

Fourteenth Steering Committee
27-29 May 2026

SOFF Monitoring, Evaluation and Learning (MEL) Framework

Decision 14.7

Systematic Observations
Financing Facility

**Weather
and climate
data for
resilience**



Decision 14.7 SOFF Monitoring, Evaluation and Learning (MEL) Framework

The SOFF Steering Committee

Recalls [Decision 12.7](#) which deferred the adoption of SOFF Monitoring, Evaluation and Learning Framework to the 14 Steering Committee meeting.

Notes with appreciation the consultation process undertaken by the SOFF Secretariat in preparation for a Steering Committee decision on the Monitoring, Evaluation and Learning Framework.

Decides to adopt the SOFF Monitoring, Evaluation and Learning Framework and to review it in 2027, in light of the findings from the SOFF Independent External Evaluation.

Purpose of this Document

This document presents the Monitoring, Evaluation and Learning (MEL) Framework for adoption by the 14 Steering Committee, in accordance with decision 12.7. The SOFF MEL Framework defines the scope, objectives, methods, and timelines for monitoring, evaluation and learning across SOFF activities. It harmonizes data collection methods, indicators, and reporting processes to ensure consistency, comparability and reliability of information across SOFF phases. It also supports adaptive management through the systematic use of evidence and lessons learned.

Table of contents

1. Overview	8
1.1 Purpose	10
1.2 Content and Structure	10
2. Monitoring	10
2.1 Definition.....	10
2.2 Objectives.....	11
2.3 Monitoring and Reporting Methods	11
2.3.1 Monitoring and Reporting Methods at Fund Level	12
2.3.2 Monitoring and Reporting Methods at Project Level.....	13
2.4 Roles and Responsibilities	14
3. Evaluation	14
3.1 Definition.....	14
3.2 Objectives.....	14
3.3 Evaluation Methods.....	14
3.3.1 Evaluation Methods at Fund Level	14
3.3.2 Evaluation Methods at Project Level.....	16
3.4 Roles and Responsibilities	16
4. Learning	17
4.1 Definition.....	18
4.2 Objective	22
4.3 Learning Methods.....	14
4.3.1 Learning Methods at Fund Level.....	14
4.3.2 Learning Methods for both Fund and Project levels.....	14
4.4 Roles and Responsibilities	16
5. Application of the SOFF MEL Framework	16
Annex I: Integrating SOFF Documents into the MEL Framework.....	17
Annex II: SOFF contribution to global and regional climate action initiatives.....	18
Annex III. Reporting schedules.....	22

SOFF Monitoring, Evaluation and Learning (MEL) Framework

1. Overview

Achieving sustained compliance with the Global Basic Observing Network (GBON) requires substantial investment, strengthened institutional and technical capacity, and resources for operations and maintenance. These requirements are particularly critical in Least Developed Countries (LDCs) and Small Island Developing States (SIDS), where long-term improvements in the availability and quality of observational data remain a significant challenge.

In response to this need, and as outlined in the [SOFF Terms of Reference](#), the Systematic Observations Financing Facility (SOFF) provides financial and technical support to strengthen national basic observation capacity. It delivers this support through four key features:

- A global approach with sustained international data exchange as a measure of success
- Provision of innovative financing
- Enhancement of technical competence and integrated approaches
- Leveraging knowledge and resources

1.1 Purpose

As a global, results-oriented financing facility supporting sustained development of countries' observation capacity, SOFF requires a comprehensive Monitoring, Evaluation and Learning (MEL) framework to demonstrate results, ensure accountability for investments, and continuously improve effectiveness through learning and adaptation.

The SOFF MEL framework is therefore designed to:

- **Define** the scope, objectives, methods, and timelines for monitoring, evaluation and learning activities.
- **Harmonize** SOFF monitoring data collection methods, indicators, and reporting processes to ensure consistency, comparability, and reliability of information across phases and stakeholders.
- **Allow for adaptive management** that involves an ongoing process of working collaboratively and flexibly to learn, make decisions, test assumptions, and adjust actions on this basis (OECD 2023).

1.2 Content and Structure

This document presents an overview of the SOFF Monitoring, Evaluation and Learning (MEL) Framework, which sets out the principles, scope and arrangements for monitoring, evaluation and learning at both fund and project levels across all SOFF activities.

The Framework is structured around its three pillars, Monitoring, Evaluation and Learning, each addressed in a dedicated chapter. Each chapter sets out, for the respective pillar, (i) the definition and purpose, (ii) objectives and intended users, (iii) key methods and tools, (iv) reporting products and timelines, as applicable, and (v) roles and responsibilities across SOFF partners and implementation phases. The annexes provide supporting detail, including how existing SOFF operational documents are integrated into the MEL Framework, mapping of SOFF contributions to global and regional initiatives, reporting schedules, and partner roles across the three pillars.

