
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 succinct 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	Haiti
Country Focal Point	Marcelin Esterlin, WMO Permanent Representative for Haiti Unité Hydrométéorologique d’Haiti (UHM)
Peer advisor	MeteoSwiss Federal Office of Meteorology and Climatology of Switzerland
Peer advisor Focal Point	Alexander Haefele Head of Atmospheric Data Division e-mail: alexander.haefele@meteoswiss.ch
Prospective Implementing Entity	Inter-American Development Bank (IADB)
Prospective Implementing Entity Focal Point	Gerard Alleng Climate Change Senior Specialist E-mail: gerarda@iadb.org
Total budget USD	USD 145’000
Delivery timeframe	June 2024 - January2025
Date of approval	
Signature SOFF Steering Committee co-chairs (after Steering Committee approval of the funding request)	

1. 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

<p>Close the most significant data gaps</p>	<p>Haiti is a small Caribbean state of 27'750 km² with a population of 11.45 million people.</p> <p>UHM is an entity of the Ministry of Agriculture whose mission is forecasting and the establishment of observation measurement stations. The following infrastructure is in place: 6 surface weather stations, only one of which is currently transmitting; 15 limnimetric stations to measure surface water levels, two of which are currently transmitting.</p> <p>No upper-air station is currently operational.</p> <p>To close the most significant data gap, the focus will have to be put on the establishment of a robust data communication for 1 complete weather stations to meet the GBON requirements for surface land stations (standard density). Additionally, 1 upper-air stations is required by GBON.</p>
<p>Target easy fixes</p>	<p>The number of weather stations is encouraging. But, the number of transmitting stations is very small revealing major challenges regarding data communication. In a first step, it will therefore be important to understand the state of these stations and to analyze why transmission is not working. In a second step, it seems meaningful to establish a stable and sustainable data communication for at least 1 out of the 6 complete weather stations.</p>
<p>Maximize delivery capacity</p>	<p>MeteoSwiss has not undertaken any activities in Haiti in the past. Therefore, MeteoSwiss does not receive funding from other sources that would complement SOFF funding for peer advisory services in Haiti.</p> <p>Starting in June 2024, MeteoSwiss will have the human capacity available to deliver the SOFF peer advisory to Haiti according to the schedule as outlined in Chapter 3 of this request. MeteoSwiss has broad expertise in the areas required by SOFF, and has a wealth of experience in international development cooperation under the umbrella of the WMO.</p>

	<p>MeteoSwiss is in contact with the Swiss Humanitarian Office in Haiti in Port-au-Prince to regularly assess the situation in the country and to plan any possible visits to the country. The Swiss humanitarian office has assured MeteoSwiss of its support on the ground, including in terms of any necessary contacts with government institutions or logistics and other areas.</p> <p>The IDB as the designated Implementing Entity has extensive experience related to implementing projects in the Caribbean. IDB is also currently working with the SOFF funding instrument in other countries in the Caribbean region.</p>
<p>Create leverage</p>	<p>CREWS Haiti has produced a National Strategic Plan (NSP) for hydro-met services, the implementation of which will benefit from SOFF support. A significant contribution can be expected to strategic objectives related to the creation and management of an observing network and a database (strategic objective 1.2) and to the establishment of strategic partnerships, in particular with services from a developed and French speaking country (strategic objective 5.1)</p> <p>It will be crucial that SOFF operations build upon the achievements and lessons learnt from CREWS (Haiti and Caribbean).</p> <p>The regional Strategic Road Map for early warning systems developed by CREWS Caribbean will also be taken into consideration. In this framework, certain sensor infrastructure has been installed in the region (multi-sensor precipitation grid).</p> <p>A concept for a GCF project proposal to strengthen early warning systems in Haiti is currently under development. The results of the Country Hydromet Diagnostics will contribute to develop a more tailored project. SOFF support will also enhance the expected results of the project.</p> <p>The IDB has been implementing a natural disaster mitigation program in Haiti, which is aligned with objectives of the SOFF and can create synergies with improving the capacity to reduce climate related risks. The objective of the program is to reduce rural economic losses through the improvement of climate risk management in selected watersheds, with specific interventions to manage natural disasters and climate change risks in the agricultural sector, together with reducing rural households' exposure to risks related to climate events. An activity under this program that is directly related to SOFF is the development of simple community-based early warnings systems in watersheds most threatened by recurrent flooding.</p>
<p>Sub-regional gains</p>	<p>The regional Strategic Road Map developed under the CREWS Caribbean programme will be taken into consideration to identify complementarities and maximize synergies with SOFF operations.</p>

