



SOFF Readiness Funding Request Template

Version 2.0

April 2023

Systematic Observations
Financing Facility

**Weather
and climate
data for
resilience**





Weather
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SOFF Readiness Funding Request

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**.

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1. Basic information

SOFF Beneficiary Country	<i>Mozambique</i>
Country Focal Point	<i>Adérito Celso Félix Aramuge</i> <i>Instituto Nacional de Meteorologia (INAM)</i>
Peer advisor	<i>SAWS</i>
Peer advisor Focal Point	<i>Francis Mosetlho</i>
Prospective Implementing Entity	<i>World Food Programme (WFP)</i>
Prospective Implementing Entity Focal Point	<i>Jesse Mason</i>
Total budget USD	<i>\$ 52 500</i>
Delivery timeframe	<i>April 2023 to end February 2024</i>
Date of approval	
Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)	



1. SOFF Programming criteria

Table 1: Programming criteria

Close the most significant data gaps	<i>See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed.</i>
Target easy fixes	<i>See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed.</i>
Maximize delivery capacity	<i>See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed.</i>
Create leverage	<i>See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed.</i>
Sub-regional gains	<i>See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed.</i>
Ensure country balance	<i>See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed.</i>

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.

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Table 2: outputs, timeline and budget

Outputs	Timeline					
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6 ¹
National GBON Gap Analysis	April 2023	May 2023				
GBON National Contribution Plan			June 2023	July 2023	August 2023	
Country HydroMet Diagnostic (on demand)	December 2023	January 2024	February 2024			
Total budget USD ²	\$148 400					

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.

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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

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).

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5. Readiness Phase Risk Management Framework

Table 3: Risk Management Framework (See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed)

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>See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed</i>		
Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities	? See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed		
Programmatic risks Risks related to country ownership of the Readiness phase outputs	See approved SOFF-Mozambique Funding proposal Request-updated version 03-03-2023 fully signed		

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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 The South African Weather Service (SAWS) to Instituto Nacional de Meteorologia (INAM), Mozambique 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

- Collaboration arrangements between the beneficiary country and the peer advisor, will include at least one country visit approximately April/May 2023, unless the country context does not allow it. Virtual Meetings will be arranged bi-weekly (frequency can be adjusted). Coordination arrangements with the prospective Implementing Entity WFP through virtual platforms, where the peer advisor will be responsible for contacting the IE for meetings.
- In-person or virtual consultation meetings with relevant national and international stakeholders and partners, such regular consultations with WMO SOFF secretariat. Further



establishment of a forum for exchange of information between neighbouring SOFF supported countries will be considered.



- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable India as the support peer advisor will be consulted regularly.
- Peer advisor delivery team and focal point, Samantha Linnerts, Chista Ferreira, Lithakazi Mkatshwa and *Francis Mosetlho as the focal person.*
- Timeline for the development of the outputs *December 2023 to End February 2024*
 - First country visit planned for end of April/ May 2023
 - Completion of GBON National Gap Analysis approximately end of June 2023
 - Second country visit planned for end of August 2023
 - Completion of GBON National Contribution Plan approximately end of August 2023
 - Completion of Country HydroMet Diagnostic Plan approximately end of February 2024.

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 <i>Adolfo Arango</i> <i>19.08.2023</i>
Peer advisor Ishaam Abader DocuSigned by: <i>Ishaam Abader</i> 8/8/2023 11:35 PM SAST 86FAA2275E1C4C8
Prospective Implementing Entity