The SOFF MEL Framework is anchored in results-based management principles, using as a foundation the [SOFF Theory of Change](#) (ToC), and provides the operational means through which progress along the ToC pathways is systematically tracked, while applying a consistent, transparent, and systematic approach across all SOFF phases (Readiness, Investment and Compliance). It builds on existing SOFF documents, such as the [SOFF Operational Manual](#), SOFF Results Framework and [Gender Action Plan](#). Other SOFF operational documents that contribute to SOFF MEL Framework are provided in the Annex I.

Beyond internal accountability, it demonstrates SOFF's contribution to global and regional climate action agendas. Annex II provides a detailed mapping of SOFF's MEL contributions to these global and regional initiatives, such as the Paris Agreement and the UN Early Warnings for All (EW4All) initiative.

2. Monitoring

2.1 Definition

Monitoring is a continuing process that involves the systematic collection and collation of data (on specified indicators or other types of information).

It provides the management and other stakeholders of an intervention with indications about the extent of implementation progress, achievement of intended results, occurrence

of unintended results, use of allocated funds and other important intervention and context-related information.¹

2.2 Objectives

The objective of SOFF monitoring is to systematically track progress, performance, resource use, and risks across all SOFF-supported activities. The data collected provides the Steering Committee, Implementing Entities, Peer Advisors, WMO Technical Authority, and countries with timely, credible information on progress and outcomes, thereby supporting accountability, adaptive management, and learning. Monitoring is guided by the [OECD results framework](#) and anchored in the outputs and indicators of the [SOFF Theory of Change](#) and [Results Framework](#), enabling timely course corrections and continuous improvement.

2.3 Monitoring and Reporting Methods

Annex III summarizes the reporting timelines and responsibilities for both the Readiness and Investment Phases (Compliance phase under development), specifying the types of reports, reporting frequency, coverage periods, deadlines, and responsible parties to ensure timely and consistent progress reporting to the SOFF Secretariat.

The sub-sections below present the monitoring methods at fund and project level that have been applied and will continue to be used and refined throughout SOFF operations.

2.3.1 *Monitoring and Reporting Methods at Fund Level*

Monitoring is the continuous, systematic collection of data on key indicators of the outputs and outcomes to track progress and the use of funds, while reporting is the formal communication of these findings to stakeholders to demonstrate results. This link between monitoring and reporting is central to SOFF's Results Framework, which uses multiple interconnected reporting channels to ensure accountability and track progress against agreed objectives, as outlined below.

- **Steering Committee reporting**

At each Steering Committee meeting, the SOFF Secretariat provides a regular update on the implementation progress of SOFF country operations through an INF document.

- **Monitoring Dashboard on SOFF website**

The SOFF Secretariat maintains a publicly accessible [Monitoring dashboard](#) that regularly updates implementation status and progress for all the three SOFF phases, based on reports submitted by operational partners. In addition, the SOFF Secretariat maintains a [Portfolio](#)

¹https://www.oecd.org/en/publications/glossary-of-key-terms-in-evaluation-and-results-based-management-for-sustainable-development-second-edition_632da462-en-fr-es.html

[dashboard](#), that serves as a centralized, transparent, and public-facing tool for visualization of the fund. Both dashboards form integral part of the SOFF website.

- **UNMPTF Annual Report**

The UN Multi-Partner Trust Fund Office (UNMPTF) acts as the Administrative Agent for SOFF, providing annual consolidated financial and narrative reports covering all activities. Financial reports are prepared directly by the UNMPTF based on submissions from participating organizations.

An annual narrative report is prepared by the SOFF Secretariat drawing on the semi-annual reports from Peer Advisors and semi-annual and annual reports from Implementing Entities in accordance with the reporting schedules set out in Annex III.

The narrative report provides updates on progress against indicators in approved funding requests, along with information on gender, environmental and social safeguards, civil society and private sector participation, complementary financing and leverage, the grievance redress mechanism, and success stories. It also includes detailed reporting against the results framework based on semi-annual and annual reports from Implementing Entities. Consolidated annual financial and narrative reports are published on the UNMPTF website.

- **SOFF Action Report**

Each year, the SOFF Secretariat produces a high-level Action Report complementing the UNMPTF Annual Narrative Report. The Action Report is a strategic communication tool for policymakers, funders and the public, presenting a visually compelling narrative of SOFF's achievements and impact. It is launched at UNFCCC COPs to showcase SOFF action and impact.

- **SOFF reporting in the context of other organisations and global initiatives**

- **EW4All annual progress reports:** The SOFF Secretariat contributes to the EW4All M&E working group on Pillar 2, with its inputs incorporated into EW4All's annual progress reports to the UN Secretary-General via the Advisory Panel co-chaired by WMO and UNDRR. Additionally, the SOFF Secretariat regularly participates in the EW4All Monitoring Working Group.
- **UNFCCC COP and SBSTA:** The SOFF Action Reports are launched at high-level events during UNFCCC COPs. At the request of Parties, SOFF also provides updates at COP Earth Information Days, which inform the deliberations and conclusions of the Subsidiary Body for Scientific and Technological Advice (SBSTA).

