



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 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

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| SOFF Beneficiary Country | <i>Seychelles</i> |
| Country Focal Point | <i>Mr Vincent Amelie</i> <i>CEO Seychelle Meteorological Services</i> <i>WMO Permanent Representative for Seychelles</i> |
| Peer advisor | <i>South Africa (South African Weather Service)</i> |
| Peer advisor Focal Point | <i>Francis Mosetlho</i> |
| Prospective Implementing Entity | <i>AFDB</i> |
| Prospective Implementing Entity Focal Point | <i>James Kinyangi</i> |
| Total budget USD | <i>\$129 200</i> |
| Delivery timeframe | <i>October 2023 to Marh 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

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| Close the most significant data gaps | <p>Based on the WMO Global GBON Gap Analysis 2022 for the National Meteorological and Hydrological Service of Seychelles requires 6 surface terrestrial surface stations to meet the standard GBON requirement. Only 1 of the 6 required terrestrial surface stations is currently reporting. There are no reporting upper-air stations currently and 2 are required to meet GBON requirements.</p> |
| Target easy fixes | <p>The WMO Global GBON Gap Analysis for the Seychelles suggests that there is only 1 weather observation station currently meeting the GBON requirement and that there is a need for 5 new stations to be installed to meet the standard GBON requirements. The outcome further suggests improvement/ rehabilitation of an existing upper-air station and installation of 1 additional new upper-air station to meet the GBON standard requirement.</p> <p>The Seychelles Meteorological Authority (SMA) has during this year installed 15 Automatic Weather Stations (AWS) across the main island of Mahe. These AWS measure temperature, relative humidity, rainfall, atmospheric pressure, and wind direction/speed. The 15 stations are connected to the SMA's headquarters only but are not configured to transmit regionally or internationally. Additionally, on the second main island of Praslin, 2 AWS have been installed and on the third main island of La Digue, 1 AWS has been installed, all of which are only connected internally to SMA's headquarters.</p> <p>Regarding the upper-air station, there is only one station situated on the main island of Mahe. Only one ascent is performed per day and that is done in the afternoon. SMA manages to do ascents due to the support received from the UK Met Office, who provide SMA with the logistical requirements, i.e. balloons and radiosondes.</p> |
| Maximize delivery capacity | <p>The South African Weather Service (SAWS) as lead Peer Advisor has experience in managing and sustaining its own nation's surface and upper air networks in line with GBON requirements. SAWS is one of the first RA I Countries to Implement GBON successfully. Furthermore, the SAWS collaborates with WMO in developing observation networks and data management policies, guidelines, and procedures. The SAWS is hosting the Regional WIGOS Centre for the Southern subregion of the Regional Association I (Africa) on a pilot phase and works with NMHSs in several countries supporting institutional capacity development activities without any additional funding to perform this role.</p> |



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| | <p>SAWS created a team to deliver SOFF support to the Seychelles. The team comprises of two Regional Managers responsible for infrastructure roll out and maintenance, as well as data availability and quality, from SAWS infrastructure such as Automatic Weather Stations, Automatic Rainfall Stations, RADAR, Lightning Detection Network, Upper Air, and manual climate and rainfall stations. Furthermore, the team have two ICT personnel as well as technical personnel with the ability to address communication of data through GTS since Pretoria is the Regional Telecommunication Hub within RA I. SAWS has successfully installed WIS-2 in a box and is in the testing phase. Included in this team are personnel responsible for the RWC-SA i.e., OSCAR Surface focal point and well as WDQMS focal point.</p> <p>SAWS is not receiving any funding to perform this role for any source. SOFF funding will be the only funding received for this role.</p> |
| <p>Create leverage</p> | <p>Seychelles is part of the following projects:</p> <p>The resilience program the African Development Bank (AfDB) is developing for the Southern Indian Ocean Countries and Islands. The program will receive technical support for grants of up to USD 1m to prepare projects to the ADF Climate Action Window this year. Some of the support will also go to strengthen the newly formed Small Island States Commission for the Indian Ocean. In addition, these countries will benefit from a regional SAP access program that will be launched with GCF during the Africa Climate Week in Nairobi in September. Under this program, Seychelles will be included in the regional component for the development of early warning systems as part of the Early Warning for All Initiative. SOFF investments will be foundational to support early warning services.</p> <p>HYDROMET</p> <p>Towards Hydromet Compact Project through the World Bank and its Global Facility for Disaster Reduction and Recovery (GFDRR) which aims to create the framework for scaled-up, coordinated, sustained, and impactful investments in hydromet and early warning services, furthermore, present a clear value and leverage proposition with respect to existing initiatives, and recognize regional and national contexts, such that investments would support the optimization of national hydromet service delivery across the Global Weather Enterprise (GWE) spectrum of actors.</p> |



