SOFF Readiness Funding Request Saint Vincent and the Grenadines

Version 1.0

17 January 2023

Systematic Observations Financing Facility

Weather and climate data for resilience

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**.

1. Basic information

SOFF Beneficiary Country	*Saint Vincent and Grenadines*
Country Focal Point	*Billy H. Jeffers, Manager, Meteorological Services* *Meteorological Services, Ministry of National Security* *Argyle International Airport St. Vincent and the Grenadines* *manager.metservices@gov.vc*
Peer advisor	*GeoSphere Austria*
Peer advisor Focal Point	*Giora Gerhstein, International relations expert, GeoSphere Austria, Vienna. Giora.gerhstein@geosphere.at*
Prospective Implementing Entity	*WFP Caribbean Multi-Country Office (Barbados)*
Prospective Implementing Entity Focal Point	*Fedel Mansour, Programme Policy Officer (Saint Vincent and the Grenadines)* *Fedel.mansour@wfp.org*
Total budget USD	*135650 USD*
Delivery timeframe	9 months
Date of approval	19 September 2023
Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)	

2. SOFF Programming criteria

Table 1: Programming criteria

Close the most significant data gaps	As Saint Vincent and the Grenadines is not a WMO member, there was no initial GBON Gap Analysis performed. However, the current information available to WMO indicates that the target for surface land stations would be at least 1 with none reporting at the moment. Similarly, for upper air there should be one station and none is available. Clearly Saint Vincent and the Grenadines are currently not GBON compliant. The most significant gaps in order are of different nature, varying from communication limitations (limited robust communications system), limitations and problems with data transmission (currently there is no possibility to transmit any data) and, very importantly, limited observational capacity, both surface and upper air. Saint Vincent and the Grenadines risk profile includes a harsh tropical environment in which extreme weather events can occur at any time in circumstances where the country does not have a resilient network of observation stations. Saint Vincent and the Grenadines is surrounded by countries, which forms the existing Cooperative Hurricane Upper-Air Stations Network that are close enough to meet the GBON required spatial resolution. Due to the proximity of the upper air stations and the demanding resources to run an upper air station, it is not a pressing priority. However, this will be explored in the National Contribution Plan. As an island state, Saint Vincent and the Grenadines is challenged with observations availability in the waters to its east where the most significant weather traverse prior to impacting the island. As a consequence, the island depends heavily on Numerical Weather Prediction (NWP), however the NWPs lack access to observations over the marine space to the east of the island. It is to be noted that marine observations are critical for Saint Vincent and the Grenadines given the economic effects on the country and origin of the weather impacting the island. Improved observations over the country's marine space will significantly improve the NWP products it depends on. The GBON and related NWP challenges and gap for Saint Vincent and the Grenadines are multifaceted, including low-density observation network, and the impact of the islands complex and rugged topography and relief that has an impact on the rainfall and temperatures micro-climate on the island. Given the relevance that the topography of the island plays in the weather and climate, including the micro-climate, the country's low dense observation

	network makes it a data sparse country, which may not suffice to properly represent the weather patterns in the country. With the country's low-density network, the project is giving the highest priority to an island from which few or no observations are currently exchanged internationally. The current missing observations nationally affects the true representation of the country's initial weather state in the NWPs and the forecast skill in the region as a whole. Given the complexity of Saint Vincent and the Grenadines landscape and terrain, it is important that the national GBON network design sufficiently represent the localized weather patterns spatially. There is need to close the localize weather representation gap through an appropriate higher-density observation network. Currently, Saint Vincent and the Grenadine faces challenges with its communication systems and data transmission systems associated with transmission and connectivity issues that facilitate data transmission to the WMO Information System (WIS 2.0). The country requires technical assistance and funding to sustainably access cloud and or server services that will enable it to exchange its observations nationally, regionally and internationally using WIS 2.0 platform, in keeping with the GBON and wider WIGOS requirements. It also requires assistance for implementing a sustainable data management system that will lead to a robust archiving of observations. It also requires assistance in providing the observations from its low-density network directly on a web-portal for access by national users and the population in general. This will provide co-benefits related to access of early warning information for the country as a whole.
Target easy fixes	Currently 5 stations are available for Saint Vincent and the Grenadines (Table 1) but most of them are either not reporting or requiring urgent upgrades. The five automatic weather stations (AWS) are across a relatively low-density AWS network, but these stations are not on the GBON network. This is due to challenges associated with observation frequency, communication and telemetry issues, insufficient spare parts, rehabilitation and sensor upgrades, and limited resources available for operation and maintenance support. It is to be noted that, under the Pilot Program for Climate Resilience (PPCR), communication upgrade equipment was received, including one computer, antennas and radios. The program was implemented by the Caribbean Institute for Meteorology and Hydrology (CIMH) but the installation has not