- **WMO governing bodies:** The SOFF Secretariat works with WMO to prepare reports for the World Meteorological Congress, the WMO Executive Council and other governing bodies, highlighting SOFF's progress in strengthening the global observing system and its alignment with WMO's strategic objectives.

2.3.2 *Monitoring and Reporting Methods at Project Level*

SOFF's project-level monitoring is based on the results framework with predefined indicators tailored to each of the three phases of country support. This approach aligns with standard results-based management practices, ensuring monitoring is systematic and data-driven.

- **Readiness Phase**

Peer Advisors are responsible for the timely and quality delivery of outputs under their Assignment Agreement. They must monitor progress closely and, in line with the Umbrella Legal Agreement, promptly notify the SOFF Secretariat of any issues, delays or risks. Semi-annual progress reports are submitted to the Secretariat, which reviews them to track implementation, identify systemic issues and facilitate solutions. Final payment is released only after all Readiness Phase outputs are delivered, technically reviewed by the WMO Technical Authority, and formally signed off by the country.

- **Investment Phase**

The SOFF [Investment Phase Framework](#) defines standardized outputs and outcomes for all investments. During the Investment phase, peer advisors submit semi-annual reports to the SOFF Secretariat on progress against their TORs, while Implementing Entities (IEs) provide semi-annual reports to the SOFF Secretariat, annual narrative reports to the UNMPTF (facilitated by SOFF Secretariat), and annual financial reports to the UN Multi-Partner Trust Fund (UNMPTF) Office. These reports track progress against approved indicators. The SOFF Secretariat reviews them to monitor progress on targets in workplans approved in the funding requests, address challenges, and ensure projects remain on track, consolidating findings into the Annual Narrative Report for the Steering Committee and the Progress Update INF document.

Final narrative and financial reports are to be submitted in accordance with the UNMPTF reporting requirements set out in the legal agreements. Final narrative reports (or completion reports) are submitted by Implementing Entities and Peer Advisors to the UNMPTF, facilitated by the SOFF Secretariat, while financial reports are submitted directly to the UNMPTF.

The final narrative reports confirm the completion of all activities and detail the number of stations that have completed the commissioning period (outcome). They present the results achieved during the Investment Phase, comparing them with expected results at the output and outcome level and explaining the reasons for over or underachievement. They also

highlight key lessons learned and specify the long-term institutional arrangements in place to ensure sustained GBON compliance with SOFF Compliance Phase support.

The outcome of the Investment Phase is achieved when the commissioning period for GBON surface stations and GBON upper-air stations is completed. A *GBON station commissioning* is the process in which GBON data is reliably shared via WIS 2.011 according to the GBON compliance criteria. The commissioning period will be the last year of the Investment Phase.

The WMO Technical Authority verifies data sharing according to the GBON compliance criteria and provides quarterly GBON compliance reports to the SOFF Secretariat. The SOFF Secretariat facilitates the coordination of the verification process between the SOFF country, the Implementing Entity and WMO Technical Authority.

- **Compliance Phase**

SOFF uses the GBON compliance criteria applicable to all WMO Members (193 states and territories) as the basis to monitor and verify results. Criteria are clearly outlined in Section 10.4 of the [Guide to the WMO Integrated Global Observing System](#) (WMO-No. 1165). The criteria for station-level compliance are defined by WMO as outlined in [INF 6.2](#). WMO Technical Authority is responsible for the tools to monitor GBON compliance. Monitoring and data collection are entirely based on the [WIGOS Data Quality Monitoring System \(WDQMS\)](#) webtool.

Monitoring of GBON stations is achieved through publicly available tools developed by WMO:

- The **WDQMS web tool**, which provides in almost real time information on the daily availability and quality of observational data; see [WMO website](#);
- The **GBON Compliance app**, which provides quarterly compliance information by station and by WMO Member; see [WMO website](#);
- The **SOFF Compliance Monitoring tool**, which represents a SOFF-tailored version of the GBON Compliance app that will monitor the status of SOFF-funded stations and corresponding targets set through National Gap Analysis. It will be included in the [SOFF monitoring dashboard](#) on the SOFF website.

Currently, these tools draw on data from four global Numerical Weather Prediction (NWP) centres: Deutscher Wetterdienst (DWD); European Centre for Medium-Range Weather Forecasts (ECMWF); Japan Meteorological Agency (JMA) and United States National Centers for Environmental Prediction (NCEP).

During the Compliance Phase, station level compliance will be verified by the WMO Technical Authority quarterly and annually. WMO will provide SOFF-tailored quarterly and annually GBON compliance reports showing SOFF funded stations' performance and progress, including the percentage of Compliance across a given time-period for each SOFF supported

station. Quarterly and annual GBON compliance monitoring reports will be made publicly available on the SOFF website.

2.4 Roles and Responsibilities

At the fund level, the SOFF Secretariat coordinates monitoring and reporting, consolidates information from Implementing Entities, Peer Advisors, and the WMO Technical Authority, and reports progress through INF documents, dashboards, and consolidated annual narrative reports.

