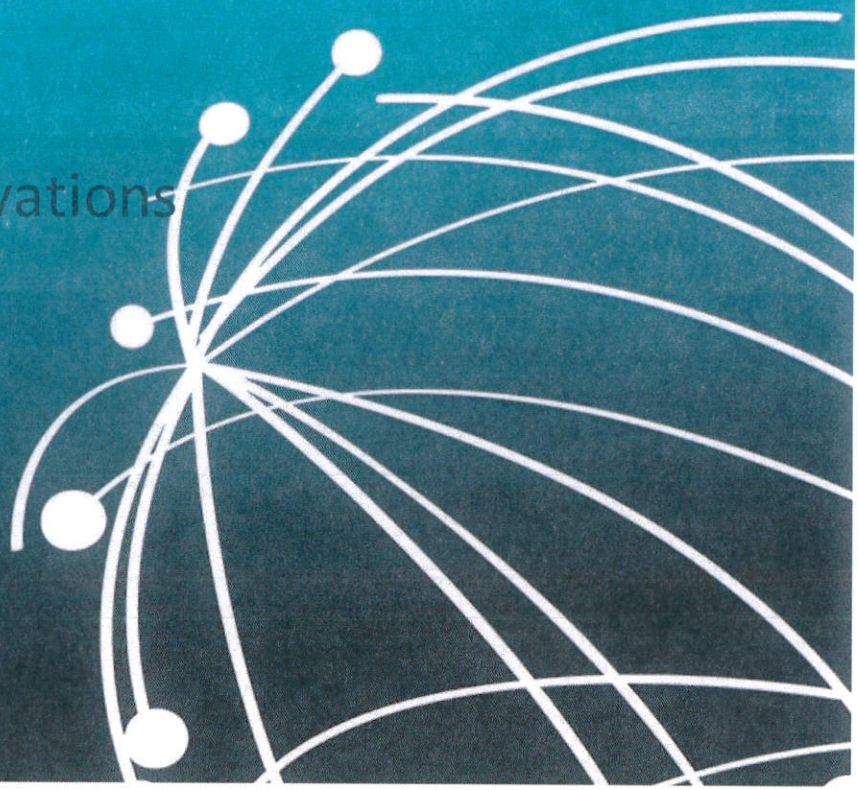
SOFF
Systematic Observations Financing Facility

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 funding request should be prepared by the SOFF beneficiary country in collaboration with the SOFF peer advisor in coordination with the prospective SOFF Implementing Entity. In case of questions on how to complete this template, please contact the SOFF Secretariat at: soffsecretariat@wmo.int.

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**.

General recommendations to fill in in the template

Section 2. Programming criteria: Please make sure that you provide clear but succint information to relevant to the programming criteria. This is an essential requirement for the submission of the funding request to the Steering Committee.

- **GBON gap and easy fixes:** Please be aware of the limitations of SOFF scope of support. SOFF only supports GBON standard density and surface and upper-air stations over land. However, SOFF does encourage peers and beneficiary countries to during the Readiness phase look at the situation of GBON high-density networks (for those countries that already have them) and marine stations for potential easy fixes opportunities via SOFF support or other future support. We encourage beneficiary countries and peer advisors to ensure that the readiness funding request focuses on the areas of work related to SOFF scope of support to avoid misinterpretations and wrong expectations for the Investment and Compliance phase. For more guidance and details on SOFF scope of support, please see the GBON National Gap Analysis and the GBON National Contribution Plan technical guidance documents.

  The information provided on the GBON Gap, and the easy fixes should be high-level, as the details are expected to be scoped out during the Readiness phase. Please avoid excessively detailed information on how many stations to rehabilitate/install.

- **Maximize delivery capacity**: Please clearly state any ongoing or planned activities in the country for which the peer advisor receives funding from other sources. This is a mandatory requirement, as per Assignment Agreement 5.4. If there are none, please explicitly state so.

Section 3. Budget: The budget is expected to reflect a strict and careful assessment of the costs for the provision of the advisory services, following a cost-recovery approach and abiding to the eligible expenditure categories according to the Umbrella Agreement. While a budget breakdown is not required in the funding request, the SOFF peer advisor must be in a position to provide copies of all the documents, including budget and costing breakdown, including for audit purposes.

Section 6: Risk management framework needs to be carefully developed indicating discrete risks and strong mitigation measures.

Annex 1: Terms of Reference. The delivery process needs to be described, including indicative timeline of planned activities, workshops, missions, delivery of the outputs and delivery team. Without this, the funding request cannot be submitted to the SOFF Steering Committee.