	<p>The regional collaboration and capacity will be strengthened by participating in the regional calibration and maintenance workshop between Caribbean SOFF countries and the Caribbean Institute of Meteorology and Hydrology (CIMH) to ensure GBON network required uptime and quality and benchmarking good data management and communication processes between the institutes. Moreover, this workshop is proposed to find and design unified solutions for acquiring observation and data management systems in the other IDB implemented SOFF projects in the Caribbean region.</p>
<p>Ensure country balance</p>	<p>Haiti is categorized as a Least Developed Country and a Small Island Developing State.</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.

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	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
National GBON Gap Analysis								
GBON National Contribution Plan								
Country Hydromet Diagnostic								
Total budget USD¹	USD 145'000							

¹ Eligible expenditures are limited to: Staff and consultants; Consultations, national technical workshops, and communications; Travel and transportation costs; Other incidental expenditures.

4. Monitoring

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

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

Table 3: Result framework

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

4. Evaluation

An evaluation from both, the beneficiary country and the prospective Implementing Entity on the quality of support received by the peer advisor will be conducted at the end of the Readiness phase and the peer advisor's assignment (form to be provided upon completion of the Readiness phase by the SOFF Secretariat).

5. Readiness Phase Risk Management Framework

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
<p>Contextual risks Risks related to conflicts, safety and political insecurity jeopardizing the delivery of the Readiness phase outputs</p>	<p>Certain geographical areas in Haiti cannot be visited due to political instability. This may make it difficult for the peer advisor to conduct analyses in these regions or to obtain information about SOFF-relevant aspects in these regions.</p>	Very likely	<p>A close exchange between UHM, MeteoSwiss and the IADB shall ensure that the situation in the country is taken into account in the planning of the Advisory. Close interaction with the Swiss Humanitarian Office in Port-au-Prince will provide additional insight into the situation in the country.</p> <p>Further, interviews with and documentation produced by UHM collaborators who visited recently the stations will replace on-site visits by the advisory team.</p>
<p>Institutional risks Risks related to the beneficiary country's institutions participation in the Readiness phase activities</p>	<p>A possible risk is that other tasks will require a level of resources from the UHM SOFF team that will adversely affect the implementation of</p>	Likely	<p>The high-level commitment already expressed by UHM is an important basis for the future collaboration.</p>

	<p>the SOFF readiness phase.</p>		<p>Contact persons have been identified on both sides.</p> <p>A designated focal point in UHM might also further mitigate this risk.</p> <p>Communication channels have been well established in elaborating the readiness funding request.</p> <p>Maintaining frequent interaction between peer advisor and beneficiary country focal point.</p> <p>Proactively including UHM focal points in planning of activities.</p>
<p>Programmatic risks Risks related to country ownership of the Readiness phase outputs</p>	<p>A high degree of ownership on the part of Haiti government will be necessary to successfully transfer the findings from the readiness phase to the investment phase.</p> <p>The risk is the lack of capacity of</p>	<p>Likely</p>	<p>Identifying key stakeholders during the SOFF readiness phase, including within government, can help mitigate this risk.</p> <p>Ongoing interventions (e.g. CREWS Haiti and CREWS Caribbean) were confronted with the same</p>

	<p>the UHM to execute the project even if financial resources are provided.</p>		<p>challenge, which is why detailed knowledge and consideration of the findings from these projects will be central.</p> <p>In addition, advocacy by the implementing agency will play an important role in meeting this challenge.</p>
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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 Switzerland, through its Federal Office of Meteorology and Climatology MeteoSwiss to Haiti (UHM being the national meteorological service) to develop the outputs of the SOFF Readiness phase as described in section 3 of these Terms of Reference.