The UN Multi-Partner Trust Fund Office (UNMPTF), acting as the Administrative Agent for SOFF, prepares annual consolidated financial reports based on inputs from participating organizations. It also publishes financial and narrative reports through the UNMPTF Gateway to support transparency and accountability.

At the project level, Implementing Entities, Peer Advisors, beneficiary countries, and the WMO Technical Authority are responsible for tracking implementation progress and performance against agreed indicators, including the verification of GBON compliance.

3. Evaluation

3.1 Definition

Evaluation is the systematic and objective assessment of a planned, ongoing or completed intervention, its design, implementation and results.

The aim is to determine relevance, coherence, effectiveness, efficiency, impact and sustainability. Evaluation also refers to the process of determining the worth or significance of an intervention. An evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into decision-making processes.²

3.2 Objectives

For SOFF, the objective of the Evaluation pillar of the SOFF MEL Framework is to support decision-making, ensure accountability and enable continuous learning.

SOFF evaluations assess how well interventions deliver their planned outputs against milestones as approved in the SOFF funding requests across all three phases of support. They are guided by the OECD DAC criteria and must include gender integration as outlined in the [SOFF Gender Action plan](#).

² https://www.oecd.org/en/publications/glossary-of-key-terms-in-evaluation-and-results-based-management-for-sustainable-development-second-edition_632da462-en-fr-es.html

3.3 Evaluation Methods

The following methods have been applied and will continue to be used and refined throughout SOFF operations to support evaluation:

3.3.1 Evaluation Methods at Fund Level

- **Independent External Review**

The SOFF Steering Committee may commission independent external reviews of fund-level processes as needed. Conducted at any stage of SOFF operations, these reviews are narrower in scope than full evaluations and focus on specific targeted areas. They provide the Steering Committee with a timely mechanism, complementing but not replacing comprehensive evaluations.

In July 2023, the SOFF Steering Committee commissioned an Independent External Review to assess SOFF's design and early implementation. The review was submitted for consideration and endorsement at the Committee's 6th meeting in November 2023. It found SOFF to be highly relevant, transparent, and effective; the best viable option for countries to upgrade, maintain, and operate observation systems sustainably; and a foundation for attracting additional partner investments. (reference [Decision 7.2](#)).

- **Independent External Evaluation³**

The Steering Committee establishes the purpose, scope, and approach of each evaluation, which are reflected in an Evaluation Terms of Reference. The SOFF Secretariat prepares the terms of reference and proposed budget for each evaluation, which are then approved by the Steering Committee. Independent external evaluations are to be conducted in line with [OECD-DAC⁴](#) and [United Nations Evaluation Group \(UNEG\) Norms and Standards](#). An inclusive, multi stakeholder Reference Group is established to guide the independent external evaluation and review key deliverables. The SOFF Secretariat manages and coordinates the evaluation process in accordance with the approved funding and UNMPTF guidelines, including convening and supporting the Reference Group, facilitating the recruitment of evaluator(s), coordinating the review of evaluation deliverables within the approved timeline and drafting the management response.

Independent external evaluations are managed to ensure credibility, impartiality and utility, consistent with internationally recognized evaluation norms and good practice. Evaluation management functions, including the preparation of Terms of Reference, procurement of external evaluators, coordination of evaluation processes, and facilitation of management

³ The evaluation of an intervention conducted by entities or individuals outside the funding and implementing organisations (OECD, 2023)

⁴ OECD (2021) Applying evaluation criteria thoughtfully. OECD. Available at: https://www.oecd.org/en/publications/applying-evaluation-criteria-thoughtfully_543e84ed-en.html (accessed 29 June 2025).

responses are facilitated by the SOFF Secretariat. Independence is safeguarded through competitive selection processes, conducted in accordance with WMO procedures as administrative host of the SOFF Secretariat, and based on demonstrable technical competence and independence.

According to the SOFF [Terms of Reference](#), an independent external evaluation will be conducted at the end of the First Implementation period to assess the effectiveness, efficiency, relevance, and sustainability of SOFF operations and results. With the extension of the First Implementation period to June 2027, the Steering Committee decided to capture lessons learned, commission the evaluation, and develop the Monitoring, Evaluation and Learning (MEL) and Compliance-phase frameworks ([Decision 11.3](#)). Pursuant to [Decision 13.4](#), the SOFF Steering Committee adopted the Terms of Reference for the first SOFF Independent External Evaluation, with final evaluation findings to be presented for consideration at the sixteenth Steering Committee meeting.

The SOFF Gender Action Plan ([Decision 3.3](#)) should be used as a reference framework for any gender sensitivity component or question. The gender sensitivity component should be always included in SOFF evaluations.

- **Impact Studies**

Impact reporting has been central to SOFF's approach from the outset, formally embedded in its work programme and budget. Guided by Steering Committee [Decision 6.8](#), WMO/ECMWF-led impact experiments have evaluated different GBON implementation scenarios and their effect on global forecasting skill. By simulating the addition of new data from under-observed regions, these experiments quantified significant improvements in forecast accuracy both locally and globally, providing rigorous evidence of GBON's value. .