1. Basic information

SOFF Beneficiary Country	*COMOROS*
Country Focal Point	*Mr Ibrahim Mchami* Direction de la météorologie, Agence nationale de l'Aviation Civile et de la météorologie (ANACM), Comores
Peer advisor	Moroccan General Directorate of Meteorology (DGM) Direction Générale de la Météorologie du Maroc
Peer advisor Focal Point	Mr Karam Essaouini – essaouini.karam@marocmeteo.ma
Prospective Implementing Entity	African Development Bank
Prospective Implementing Entity Focal Point	James Kinyangi J.KINYANGI@AFDB.ORG
Total budget USD	*$ 120 000,00*
Delivery timeframe	*Six Months duration starting in October 2023*
Date of approval	
Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)	

2. SOFF Programming criteria

Please provide below an initial short description of the application of the SOFF programming criteria in the country.

Table 1: Programming criteria

Close the most significant data gaps	*Based on the WMO Global GBON Gap Analysis for the country, please provide a brief summary and initial indications regarding the GBON gap in the country.* Faced with significant hazards and risks and given the geographical distribution of the population and the associated socio-economic activities and given the morphology of this island state, the infrastructure of the national meteorological service of the Comoros (ANACM) needs to be further developed. major efforts to automate observation are expected. The four synoptic stations and the existing network of automatic weather stations are to be rehabilitated and reinforced. Table 1. Inventory of ANCM observing systems Surface manned stations: 4 Surface automatic weather automatic stations: 25 Upper air stations: 0 Weather Radar: 0 Rainfall stations: 20 Table 2. Stations reporting internationally Station status declared in OSCAR: 3 operational and 1 Unknown Station status assessed in OSCAR: 4 Unknown Stations reporting internationally: 2 Stations status in WDQMS: 3 stations with long series of missing data Three synoptic stations are declared operational, but their data are not exchanged internationally. The same statement is valid for the automatic weather stations that are not declared in OSCAR and their data are not exchanged internationally. The WMO Global GBON Gap Analysis 2022 identifies the current gaps in the surface and upper air observing networks in Comoros.

Table 3. WMO Global GBON Gap Analysis for Comoros

Station type	Target	Reporting	Gap (total)	Gap (Improve)	Gap (new)
GBON Surface Land stations (standard density)	1	1	0	0	0
GBON Surface Land stations (high density)	1	1	0	0	0
GBON Upper-Air stations over land	1	0	1	0	1

To be noticed that Hahaya station declared in GBON are no longer reporting data internationally for a long period.

ANCM has no upper air measurement station. At the sub-regional level and over a large spatial area covering Tanzania, Mozambique, Comoros, and Madagascar, only two upper air stations are functional according to statistics from WDQMS. The concerns related to the collection and dissemination of this information must be taken into consideration.

A quantitative GBON compliance analysis is to be taken carefully in the case of this archipelago of islands with a total surface area of 2,236 km^2. Looking at the essence of the GBON, which aims to provide numerical weather prediction (NWP) with reliable, denser, and more frequent observations, the concern is to improve numerical prediction services on a global scale but also on a local scale.
Studies and simulations conducted by the World Bank and GFDRR identified the most vulnerable regions of the Comoros. It is the combination of several aspects that should guide the conduct of the gap analysis beyond this quantitative aspect where a single upper air station and one surface station may be sufficient to meet the requirements of the GBON.
In this context, any additional observations are invaluable for numerical modeling in this region affected by recurring tropical cyclones.

Target easy fixes

Based on the WMO Global GBON Gap Analysis, please provide initial indications on the opportunities for rehabilitation and improvement of potential GBON stations in the country.

- Upgrade the synoptic stations to the level of GBON standards including the international exchange of the collected data
- Rehabilitate the existing automatic weather stations including the renew of telecommunication means

	• Create and ensure continuous functioning of one upper air station • Acquire needed IT means and Implement WIS2BOX in ANACM premises in order to allow the international exchange of ANCM collected observations.
Maximize delivery capacity	The DGM in its capacity of lead peer advisor has all the assets necessary to succeed in its mission. The DGM has around thirty years of experience in the installation and management of various observing networks (network of more than 300 automatic weather stations, 9 weather radars, lightning detection network, 5 upper air stations, national network of air quality, Ocean HF radars...). DGM is also a GISC with an area of responsibility covering over 37 African countries and it is also a WIGOS Regional Center with an area of responsibility including 14 African countries. The DGM is also a Regional Instrument Center with extensive experience in calibration of meteorological instruments. The DGM is a global monitoring center for WIS2.0 and has assisted several African countries in implementing national WIS2nodes. The DGM is also a center of excellence for Africa in satellite meteorology and it is also a leader in the region in providing training and capacity development regarding marine meteorology. The DGM provides personalized assistance to the countries of the region. Targeted practical and theoretical training is provided for countries in the region. (ex: Training in marine meteorology for countries in the region in 2023, a three-week training program in capacity development for Djibouti SMNH senior manager in 2023, Regular training workshops are organized for the west and central African countries in matter of calibration and maintenance of meteorological instruments, use of meteorological satellite product, strengthening capacity on WIS2, WIGOS (OSCAR) and on the elaboration of climatological product. Furthermore, the DGM has also set up, to ensure the success of this readiness phase, a team of 8 experienced engineers in various disciplines (design and management of networks of surface and upper air stations, remote sensing and development of associated products, numerical prediction and modelling, marine and observation and forecasting, hydrometeorology etc.). DGM is honored to lead the peer review of Comoros and declares not taking part of any other project that includes Comoros and not receiving any kind of financial support for any activities within Comoros.