yet been performed or planned. The assistance covers only the installation and no further costs or support on maintenance and technical aspects.

One of the greatest challenges is the international and national exchange of data in a robust and operational way. Presently, there are issues with the dissemination of synoptic reports. Updated software and/or Cloud servers will be needed.

The SOFF support will provide opportunities to upgrade and rehabilitate the existing observations and telemetry infrastructure so that the existing stations are transmitting observations in real-time to the national and global communities and with increased frequency in a sustainable manner.

It will also provide opportunities for exchange more observations nationally, and internationally in compliance with the GBON requirement, using WIS 2.0. This will also enable improved representativeness of the local weather and climate patterns within the Global NWPs.

Table 1: current stations available at Saint Vincent and the Grenadines.

LOCATION	COORDINATES	DATA LOGGER	STATUS
Arnos Vale	13 08N 61 12W	Sutron XLink 500	All parameters available in NRT in a local platform but no international exchange of data.
Argyle	13 09N 61 08W	Sutron 9210	All parameters are visible on data logger - Needs communication upgrade. And exchange of data system.
Bequia	13 00N 61 14W	Sutron 9210	All parameters are visible on data logger - Needs communication upgrade
Canouan	12 41N 61 20W	Sutron 9210	Data logger under repair
Union Island	12 35N 61 26W	Sutron 9210	To be replaced with new AWS

A new Automatic Weather Station (assigned to Union Island) was received under the Intra African, Caribbean and Pacific (ACP) Global Climate Change Alliance Plus (GCCA+) Program which is funded by the European Union and being implemented by Caribbean Community Climate Change Centre (CCCCC). Details on installation is however unknown at this time.

Easy fix to existing problems may be then in the form of upgrades to stations, replacing outdated stations and potentially adding stations to the network. Please note that stations in the national monitoring network are under the

	management of the Meteorological Services and the Central Water and Sewage Authority (CWSA).
Maximize delivery capacity	Geosphere Austria, formerly known as the Austrian Meteorological and Geodynamics service, has performed the Hydromet Diagnosis in Kazakhsta, North Macedonia and has deployed EWS in Myanmar. In addition, Geosphere Austria is already active for three countries in the first SOFF batch constantly proving capacity delivery in this specific framework. Hence, based on this practical experience, Geosphere Austria can act as SOFF peer advisors with adequate capacity to deliver SOFF support efficiently and effectively in Saint Vincent and the Grenadines. The Geosphere Austria peer advisor receives no funding from other sources for the planned activities in the country neither has ongoing projects in the country. The World Food Programme (WFP) has been selected as the implementing entity for the project and will be collaborating with Geosphere Austria as SOFF peer advisors. With its extensive experience in providing technical assistance to Caribbean governments, including Saint Vincent and the Grenadines, WFP is well-equipped to provide support and engagement in all phases of the project in line with its strategic goals. Globally, WFP has partnered with six governments as implementing entity under the SOFF and can provide considerable experience for the implementation of the project. WFP Caribbean has established strong relationships with different (Government) entities in Saint Vincent and the Grenadines and has been supporting the Government in strengthening the national social protection system to become more shock-responsive.
Create leverage	The Saint Vincent and the Grenadines National Strategic Plan and Framework for Weather, Water and Climate that was developed under the CREWS project has as a key strategic objective and output an expanded and upgraded observation and modeling system. This SOFF support will assist with addressing the expansion, upgrade, availability and sustainability of observation requirement as highlighted under the previous CREWS project. The current Caribbean Community Climate Change Centre (CCCCC) led GCF project and the recent Pilot Programme for Climate Resilience (PPCR) for Saint Vincent and the Grenadine have been supporting observing networks with past and ongoing investments. SOFF support has synergies with these and will lead to more efficient use of resources.