At its 11th meeting, the Steering Committee welcomed these results as the strongest scientific evidence to date of the benefits of targeted GBON investments. It requested broad communication of findings and adopted a third phase of impact work by [Decision 12.4](#). Impact reports thus serve as a key instrument of SOFF's impact evaluation.⁵

3.3.2 Evaluation Methods at Project Level

- **Readiness Phase**

The SOFF Readiness Funding Request process requires that both the SOFF-supported country and the prospective Implementing Entity provide feedback on the support received from the Peer Advisor at the end of the Readiness Phase. This feedback constitutes evidence

⁵ An evaluation that assesses the degree to which the intervention meets its higher-level goals and identifies the causal effects of the intervention. Impact evaluations may use experimental, quasi experimental and non-experimental approaches (OECD, 2023)

at on the functioning of SOFF's Peer-to-Peer advisory model. The SOFF Secretariat consolidates and analyses this feedback across countries to identify systemic strengths, recurring challenges and areas for improvement in the delivery of readiness support. At the fund level, aggregated findings contribute to learning, reporting to the Steering Committee, and inputs to fund-level reviews and independent evaluations.

For example, following this requirement, the SOFF Secretariat launched a survey on Peer Advisor support in December 2025 for countries that have completed the Readiness Phase and will continue to do so systematically for all future Readiness Phase closures.

- **Investment Phase**

Implementing Entities are responsible for project evaluations⁶, following their own procedures while also adhering to the [SOFF Results Framework](#) and the requirements set out in their approved SOFF Investment Funding Request.

Upon completion of individual country Investment Phase projects, the SOFF Secretariat consolidates project-level evaluation evidence through structured review and synthesis of evaluation and completion reports submitted by Implementing Entities through established UNMPTF reporting processes. At the fund level, this consolidated evidence is reflected in INF documents on implementation progress submitted for regular reporting to the Steering Committee and serves as an evidence base for oversight, adaptive management and independent external evaluations of SOFF.

- **Compliance Phase**

A review of early experience of Compliance Phase implementation is envisioned once the first five countries start this phase. Based on this review the approach to country project-level evaluation will be defined.

3.4 Roles and Responsibilities

Evaluation within the SOFF MEL Framework is overseen by the Steering Committee to ensure independence, credibility, and relevance for accountability and learning.

At fund level, the Steering Committee commissions independent external reviews and evaluations, while the SOFF Secretariat prepares terms of reference, manages evaluation processes, and supports follow-up on findings in line with Steering Committee decisions.

⁶ Evaluation of an individual intervention designed to achieve specific objectives within specified resources and implementation schedules, often within the framework of a broader programme, examining its relevance, coherence, effectiveness, efficiency, impact and sustainability (OECD, 2023).

At project level, in the Investment Phase Implementing Entities are responsible for conducting evaluations in accordance with their approved funding requests and applicable standards, with beneficiary countries contributing inputs as required.

4. Learning

4.1 Definition

OECD DAC frames learning as an integral purpose and outcome of evaluation and results-based management, where evaluation information and practices are used to inform decisions, improve performance, and adapt future strategies.

4.2 Objective

The Learning pillar of the SOFF MEL Framework promotes continuous improvements, adaptive management, and global knowledge exchange among countries, Implementing Entities, Peer Advisors, WMO Technical Authority and partners.

The Secretariat aims to capture and share knowledge on three priority themes: operational lessons learned across all phases (Readiness, Investment, Compliance); innovations in delivery and private-sector engagement; and, guided by WMO Technical Authority, technical evidence to support sustained GBON compliance.

4.3 Learning Methods

Learning is embedded across reporting, evaluations, technical assistance, and stakeholder dialogues coordinated by the Secretariat, covering technical, institutional, and cross-cutting areas, including gender integration.

The following learning methods are in use and will continue to be refined throughout SOFF operations to support monitoring, evaluation, and learning:

4.3.1 *Learning Methods at Fund Level*

- **Steering Committee documents**

In close coordination with WMO Technical Authority, Implementing Entities, Peer Advisors, beneficiary countries, and the Advisory Board, the SOFF Secretariat continuously gathers implementation evidence and lessons learned. These insights are regularly synthesized into Steering Committee documents to inform and guide decision-making.

4.3.2 *Learning Methods for both Fund and Project levels*

- **Peer advisor and Implementing Entity workshops**

SOFF Peer Advisor and Implementing Entity workshops are organized to foster collaboration, learning, and operational improvement across partners. They include WMO Technical

Authority as well as country representatives, strengthen the SOFF community, enhance technical alignment, and contribute to fund-level learning by capturing insights that inform future programming.

- **Webinars**

SOFF gathers lessons learned through webinars organized by the Secretariat—often with the WMO Technical Authority—as well as through regional workshops with countries, Implementing Entities, and peer advisors, and through collaboration with the private sector (e.g. the Association of the Hydro-Meteorological Industry, HMEI).