The provisions defined in the Terms of Reference are based on the [SOFF Operational Manual](#), in particular Section 4.4 on Operational Partners and Section 4.5.1 on the Readiness phase.

2. Roles and responsibilities

Beneficiary country National Meteorological and Hydrological Service (UHM)

- 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 (MeteoSwiss)

- 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 (IABD)

- Participates in the Readiness phase activities and collaborates with the beneficiary country and the peer advisor to ensure a common understanding of the Readiness phase outputs and that they address the technical needs for the design and implementation of the Investment phase.
- Contributes to the definition of the Terms of Reference and provides feedback on the outputs delivered by the peer advisor.
- Based on its experience in the beneficiary country, supports the work of the peer advisor, e.g. by sharing its knowledge and facilitating access to the network of relevant stakeholders.

WMO Technical Authority

- Provides basic technical support to the beneficiary country, peer advisor, and prospective Implementing Entity on GBON regulations.
- Is responsible for the technical screening of the draft GBON National Gap Analysis and the draft GBON National Contribution Plan against the GBON regulations.
- Is responsible for establishing and administering the pass-through mechanism for contracting and funding of the technical assistance provided by the peer advisors.

SOFF Secretariat

- Facilitates communication, coordination and collaboration between the beneficiary country, the peer advisor, the prospective Implementing Entity and WMO Technical Authority.
- Reviews the Readiness funding request, including the Terms of Reference, for compliance and consistency with the information requirements in the template and provides feedback as needed. Transmits the funding request to the SOFF Steering Committee for its decision.
- Confirms receipt of the peer advisors' report with the Readiness phase outputs.
- Organizes exchange of knowledge and experiences and captures lessons learned.

3. Readiness phase outputs

The peer advisor should perform the following tasks following the technical guidance and using the templates provided in the [operational guidance documents](#) for each one of the outputs. A summary of the key steps and modules to be conducted for each output is presented below.

3.1 GBON National Gap Analysis

The GBON National Gap Analysis defines the gap between the mandatory requirements of the GBON regulations and the existing country surface and upper-air networks. In other words, it serves as the basis for identifying the number of observing stations that need to be installed or rehabilitated to comply with the mandatory requirements of the GBON regulations.

To develop the GBON National Gap Analysis, the following steps should be followed

- **Step 1** – Country information from the GBON Global Gap Analysis
- **Step 2** – Analysis of existing GBON stations and their status against GBON requirements
- **Step 3** – GBON Gap Analysis results
- **Step 4** – Country endorsement for integration of the GBON National Gap Analysis into the GBON National Contribution Plan

3.2 GBON National Contribution Plan

The GBON National Contribution Plan identifies the infrastructure, human and institutional capacity needed to achieve a progressive target toward GBON compliance, including the sustained operation and maintenance of the national GBON observing network.

To develop the GBON National Contribution Plan, the following modules should be completed

- **Module 1. National target toward GBON compliance:** Establishment of a progressive national target toward GBON compliance
- **Module 2. GBON business model and institutional development:** public-private business model as appropriate; partnerships, institutional and financial arrangements needed to operate and maintain the observing network
- **Module 3. GBON infrastructure development:** Appropriate investments needed to increase or improve the observing network and its Information and Communication Technology (ICT) infrastructure
- **Module 4. GBON human capacity development:** Human technical and managerial capacities required to operate and maintain the observing network
- **Module 5. Risk Management:** Operational risks of the observing network and required mitigation measures
- **Module 6. Transition to SOFF Investment phase:** Support the beneficiary country and the Implementing Entity in preparing the Investment phase funding request (template provided by the SOFF Secretariat).

3.3 Country Hydromet Diagnostics

The Country Hydromet Diagnostic (CHD) complements the GBON National Gap Analysis and the GBON National Contribution Plan. It is a standardized, integrated and operational tool and approach for diagnosing National Meteorological Services across the meteorological value chain, their operating environment, and their contribution to high-quality weather,

climate, hydrological and environmental information services and warnings. Its assessment serves as a basis for investments beyond SOFF, across the whole value chain, by the SOFF Implementing Entity and other development partners.

