# Annex: Terms of Reference for the provision of technical advisory services during the SOFF Investment Phase

1. **Purpose and scope**

These Terms of Reference describe the provision of technical advisory services by the [SOFF peer advisor] to the [SOFF-supported country] to contribute to the delivery of the SOFF Investment Phase outputs as described in Section 3.

The Terms of Reference are based on the [SOFF Operational Manual](https://alliancehydromet.org/wp-content/uploads/2022/11/Decision-item-2.2-Adoption-of-the-SOFF-Operational-Manual.pdf), Section 4.4.3 on the Operational Partners and Section 4.5.2 on the Investment Phase; as well as on the [SOFF Investment Framework](https://www.un-soff.org/document/decision-5-8-soff-investment-phase-framework-and-funding-request-template/), Section 4.5 on the Peer Advisors and WMO Technical Authority.

1. **Roles and responsibilities**

**Beneficiary country National Meteorological and Hydrological Service**

* Is responsible for implementing the activities of the SOFF Investment Phase activities with the support of the Implementing Entity and the peer advisor.
* Submits the SOFF Investment Phase funding request using the standardized template provided by the SOFF Secretariat, including the Terms of References for the peer advisor’s technical advisory services during the Investment Phase.
* Is responsible for collaborating with the Implementing Entity to provide all the necessary information, participate in and facilitate the national activities that the Implementing Entity and peer advisor need to conduct in order to deliver the SOFF Investment Phase outputs.
* Confirms the completion of all the Investment Phase activities and provides comments as needed on the final report prepared by the Implementing Entity.

**Peer advisor**

* Is accountable to the beneficiary country and the Implementing Entity.
* Is contracted via the WMO pass-through mechanism and operates on a cost-recovery basis.
* Provides technical advisory services to support beneficiary countries and Implementing Entities in the design and implementation of the SOFF Investment Phase activities.
* Contributes to the final report of the SOFF Investment Phase.

**Implementing Entity**

* Prepares the Investment Phase funding request in collaboration with the beneficiary country and the peer advisor, including the Terms of References for the provision of technical advisory services during the SOFF Investment Phase.
* Manages the Investment Phase activities following the terms specified in the funding request and in collaboration with relevant national partners, including civil society organizations.
* Delivers the Investment phase outputs and is responsible for their quality and timely delivery, in coordination with the country and the peer advisor.
* Provides quarterly updates to the SOFF Secretariat according to a simple standardized form and annual reports according to the United Nations Multi-Partner Trust Fund Office’s reporting requirements indicated in the legal agreements.
* Informs the SOFF Secretariat of circumstances that could materially impede the implementation of the Investment phase or any considerable deviation in the conditions of the funding request to achieve its objectives.
* Submits the final report to the SOFF Secretariat including the beneficiary country’s comments and the peer advisors’ feedback. The final report describes the institutional arrangements to secure sustained operation and maintenance of the investments made.

**WMO Technical Authority**

* Provides basic on-demand technical assistance to the beneficiary country, Implementing Entity and peer advisor on GBON regulations, including on monitoring and assessing the data-sharing status of the stations using the WDQMS web tool[[1]](#footnote-2)
* Is responsible for the verification of data sharing of the new or rehabilitated surface and upper -air stations as per GBON regulations.
* WMO provides a verification report to the SOFF Secretariat, upon which the Investment Phase can be considered completed.
* Establishes and administers the pass-through mechanism for contracting and funding of the advisory services provided by the peer advisors.

**SOFF Secretariat**

* Facilitates communication, coordination and collaboration between the beneficiary country, the Implementing Entity, the peer advisor and WMO Technical Authority.
* Reviews the SOFF Investment Phase funding request, including the Terms of Reference for the provision of technical advisory services and provides feedback as needed. Then transmits the funding request to the SOFF Steering Committee for their decision.
* Compiles quarterly updates and annual reports and monitors implementation based on information received from the Implementing entity, the peer advisor and the beneficiary country. Regularly informs the Steering Committee of progress.
* Coordinates regional implementation approaches to the SOFF Investment Phase.
* Confirms receipt of the final report by the Implementing Entity and completion of the Investment Phase based on WMO verification of data sharing.
* Organizes exchange of knowledge and experiences and captures lessons learned.

1. **Peer advisors’ activities during the SOFF Investment Phase**

The peer advisor will contribute to the delivery of the SOFF Investment Phase outputs as described in the *RBM* section of the SOFF UNMPTF Gateway through the following activities:

| Output | Indicator  (Please copy the indicators from RBM section of the Investment Funding request.) | Activities conducted / contributions  (Please list all activities that will be conducted by the peer advisor relevant to the output. Please add rows if more than one activity will be conducted.) | Implementation plan | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Y1 | Y2 | Y3 | Y4 | Y5 |
| 1.1 National consultations, including with CSOs and other relevant stakeholders conducted | Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| 1.2 NMHS institutional capacity required to operate the GBON network developed | Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| 1.3 NMHS human capacity required to operate the GBON network developed | Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| Add indicator as per the funding request | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| 2.1 New land-based stations and related equipment, ICT systems, data management systems and standard operating practices in place | # of new stations installed as per the GBON National Contribution Plan | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| 2.2 Improved land-based stations and related equipment, ICT systems, data management systems and standard operating practices in place | # of stations improved as per the GBON National Contribution Plan | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| 2.3 New upper air stations and related equipment, ICT systems, data management systems and standard operating practices in place | # of new stations installed as per the GBON National Contribution Plan | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| 2.4 Improved upper air stations and related equipment, ICT systems, data management systems and standard operating practices in place | # of stations improved as per the GBON National Contribution Plan | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| 3.1 GBON land-based stations’ commissioning period completed, country-specific standard cost for operations and maintenance established, and data sharing verified by WMO Technical Authority | # of stations commissioned as per the GBON National Contribution Plan | Specify peer advisor activities relevant to the output |  |  |  |  |  |
| 3.2 GBON upper air stations’ commissioning period completed, country-specific standard cost for operations and maintenance established, and data sharing verified by WMO Technical Authority | # of stations commissioned as per the GBON National Contribution Plan | Specify peer advisor activities relevant to the output |  |  |  |  |  |

**Signatures**

|  |  |
| --- | --- |
| Peer advisor focal point | Name  Title  Date |
| Country focal point | Name  Title  Date |

1. The WDQMS web tool monitors the availability and quality of observational data based on near -real-time information from the four participating global Numerical Weather Prediction centres: the German Weather Service (DWD), the European Centre for Medium range Weather Forecasts (ECMWF), the Japan Meteorological Agency (JMA) and the United States National Centers for Environmental Pre diction (NCEP). These are four of the ten World Meteorological Centres, designated by WMO to provide global numerical weather prediction products for all WMO Members. [↑](#footnote-ref-2)