	In the same context, we have to consider the fact that the implementing entity has an extensive experience in conducting development projects in Comoros. Indeed, the African Development Bank's 2021-2025 Country Strategy Paper for the Comoros, published on March 5, 2021, gives priority to the development of sustainable and quality basic infrastructure in the transport and energy sectors. In the same context, the Board of Directors of the African Development Bank Group has approved a €5.76 million grant to the Comoros to increase food production and enhance the resilience of its food system. The AfDB has staff and office presence for the Comoros. For the coming ADF Funding cycle 2023-2025, nearly US $ 36M will be programmed in development projects that build resilience. Project and country office staff will support SOFF activities and missions to Comoros.
Create leverage	Provide initial indications on opportunities for complementarity of SOFF with previous, ongoing and planned operations by the SOFF Implementing Entities and other funds. A study funded by the United Nation Development Program (UNDP) was conducted with the aim of: • Carry out a diagnosis of the needs for strengthening and modernizing Comorian meteorological and hydrometeorological services, and their application in the field of climate risk management and production. • Propose an economic model to ensure the sustainable operation of the activities of meteorological services • Make a general diagnosis of the hydrographic network the results of this study conducted by an international consultant should be used as input to better understand the expectations of ANACM on the one hand and regular users and socio-economic players in the country on the other hand. The Climate Risk and Early Warning Systems (CREWS) Initiative launched at UNFCCC COP21 in December 2015 is a mechanism that funds Least Developed Countries (LDC) and Small Island Developing States (SIDS) for risk informed early warning services. A special interest is given to the region of West Pacific Ocean that includes Comoros. CREWS is funding project focused manly on (1) Improved governance; (2) Enhanced product development and accessibility; (3) Enhanced service delivery; (4) Enhanced communication and awareness programmes on early warning services; and (5) Improved integration of gender including people living with disabilities across the EWS chain.

	Beyond the "Target easy fixes" stated above, the further needs highlighted in "Close the most significant data gaps" paragraph could be addressed as part of CREWS funding initiative. Comoros is part of a resilience program the 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, Comoros will benefit from a regional SAP access program that AfDB will launch with GCF during the Africa Climate Week in Nairobi in September. Under this program, Comoros 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.
Sub-regional gains	*Provide initial indications on opportunities to create economies of scale and optimize the design of the observing networks through multi-country/sub-regional SOFF implementation e.g. existing sub-regional cooperation or opportunities for sub-regional procurement and operations and maintenance.* The implementation of an early warning system for all in the southwestern region of the Indian ocean requires the conjunction of all the capacity building efforts of the countries of the sub-region. The tropical cyclones experienced by the countries of the sub-region are synoptic scale phenomena and therefore their monitoring can only be done through the joint contribution of modern and operational national observing networks, an international exchange in real-time of collected observations and competent and qualified human resources. Economies of scale can be created through working in partnership with the other neighboring SOFF countries and the peer advisor countries in the region under the guidance of existing sub regional committees such as the Tropical Cyclones Committee for South-West Indian Ocean -depending on the WMO/Regional Association 1. A bench of program has been proposed by SOFF in response to a request from the neighboring countries to advance sub-regional implementation and maximize the benefits from standardized and coordinated GBON implementation in the region. Sub-regional gains will primarily be in and required training and communication systems and processes given the national focus on infrastructure.

Ensure country balance	*Indicate if the country is a Small Island Developing State, a Least Developed Country, an ODA-recipient country, a Fragile and Conflict-affected State.* Comoros is a Small Island Developing State and also a Least Developed Country.

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.

Please indicate the expected time required to deliver the Readiness outputs and the total budget. See example below.

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						
GBON National Contribution Plan						
Country Hydromet Diagnostic						
Total budget USD[2]	*$120 000*					

[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	Country Hydromet Diagnostic developed (Y/N)	Country Hydromet Diagnostic developed

5. 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).

6. Readiness Phase Risk Management Framework

Please provide a brief description of the contextual, institutional, and programmatic risks that might hinder the effective delivery of the Readiness phase outputs.

