

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	Bangladesh
Country Focal Point	Director Md. Azizur Rahman e-mail: info@bmd.gov.bd
Peer advisor	Norwegian Meteorological Institute
Peer advisor Focal Point	Kristine Gjesdal, email: <u>kristineg@met.no</u> , phone: +4798021555
Prospective Implementing Entity	Islamic Development Bank
Prospective Implementing Entity Focal Point	Olatunji Yusuf Email: <u>oyusuf@isdb.org</u>
	Moustapha Ibrahim Sambo Diallo Email: <u>MDiallo@isdb.org</u>
Total budget USD	165 330
Delivery timeframe	October 2023 to April 2024
Date of approval	
Signature SOFF Steering Comn funding request)	nittee co-chairs (after Steering Committee approval of the



1. SOFF Programming criteria

Please provide below an initial short description of the application of the <u>SOFF programming</u> <u>criteria</u> in the country.

Table 1: Programming criteria

	Close the most significant data gaps	Bangladesh Meteorological Department (BMD) runs 58 surface land stations and four upper air stations over the country. Total land area of Bangladesh is 148,460 Sq km, and the maritime area of Bangladesh 11,800 sq Km. According to the WMO GBON Gap Analysis 2022 the target for the country is to have 4 surface stations at standard density, 15 surface stations at high density and 1 upper air station. However, these stations are not reporting at the frequency required by the GBON compliance criteria as per January 2023.
	Target easy fixes	Based on the Oscar/surface database, BMD has 15 surface stations and one upper air station that could be improved and committed to GBON. The surface stations have data availability issues and thus communication systems will be assessed to identify what is needed to fulfill GBON hourly data reporting requirements. No data has been received from BMD's upper air station in a while, and for GBON compliance, an operational upper air station is required.
		MET Norway has collaborated with Bangladesh Meteorological Department (BMD) since 2011 to enhance their capacity for producing, distributing and evaluating forecasts and warnings. The project funded by Norad was extended in 2023 and will focus on Institutional support and capacity building for Weather and Climate Services. Through the existing long-term co-operation, between MET Norway and BMD, there is high confidence in the delivery of SOFF's mandate.
	Maximize delivery capacity	IsDB has close to five decades of experience working in implementing projects (including managing projects from external funds) across four continents including Bangladesh. Bangladesh is one of the largest beneficiaries of the Bank's financing. Specifically, the Bank operates a decentralized structure (with a large country office i.e., the regional hub of Dhaka) operating to serve its clients on the ground effectively and efficiently. The incountry presence gives the IsDB an edge to engage extensively with relevant stakeholders and institutions to ensure all issues and guidelines are implemented to the required standards of the donors and recipient country.
		Moreover, in term of strategic frameworks, the IsDB has an established climate change policy that recognizes the need (i) to build resilience of member countries toward addressing climate change impact, (ii) to support transition to green economy, and (iii) supporting capacity enhancement with the needed enablers to actualized climate goals and targets.
		In terms of implementation and fiduciary policies, the IsDB has established procurement guidelines and financial management policies which are at par with the global best practices amongst multilateral development banks. These policies are applied in all projects financed by the Bank in the beneficiary country. In addition, the Bank has vast expertise (including specific local experience requirements in Bangladesh) of human resources across multiple disciplines and sectors to support this project.
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Create leverage	 With WB finance a development project is running in BMD Which incorporates 35 AWS, 125 AgAWS and 65 ARG all over the country. The Norad funded project "Institutional support and capacity building for Weather and Climate Services" through MET Norway, whose goal is to increase the quality of weather forecasting and climate services, strengthen the country's' preparedness and prevention capacity, and improve the ability to adapt important national infrastructure to climate change could be integrated into SOFF activities. The Bank provides financing support in Bangladesh in critical sectors including agriculture, coastal development, energy, health, and education. The experience of the Bank will be capitalized in the SOFF program. In addition, the outputs of the activities to be supported through SOFF will act as enablers for these critical sectors that are prone to the risks posed by climate change
Sub-regional gains	For IsDB, the support provided through SOFF has the potential to benefit from the IsDB Reverse Linkage Program that aids peer-to-peer learning (on real-time and better forecasting and observatory systems) between countries in the global south, especially between countries in south Asia.
Ensure country balance	Bangladesh is one of the Least Developed Countries (LDCs), an ODA-recipient country. Bangladesh is also one of the 30 countries prioritized for UN initiative Early Warnings for All (EW 4A)