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| | <p>SADC CLIMSA Programme</p> <p>The aim of the SADC ClimSA Programme is to contribute to the efforts of SADC Member States countries to adapt to climate change and climate variability by providing science-based climate prediction and information services into national and regional planning processes. It aims to strengthen the climate service value-chain through building the capacities of decision-makers at all levels to make effective use of climate information and services.</p> <p>The ClimSA Station is a platform for retrieving, processing and visualizing climate and earth observations (EO) datasets for the implementation of climate services. The platform is a full version of the climate station and is being integrated in the Climate Service Information Systems (CSIS) at the regional level and has already been deployed to the National Meteorological and Hydrological Services (NMHSs) of the SADC Member States.</p> <p>SOFF Readiness programming for the Seychelles as one of the projects regionally can leverage on these projects for addressing the GBON gap Nationally.</p> |
| Sub-regional gains | <p>Comoros, Madagascar, Mauritius, Mozambique and Seychelles and several regional centers including Tropical Cyclone, Training (Pretoria) and Severe Weather Forecasting (Pretoria), will work together in a multi-hazard approach to improve warnings and responses to climate, weather, and hydrological events, including tropical cyclones, storm surges, flooding and drought as well as other climate extremes. Local populations at-risk will benefit through enhanced dissemination of warnings, emergency planning, and response capacities.</p> <p>Under the HydroMet project there will be a regional component of Regional Centers, i.e. a calibration Centre, a Training Centre, a Research Centre and an Observation/Climate Monitoring Centre to be distributed under the four member states countries.</p> <p>The AFDB will continue to provide linkages through regional Hydromet projects with SADC and GCF on the project on Building resilience to Severe Weather in the Southern Indian Ocean region that is under preparation.</p> |
| Ensure country balance | <p><i>Seychelles is a Small Island Developing State</i></p> |



2. Readiness phase outputs, timeline and budget

The Terms of Reference for the development of the SOFF Readiness phase outputs (see Annex I) provide more detailed information. They also summarize the roles and responsibilities, as stated in the [SOFF Operational Manual](#), of the beneficiary country, the peer advisor, the prospective Implementing Entity and WMO Technical Authority for the delivery of the Readiness phase outputs.

The budget for the development of the SOFF Readiness phase outputs by the SOFF peer advisor shall be a lump-sum, fixed cost amount. It shall be calculated using a cost-recovery approach based on the peer advisors' standard cost recovery rates.

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 | October 2023 | November 2024 | | | | |
| GBON National Contribution Plan | | | December 2023 | January 2024 | February 2024 | March 2024 |
| 3Country HydroMet Diagnostic (on demand) | November 2023 | December 2023 | January 2024 | | | |
| Total budget USD² | \$ 129 200 | | | | | |

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

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.



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 | Risks of disease outbreak or natural disasters (e.g. covid-19) | <i>Unlikely</i> | Implementing relevant national and international agencies recommendations on how to deal with the outbreak. Work remotely where possible |
| | High Impact weather such as tropical cyclones affecting the Seychelles | <i>Most likely</i> | Effective project planning taking into consideration the weather seasons of the Seychelles |
| Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities | Insufficient human capacity / resources to manage the Readiness phase | likely | Engagement with National stakeholders to share benefits of the project for the Seychelles to solicit support from skills available nationally. |
| Programmatic risks Risks related to country ownership of the Readiness phase outputs | Other entities not embracing the project as a top priority. | <i>Unlikely</i> | Sufficient awareness and communication through workshop on GBON and SOFF to management and staff at all levels. |



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 **South Africa** to **Seychelles** 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 development of the outputs should include the following:

- Collaboration arrangements between the beneficiary country and the peer advisor which will include at least one country visit approximately November/ beginning of December 2023, unless the country context does not allow it. This visit will afford the Peer advisor the opportunity to assess the status of the Seychelle Meteorological services infrastructure. There after virtual Meetings will be arranged biweekly (frequency can be adjusted) whilst working on development of the GBON Gap Analysis. The Advisor will always invite the prospective Implementing Entity AfDB to attend when feasible meetings through virtual platforms.
- The draft GBON Gap Analysis should be shared with the SOFF secretariat during January 2024 for assessment prior commencement of the development of the GBON National Contribution plan in February 2024.
- The development of the Country HydroMet Diagnostic will run concurrently with development of GBON national Gap Analysis and the GBON National Contribution Plan, which will be from December 2023 for February 2024.
- Based on the outcome of the GBON Gap Analysis, the peer advisor might need to revisit the Seychelles to engage with other stakeholders relevant to the process of rehabilitation



or deployment of additional stations to close the observational data gaps in the Seychelles. Otherwise, virtual consultation meetings with relevant national and international stakeholders and partners, such regular consultations with WMO SOFF secretariat with continue throughout this development stage. Lessons learned in development of the readiness outputs for the Seychelles will be applied when addressing other Islands States.

- The peer advisor delivery team and focal point comprises of Samantha Linnerts, Chista Ferreira, Lithakazi Mkatshwa and *Francis Mosetlho as the focal person*.
- Timeline for the development of the outputs *October 2023 to March 2024*
 - First country visit is planned for end of October 2023
 - Completion of GBON National Gap Analysis approximately end of November 2023
 - Completion of the Country HydroMet Diagnostic report approximately end of January 2024
 - Completion of GBON National Contribution Plan approximately end of March 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



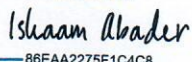
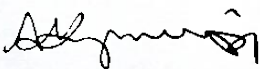
By signing this document, the beneficiary country, peer advisor and the prospective Implementing Entity agree with the provisions stated in this Terms of Reference.

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| Beneficiary country |
| Peer advisor <div><div>DocuSigned by:</div><div>Ishaam Abader</div><div>86EAA2275F1C4C8...</div></div> <div>Ishaam Abader 30/8/2023 6:45 AM SAST</div> |
| Prospective Implementing Entity |



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.

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| Beneficiary country  |  |
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