	Under the SDG Joint Programme, WFP and FAO are supporting the Government to, among others, (1) review available multi-level hazard and risk datasets, identify data gaps, and map related analytical processes, and (2) conduct integrated and gender-sensitive vulnerability, poverty and risk assessments/analyses, including primary data collection as needed. Another important activity under the SDG Joint Programme is the enhancement of digital data systems, assessments and national registries on farmers, fishers and vulnerable households. This includes protocols for their use in the event of shocks to advance and protect livelihoods and food security. Government partner entities are the Ministry of Agriculture, Ministry of Physical Planning, National Emergency Management Organisation and the Met Services. Further, in 2023, WFP started engaging with the Government on taking anticipatory actions before disasters occur. The Ministry of National Mobilization and Development and National Emergency Management Organisation had expressed strong interest and engagement in exploring a multi-hazard approach to anticipatory action, encompassing storms, flooding, and drought activities.
Sub-regional gains	Missing national observations at the regional scale has been a critical issue for the Global NWP, which has negatively affected model skill and products for the region and individual islands. The targeted support will assist with improving the observations availability and closing the specific regional observation gap, especially as it relates to NWP skill that is needed for island scale products. This SOFF support to Saint Vincent and the Grenadines to achieve GBON compliance is expected to provide broader co-benefits to the Caribbean by ensuring that the regional GBON network design is sufficiently dense with smaller inter-station distance, covering complex areas and terrain with observations that traditionally were not available to the Global NWPs, but which are of significant relevance for NWP output and skill. It will ensure long-term sustainability of the regional WIGOS programme. It will ensure compliance with data availability and quality as required by the Regional WIGOS Center and its sub-regional node. It will provide opportunities to enhance the Multi-Sensor Precipitation Grid (MSPG) coverage over the Eastern Caribbean that was developed under CREWS by the CIMA Research Foundation in close cooperation with the Caribbean Meteorological Organization Headquarters Unit (CMO HQ), the Caribbean Institute for Meteorology and Hydrology (CIMH) and the Barbados Meteorological Service (BMS). Increased regional and international data

	exchange from St Vincent and the Grenadines can increase the accuracy and usefulness of the MSPG for applications in impact-based forecasting and warning and hydro-meteorological modelling. The region will gain additional access to more observations and benefit from ongoing efforts of the Caribbean Meteorological Organization (CMO) Headquarters, the CIMH, and CCCCC to enhance the region's observation network and data transmission capability in ways that will strengthen weather and climate Services for resilient development for Caribbean Islands. The enhanced observation availability through the SOFF support will allow islands surrounding St Vincent and the Grenadines to have greater confidence in access to observations when necessary, to track the approach of hazardous weather. The SOFF support will enhance sub-regional capability to provide early warning information within Regional Hurricane Warning System of WMO and in Impact-Based Forecasts and Warnings. In particular, the SOFF support will enable Saint Vincent and the Grenadines to increase the quantity of surface observations that is made available to the Caribbean Institute of Meteorology and Hydrology (CIMH) DEWETRA Platform. This will enhance and improve prediction and warning extreme and hazardous weather and climate across the region in general, but especially it will improve the effectiveness of the early warning of NMHSs in close proximity to Saint Vincent and the Grenadines. In the region, the CIMH as a WMO Regional Climate Center provides climate services and technical support to National Meteorological and Hydrological Services in the region. SOFF support to Saint Vincent and the Grenadines will play a complementary role in strengthening St Vincent and the Grenadines Meteorological Service monitoring and observation capacity to provide improved data that can lead to improved and more effective climate services across the region by the CIMH, including better representativeness of Saint Vincent and the Grenadines microclimates induced by the highly varied topography of the various islands.
Ensure country balance	Saint Vincent and the Grenadines is classified as a SIDS.