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 <u>SOFF Operational Manual</u>, of the beneficiary country, the peer advisor, the prospective Implementing Entity and W MO 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.

Outputs	Outputs					
Ourpuis	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6 ¹
National GBON Gap Analysis						

Table 2: outputs, timeline and budget

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.



GBON National Contribution Plan				
Country Hydromet Diagnostic (on demand)				
Total budget USD ²		USD 16	65 330	

² Eligible expenditures are limited to: Staff and consultants; Consultations, national technical workshops, and communications; Travel and transportation costs; Other incidental expenditures.



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

4. 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.

Risk category	Description	Probability	Mitigation action
Contextual risks Risks related to conflicts, safety and political insecurity jeopardizing the delivery of the Readiness phase outputs	Limited financial resources from the Bangladesh government to support SOFF readiness activities	Low	The peer advisory work will be mostly virtual. SOFF activities will also be integrated into existing projects
Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities	Limited personnel to participate in the SOFF activities due to shortage of personnel within BDM	Medium	Ensure good internal collaboration at BMD among departments and colleagues for seamless contribution and participation in SOFF.
Programmatic risks Risks related to country ownership of the Readiness phase outputs	So there is a risk that SOFF's readiness phase may not be in BDM's top priority as SOFF support does not include maritime stations in this first phase of SOFF	High	Relevant stakeholders engagements to create awareness on SOFF and its benefits to the country. Sufficient awareness and involvement of BMD management and staff in SOFF activities.

Table 3: Risk Management Framework



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 Norwegian Meteorological Institute to Bangladesh 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 <u>SOFF Operational Manual</u>, 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 <u>operational guidance documents</u> 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



- Collaboration arrangements between the beneficiary country and the peer advisor, including at least two country visits, unless the country context does not allow it.
 - MET Norway plan to visit BMD, Bangladesh during November/December 2023 to work with the GBON National Contribution Plan
 - MET Norway plan for a workshop in Dhaka during February/March 2023 for input to and working the Country Hydromet Diagnostic
 - In between we will schedule bi-weekly digital meetings to ensure good progress.
 - Coordination arrangements with the prospective Implementing Entity
 - MET Norway arranges for bi-week digital status/information meetings with Islamic Development Bank and CMA as collaborating peer advisors
- In-person or virtual consultation meetings with relevant national and international stakeholders and partners MET Norway will discuss with NORAD how to best integrate SOFF with ongoing project, SAREPTA
- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable
 NORAD
- Peer advisor delivery team and focal point Focal point: Kristine Gjesdal, <u>kristineg@met.no</u> Team: Elinah Khasandi Kuya <u>elinahkk@met.no</u>, Hildegunn Dynseth Nygård <u>hildegunnd@met.no</u>, Teferi Demissie<u>teferidd@met.no</u>
- Timeline for the development of the outputs 15.12.2023 National GBON Gap Analysis delivery 30.02.2024 GBON National Contribution Plan delivery 30.04.2024 Country Hydromet Diagnostic delivery



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 W MO Technical Authority and, as applicable, the draft Country Hydromet Diagnostics to the Monitoring Evaluation Risk and Performance unit of the W MO Secretariat. The draft reports have to follow the templates provided in the SOFF operational guidance documents.
- Step 2. W MO Technical Authority screens the draft GBON National Gap Analysis and the draft GBON National Contribution Plan to ensure consistency with the GBON regulations. The W MO 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

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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
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