- **Regional Workshops**

SOFF has convened regional workshops in the Pacific, Africa, and South Asia, bringing together countries, regional actors, and operational partners to share experiences, identify challenges, and co-develop solutions. These workshops have proven cost-efficient and valuable and are expected to be continued, with lessons systematically captured and documented.

- **Digital platform**

SOFF has expanded its online learning through a dedicated Moodle platform that hosts forums, interactive modules, recorded webinars, procurement guidance, and country case materials, enabling peer exchange and training.

As a further evolution, the SOFF Secretariat is exploring the creation of a membership-based digital Knowledge Center as a single-entry point for its community of practice and wider coalition of partners. Such a platform can provide interactive access to curated libraries, e-learning modules, and discussion forums, while also hosting purpose-specific digital communities and regular virtual events. Advanced features can support member engagement through personalized content, newsletters, and peer-to-peer networking, as well as analytics to track participation and learning outcomes. Over time, the Knowledge Center is envisioned to become a central hub for collaboration, knowledge exchange, and continuous capacity building across the SOFF partnership.

- **Annual in-person Steering Committee meeting**

The annual in-person Steering Committee meeting, convened in the second quarter of the year, provides a dedicated forum for in-depth learning, strategic reflection and knowledge exchange. Through multiday thematic sessions, presentations of evidence and facilitated discussions, the meeting enables collective reflection on implementation experience and emerging issues and supports the use of lessons learned to inform strategic direction, operational adjustments and future programme development.

4.4 Roles and Responsibilities

Learning under the SOFF MEL Framework is coordinated by the SOFF Secretariat and supported by all SOFF partners to promote adaptive management and continuous improvement.

At the fund level, the Secretariat synthesizes lessons from monitoring, evaluations, and implementation experience and shares them through Steering Committee documents, learning platforms, and knowledge-exchange activities, with strategic guidance from the Steering Committee.

At the project level, Implementing Entities, Peer Advisors, beneficiary countries, and the WMO Technical Authority contribute lessons learned through reporting, evaluations, and participation in learning activities.

5. Application of the SOFF MEL Framework

This Framework is expected to be used as a reference when planning, reviewing and updating monitoring, evaluation and learning arrangements under SOFF. It provides a basis for ensuring that MEL activities are aligned with agreed objectives, indicators and reporting requirements, and that responsibilities are clearly understood across partners and phases.

The Framework should also be used to support the interpretation and use of evidence. Monitoring information, evaluation findings and lessons learned should be considered jointly, rather than in isolation, when assessing progress, identifying risks and challenges, and informing management responses and Steering Committee discussions.

Oversight of the application of this Framework is provided by the Steering Committee, in line with existing SOFF governance arrangements. The SOFF Secretariat supports the application of the Framework through coordination, consolidation of information, and facilitation of reporting, learning and follow-up, in accordance with its mandate.

In case of any inconsistency or ambiguity between SOFF documents, the Memorandum of Understanding (MoU) and the SOFF Terms of Reference (ToR), which establish SOFF's mandate and overall framework, prevail. They are followed by the Operational Manual (OM), which provides the primary guidance for implementation, and then by relevant phase-specific frameworks and guidance. Steering Committee decisions provide authoritative clarification and approvals within this structure.

This Framework is applied in a manner consistent with that hierarchy. Where detailed operational requirements are needed, users should refer to the annexes and relevant SOFF operational documents. This Framework does not replace phase-specific guidance or contractual obligations but provides a common reference to support coherence and consistency in their application.

Annex I: Integrating SOFF Documents into the MEL Framework

The MEL Framework builds on and integrates provisions from existing SOFF governance and operational instruments.

The documents on which the MEL framework is built are as follows:

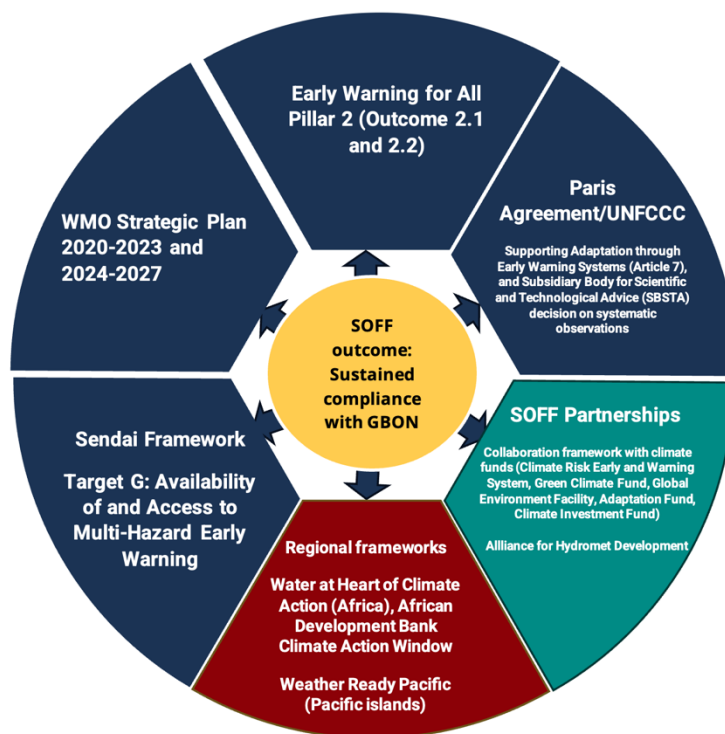
- Memorandum of Understanding (MoU)
- [Terms of Reference \(ToR\)](#), including [Theory of Change \(ToC\)](#)
- [Operational Manual \(OM\)](#)
- [Updated SOFF Results Framework](#)
- [Gender Action Plan](#)
- [Work Programme](#)
- [Investment Framework](#)
- [Risk Management Framework](#)
- Compliance Framework (presented for adoption at 14th SC)