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	*High impact of tropical cyclones affecting the country between January and April*	*Moderate*	*Remain vigilant to the risk and alter the schedule of the project activities to minimize the risk*
Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities	*Availability and level of involvement of ANACM personal and their commitment to ensure success of the readiness phase*	*Low*	*Identify the most appropriate persons to take part to the project readiness phase* *Better communicate* *Work as a team*
Programmatic risks Risks related to country ownership of the Readiness phase outputs	*Lack of support from other governmental agencies* *Low or absent involvement of other governmental or private owners of data or information needed for the diagnosis*	*Low*	*Full support is provided by the government of Comoros to the project* *Better communicate on SOFF and on expected benefits of the project*

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 DGM to ANACM 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 in country visits and missions, unless the country context does not allow it. An agile project management standard will be adopted for the completion of the readiness phase. The associated quality records and the key performance indicators will be defined by mutual agreement in compliance with the standard used this includes the designation of the teams, the distribution of roles, the fragmentation of the action plan into detailed and time-limited sub-tasks and a total mastering of inputs and outputs of each step.
  Regular remote meetings will be held at pre-defined frequencies.
  Four in country mission are to be planned that will allow a detailed diagnosis of each synoptic and automatic weather station. This visit will also be the opportunity to decide on the sites for the future stations to be installed in compliance to WMO standard. It will be also an occasion to hold a workshop for stakeholder to present the deliverables of the project.

Type of arrangement	In person / virtual	consistency	timeline
workshop	virtual	First virtual preparatory workshop with ANCM, AFBD and WMO	October 2023
Meeting/visits	In person	First In-country mission by four DGM staff to prepare a detailed diagnose on the existing ANCM observing capabilities and issues preventing international exchange of data	November 2023
Regular Meetings	Virtual	Develop GBON National Gap Analysis	November 2023
Meeting/visits	In person	Second in-country mission by three DGM staff/invited experts to develop Country Hydromet Diagnostic	December 2023
workshop	virtual	Second follow up virtual workshop with ANCM, WMO and AFBD to discuss the GBON National Gap Analysis and the country Hydromet Diagnostic	Early January 2024
Meeting/visits	In person	Third in-country mission by three DGM staff staff to align expectations for drafting the GBON National Contribution Plan	Late January 2024
Regular Meetings	Virtual	Develop the draft national contribution plan	February 2024
workshop	In person	Stakeholder workshop in Moroni in Marsh 2023 to present and validate the GBON National Contribution plan	Early March 2024
Regular Meetings	Virtual	Finalise the GBON National Contribution Plan based on the workshop recommendations	March 2024

- Coordination arrangements with the prospective Implementing Entity. The implementing Entity will be kept informed on the progress of this phase. Regular reports will be exchanged by email but also regular meetings are to be planned to this end.
- In-person or virtual consultation meetings with relevant national and international stakeholders and partners.
  The partners and relevant national and international entities concerned are first of all identified. Preliminary contacts will be established to communicate around the project and ensure better awareness of decision-makers. Meetings will be held in a timely manner depending on the nature of each stakeholder's contribution.
- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable.
- Peer advisor delivery team and focal point
  A multidisciplinary team from the DGM has already been identified for this project and the nature of the contribution of each member of this team has already been established. The

DGM has similar experiences already conducted within the framework of national projects with our partners.

1. Mr. Nabil Nouni: Head of the Technical Affairs and Equipment Division (automatic weather station and observing network infrastructure design/implementation expert).
2. Mr. Aziz Mounir: Head of Metrology and Instruments department/Head of the Regional Instrumentation Center (OSCAR expert, maintenance, calibration, and surface observing network infrastructure expert)
3. Mr. Youssef Darari: Head of Data Processing and Transmission department/ Head of GISC Casablanca (expert for data concentration and dissemination)
4. Mr. Chemseddine El Garrai: Head of Statistics and IT Department (expert WIS 2.0, data collection and product delivery)
5. Mr. Abdelaziz Ait Hra: Head of Meteorological Applications Development Department and responsible for automatic weather station's integration
6. Mr. Mohammed Jidane: Head of Computing Systems and Numerical Modeling Department (numerical weather prediction modeling expert)
7. Mr. Abderrazak Lemkhenter: Advisor to the Director General of Meteorology /Senior Meteorological Infrastructure expert
8. Mr. Karam Essaouini: Head of the International Cooperation Division, Peer Adviser Focal Point.

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
IBRAHIM Mchami
PR OF COMOROS with wmo and Deputy Director of National Agency of Civil Aviation and Meteorology of Comoros

Abdelfetah Sahibi.
Director General
General directorate of Meteorology of Morocco

Prospective Implementing Entity

Dr. James KINYANGI
ClimDev Africa Special Fund Coordinator