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								
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6[1]	Month 7	Month 8	Month 9
National GBON Gap Analysis									
GBON National Contribution Plan									
Country Hydromet Diagnostic (on demand)									
Total budget USD[2]	**135650 USD**								

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

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

4. Monitoring

The beneficiary country and peer advisor shall notify the SOFF Secretariat on any delays that may impede the timely delivery of the Readiness phase outputs. If the assignment takes more than six months, the SOFF peer advisor shall submit semi-annual progress reports to the SOFF Secretariat (form to be provided by the SOFF Secretariat) stating the delivery status of the outputs.

The Readiness phase completion will be monitored by the peer advisor and the SOFF Secretariat using the following country-level Results Framework for the Readiness phase.

Table 3: Result framework

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

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).

5. Readiness Phase Risk Management Framework

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	Extreme Weather or natural hazard threads that may limit accessibility of peer or the national personnel availability.	Medium	Organise the face to face visits outside the rainy seasons. Establish remote communications periodic actions.
	Personal Safety and Health.	Low	Avoid high risk areas. Use protective gears when and if needed Immunization against specific tropical illnesses as recommended by the health authorities.
Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities	Lack of support from top management	Low	Aligning the project with the organization's goals and national strategies Endorsement from top management prior to engagement Advance notice (minimum 7 days) to senior management on the need for their participation in any aspect of the intended activities. Routine engagement as needed.

	Cultural and traditional festivities. Upcoming public holidays are 27th Oct (Independence Day) and 25th and 26th Dec.	Medium	Plan all the activities to consider the constrains related to national and religious festivities.
Programmatic risks Risks related to country ownership of the Readiness phase outputs	Communication breakdowns	Medium	Routinely monitor progress of project implementation and assess respective capacities to fulfil functions.
	Resource constraints - limited time of technical focal points due to their involvement in multiple activities	Medium	Efficient scheduling of activities Setting realistic expectations for project timelines and deliverables
	Risk to rely on external expertise and therefore weakening the national governance.	Medium	Training may be required.
	Insufficient technical capacity of focal points to carry out agreed functions	Low	Putting contingencies in place, including providing additional capacity as required

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 GeoSphere Austria to Saint Vincent and the Grenadines Meteorological Service 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.* It is expected to have one visits to:
    - Perform the GBON gap analysis.
    - Perform the interview/exploratory activities to gather the information for the CHD This will include interaction with the PR and staff members, potential visits to station locations and exchange with stakeholders.
    - Perform a review and agreement of the CHD final version.
    - Have face-to-face discussions and exchange with all the relevant national/international key players for the preparation of the National Contribution Plan.
- *Coordination arrangements with the prospective Implementing Entity*. This activity envisages:

  - 1 Initial Kick-off meeting with the implementing entity, peer advisor and beneficiary country. This meeting is going to be virtual.
  - 1 workshops, if possible one face to face during the aforementioned visit.
  - 1 Agreement meeting (virtual) to finalise and formally agree on the National Contribution Plan.
- *In-person or virtual consultation meetings with relevant national and international stakeholders and partners*.
  - Within the on-site visit, a set of face-to-face discussions with national stakeholders will take place. This aims at exploring both sustainability and usability of data and products to facilitate considerations of the complete value chain in all the SOFF activities.
  - A virtual workshop is expected at the end of the 6-month period with implementing entity and stakeholder, national and representatives of major international organisations (as possible)
- *Delivery partners that support the peer advisor in the delivery of the outputs, as applicable*. No additional support other than that of the SOFF Secretariat is envisaged.
- *Peer advisor delivery team and focal point*. The activities include the following team members:
  - GeoSphere Austria
    - Giora Gershtein – Focal Point
    - Delia Arnold – SOFF support
    - On-demand technical expertise based on the initial assessment. The profile will focus on observational aspects including maintenance and data provision.
- *Timeline for the development of the outputs*. The outline follows that of the financial proposal:
  - Initial visit – Late January 2024
  - Finalisation of the GBON Gap Analysis – February 2024
  - Finalisation of the CHD – February 2024
  - Finalisation of the National Contribution Plan – April 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

Billy H Jeffers
Manager Meteorological Services
Saint Vincent and the Grenadines

METEOROLOGICAL SERVICES DEPARTMENT
ST. VINCENT AND THE GRENADINES

Peer advisor

Andreas Schaffhauser

Directorate General GeoSphere Austria

Prospective Implementing Entity

Regis Chapman
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