Annex II: SOFF contribution to global and regional climate action initiatives

SOFF, and consequently the SOFF Monitoring, Evaluation and Learning (MEL) Framework, contribute to a range of global initiatives, regional frameworks and partnerships that aim to strengthen climate observation, early warning systems and climate resilience.

These linkages are illustrated in Figure 1, with SOFF’s core outcome—sustained compliance with the Global Basic Observing Network (GBON)—at the centre.

Figure 1. SOFF contribution to global and regional climate action initiatives



WMO Strategic Plan

SOFF was established in 2021 at the request of the 193 countries and territories of the World Meteorological Congress to address critical gaps in weather and climate observations and to support sustained compliance with the Global Basic Observing Network (GBON). GBON (Global Basic Observing Network) was established through WMO Resolution 75 (Cg-18) to set mandatory requirements for surface- and upper-air observations globally. Compliance of SOFF countries with the Global Basic Observing

Network (GBON), established by [Resolution 2 \(Cg-Ext\(2021\)\)](#) - Amendments to the Technical Regulations related to the establishment of the Global Basic Observing Network - will be monitored and verified in the SOFF Compliance Phase.

The WMO Strategic Plans [2020-2023](#) and [2024-2027](#) have a long-term “Goal 2: Enhance Earth system observations and predictions: Strengthening the technical foundation for the future” and “Goal 4: Close the capacity gap on weather, climate, hydrological and related environmental services”⁷.

→ **SOFF’s contribution:** SOFF aims to ensure that National Meteorological and Hydrological Services (NMHSs) have the observational data required to deliver reliable, sector-specific services that strengthen climate resilience across priority sectors.

Paris Agreement / UNFCCC

Article 7 of the [Paris Agreement](#) states the importance of “Strengthening scientific knowledge on climate, including research, systematic observation of the climate system and early warning systems, in a manner that informs climate services and supports decision-making” as essential element for adequate adaptation. Article 8 on Loss and Damage highlights “early warning systems” as a key area of cooperation (UNFCCC, 2015). About half of NDCs, 40% of NAPs, and over 90% of adaptation communications mention early warning systems⁸.

→ **SOFF’s contribution:** By financing GBON-compliant observing networks, data-sharing support, and technical assistance for NMHSs, SOFF enables countries to meet their obligations on systematic observation, deliver on EWS commitments in NDCs and NAPs, and establish the foundation for effective climate services.

- **Early Warnings for All (EW4All) Initiative**

Launched in 2022 by the UN Secretary-General, [EW4All](#) aims to ensure universal protection through multi-hazard early warning systems.

→ **SOFF’s contribution:** SOFF is a foundational element of the initiative and operational delivery mechanism for EW4All’s Pillar 2 (Detection, Observation, Monitoring, Analysis and Forecasting). The [EW4All’s Dashboard](#) captures SOFF

⁸ UNFCCC & GEO 2024. Realising Early Warnings for All: Innovation and Technology in Support of Risk-Informed Climate Resilience Policy and Action. United Nations Climate Change Secretariat. Bonn.

intermediary outcomes 2.1 (increased availability of quality observation data for hazard monitoring) and 2.2 (enhanced data exchange and access for forecasting and warning systems), along with related indicators such as number of Members supported, GBON compliance and WIS data-exchange metrics. This enables EW4All to directly aggregate SOFF outcomes into its Pillar 2 implementation indicators.

Sendai Framework

The [Sendai Framework for Disaster Risk Reduction 2015 – 2030](#) has a dedicated target on early warning systems (Target G) to “*Substantially increase the availability of and access to, multi hazard early warning systems and disaster risk information and assessments to people by 2030*” (UNDRR, 2015).

→ **SOFF’s contribution:** SOFF addresses the very first step of the early warning value chain — accurate detection and monitoring — which is essential for effective multi-hazard systems and risk-informed decision-making.