The peer advisor should **assess the 10 CHD elements** with its respective indicators following the matrix provided in the CHD guidance document.

- Governance and institutional setting
- Effective partnerships to improve service delivery
- Observational infrastructure
- Data and product management and sharing policies
- Numerical model and forecasting tool application
- Warning and advisory services
- Contribution to climate services
- Contribution to hydrological services
- Product dissemination and outreach
- Use and national value of products and services

To develop the Country Hydromet Diagnostic, the following **steps** should be completed.

- Stage 1 – Information gathering. As input, the WMO Monitoring Evaluation Risk and Performance unit will provide available country data structured along the CHD elements and their indicators (performed remotely)
- Stage 2 – Validation and analysis (performed in-country if feasible)
- Stage 3 – Closure

4. Delivery process

The peer advisor in collaboration with the beneficiary country and in coordination with the prospective Implementing Entity should establish the specific activities and consultations needed to complete the outputs. The development of the outputs should include the following:

- Collaboration arrangements between the beneficiary country and the peer advisor, including at least one country visit, unless the country context does not allow it UHM and MeteoSwiss agree to organise a regular virtual exchange via video conference. The frequency of this exchange depends on the progress of the work and the availability of the respective contact persons. At a minimum, however, a short exchange should take place once every two weeks. It is further envisaged that MeteoSwiss will visit the country twice for about two weeks during the peer advisory period in order to get an on-site picture of SOFF-relevant aspects. Depending on the situation in the country, there may be restrictions on which areas outside the capital can be visited. The feasibility of a trip to the country in general, and specific regions in particular, depends solely on the assessment of the Swiss Humanitarian Office in Port-au-Prince, the travel recommendations of the Department of Foreign Affairs and the approval of MeteoSwiss management.

- Coordination arrangements with the prospective Implementing Entity: It is envisaged that a representative of the Implementing Entity will participate in regular virtual exchanges between UHM and MeteoSwiss as required and appropriate to discuss the progress of the work. In the event of a possible country visit, the Implementing Entity ensures that a contact person is available on site to accompany the field mission from the Implementing Entity's point of view.
- In-person or virtual consultation meetings with relevant national and international stakeholders and partners: As part of the initial work in the SOFF Readiness phase and taking into account the findings from ongoing projects (CREWS Haiti and Caribbean), a list of relevant national and international stakeholders will be jointly identified, which are relevant for the implementation of SOFF. At an appropriate time and in coordination between UHM, the Implementing Entity and MeteoSwiss, a suitable format for consultation with the identified institutions will be defined. Should a trip to the country be undertaken, this exchange may well take place in person, otherwise a virtual format will be used more appropriately.
- Delivery partners that support the peer advisor in the delivery of the outputs, as applicable: It is at this point not foreseen that MeteoSwiss will hire consultancy support for the implementation of readiness phase support. Within MeteoSwiss, the delivery team consists of a dedicated project position in the Atmospheric Data Division with the support from experts in the Measurement and Data Department as well as the International Collaboration Division. MeteoSwiss is in contact with the Swiss Humanitarian Office in Haiti in Port-au-Prince to regularly assess the situation in the country and to plan any possible visits to the country. The Swiss Humanitarian Office has assured MeteoSwiss of its support on the ground, including in terms of any necessary contacts with government institutions or logistics and other areas. In addition, based on the preliminary findings so far, close interaction will be needed with CREWS Haiti so as to ensure full exploitation of synergies with this recent initiative. Also, interaction with WMO regional structures will be imperative.
- Peer advisor delivery team and focal point: Federal Office of Meteorology and Climatology MeteoSwiss. Focal point: Alexander Haefele, Head of the Atmospheric Data Division of MeteoSwiss.
- Timeline for the development of the outputs: June 2024 to January 2025.

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  30/10/23 Coordonnateur UHM
Peer advisor  Christof Appenzeller Director general
Prospective Implementing Entity 