirin Hansen, DMI Head of Infrastructure and observations*
 - *Mr. Alex Andreasen, DMI Head of Data Management*

In addition, DMI will include its technical experts within relevant fields on an ad hoc basis and as the situation requires.

- Timeline for the development of the outputs
 - *National Gap Analysis*
 - *Mission to Tanzania (May 2023)*
 - *National Gap Analysis Report draft to WMO (Ultimo May 2023)*
 - *National Gap Analysis Report (Primo June 2023)*
 - *Country Hydromet Diagnostics*
 - *Remote Information gathering (April 2023)*
 - *Validation and analysis (May 2023 – In connection with gap analysis mission)*
 - *Draft CHD report to WMO June 2023*
 - *Final CHD report to WMO July 2023*
 - *National Contribution Plan*
 - *Initial NCP outline/draft (July 2023)*
 - *NCP Development workshop in Tanzania (August 2023)*
 - *National Contribution Plan draft to WMO (Ultimo August 2023)*
 - *National Contribution Plan developed (September 2023)*

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>Beneficiary country</p> <p>DR LADISLAVS CHANG, DEPUTY DIRECTOR GENERAL, TMS</p> <p><i>Sy</i></p>
<p>Peer advisor</p> <p>Marianne Thyrring, Director General, DMI</p> <p><i>Marianne Thyrring</i></p>
<p>Prospective Implementing Entity</p> <p><i>Sergio Valdini</i> 23-Feb-2023</p> <p>UNDP Deputy Resident Representative</p>