Regional initiatives

- [Water at the Heart of Climate Action \(WHCA\)](#) is a consortium of organizations working together to reduce water-related climate risks such as floods and droughts in five Nile Basin countries: Ethiopia, Rwanda, South Sudan, Sudan, and Uganda. Within it, SOFF helps strengthen basic weather and climate observations, allowing to improve forecasts, early warning systems, and climate services so communities and governments can better prepare for water-related disasters.
- [Climate Action Window \(CAW\)](#) of the African Development Bank: Following the 9th SOFF Steering Committee decision, a partnership was formally established in 2024 with the African Development Bank through its Climate Action Window (CAW). Together, SOFF and CAW coordinate advocacy, resource mobilization and capacity-building to address critical climate data and early warning gaps across the continent.
- [Weather Ready Pacific Program \(WRP\)](#): An agreement on complementarity and collaboration with the Weather Ready Pacific (WRP) programme was signed in 2024. Under this partnership, SOFF supports Pacific Island countries in achieving sustained GBON compliance, while WRP strengthens observational networks beyond GBON and advances activities further along the value chain.

Other SOFF Partnerships

- **Alliance for Hydromet Development**

The [Alliance for Hydromet Development](#) brings together major international development, humanitarian and climate finance institutions committed to closing the hydromet capacity gap by 2030. It seeks to enhance the effectiveness and sustainability of hydromet investments through coordinated partnerships that leverage the expertise of its members. The creation of SOFF was the Alliance's priority commitment to address challenges from past investments in observation infrastructure. All Alliance members have contributed to SOFF's development, and almost all are engaged in its governance or operations. SOFF has now been invited, jointly with CREWS, to join the Alliance, as noted in [Decision 12.5](#).

- **Collaboration framework with other climate funds**

The [Framework for Collaboration on Enhancing Systematic Observation](#) was developed at the request of the SOFF Steering Committee ([Decisions 5.5](#) and [6.4](#)). It was signed by the Secretariats of the Adaptation Fund, Climate Investment Funds, Climate Risk and Early Warning Systems Initiative, Global Environment Facility and Green Climate Fund at the SOFF high-level event on 9 December 2023 during COP28. The framework establishes complementarity and joint action between SOFF and major climate funds.

Annex III. Reporting schedules

	Type	From	To	Frequency	Reporting period	Deadline	Note
Readiness Phase	Semi-annual report	Peer Advisor	SOFF Secretariat	Twice per year	January to June	End of July	SOFF peer advisor shall submit a semi-annual progress report to the SOFF Secretariat if the delivery of advisory services takes more than six months. In cases where the deadline for the first progress update is only three months following the start of implementation, peer advisor may submit the first semi-annual progress report to the subsequent deadline.
					July to December	End of March	
	Final report	Peer Advisor	SOFF Secretariat	Once for the entire implementation period	Start to end of implementation	Latest three months following completion of the three Readiness Phase outputs	
Investment Phase	Semi-annual progress update ⁹	Implementing Entity	SOFF Secretariat	per year	January to June	End of July	In cases where the deadline for the first progress update is only three months following the start of implementation, IEs may submit the first status report to the subsequent deadline.

⁹ The January–June period is reported in the semi-annual update, while the July–December period is covered in the Annual Report, ensuring full annual coverage without duplication.

	Type	From	To	Frequency	Reporting period	Deadline	Note
					July to December gets covered in the annual narrative report	End of March as part of the annual narrative report	
	Semi-annual report	Peer advisor	SOFF Secretariat	Twice per year	January to June	End of July	In cases where the deadline for the first progress update is only three months following the start of implementation, peer advisors may submit the first semi-annual report to the subsequent deadline.
					July to December	End of March	
	Annual narrative report	Implementing Entity	UNMPTF Office, facilitated by SOFF Secretariat	Once per year	January to December of calendar year	End of March to UNMPTF through SOFF Secretariat (mid-March)	The first annual narrative and financial report will cover the period between the approval in the UNMPTF Gateway and the end of the calendar year.
	Annual financial report	Implementing Entity	UNMPTF Office	Once per year	January to December calendar year	End of April	The first annual financial report will cover the period between the approval in the UNMPTF Gateway and the end of the calendar year.
Final narrative / Completion report	Implementing Entity and Peer advisor in collaboration with SOFF Country NHMS	UNMPTF Office, facilitated by SOFF Secretariat	Once for the entire implementation period	Start to end of implementation	Latest four months (30 April) after the end of the calendar year in which the operational closure of the activities in the approved programmatic document occurs.	The template for the completion report will be provided in due course	

	Type	From	To	Frequency	Reporting period	Deadline	Note
	Final financial reports	Implementing Entity and Peer advisor	UNMPTF Office	Once for the entire implementation period	Start to end of implementation	Latest five (5) months (31 May) after the end of the calendar year in which the financial closure of the activities in the approved programmatic document occurs.	
Compliance phase	Quarterly GBON compliance reports	WMO Technical Authority	SOFF Secretariat	Quarterly	Q1, Q2, Q3, Q4	One month after the previous quarter	A standardized template will be used
	Annual GBON compliance report	WMO Technical Authority	SOFF Secretariat	Annual	1 July to 30 June	September	The WMO Annual Compliance Report will provide the number of quarters that each SOFF-funded station meets GBON compliance requirements.