



# WMO SECRETARIAT

## Chad Hydromet and Early Warning Services

### TERMS OF REFERENCE

#### ADVISORY SERVICES FOR THE STRENGTHENING OF NMHSs' CAPACITIES FOR MULTI-HAZARD EARLY WARNING IN CHAD

Ref.: 06970/2022-1.0 5

### 1. Introduction and rationale

CREWS (Climate Risks & Early Warning Systems) is an international initiative launched at the UN Climate Change Conference in Paris in 2015. It supports Least Developed Countries (LDCs) and Small Island developing States (SIDS) to significantly increase the capacity to generate and communicate effective, impact-based, multi-hazard, gender-informed early warnings to protect lives, livelihoods, and assets.

A diagnostic of Chad national capacities related to warning has been conducted between Oct 2020 and June 2021 (see [report](#)). A number of priority areas for capacity development have been identified in this report, which provide specific directions in line with the [project's logical framework](#) and [WMO expertise relevant to Chad](#).

In addition, a mid-term review of the project is being carried out between February and April 2022, and will provide specific recommendations with regards to enhancing the efficiency of the delivery by WMO and its partners. The provision of advisory services will support implementation of this mid-term review's recommendations.

### 2. Brief Background on project and context

The main focus of the project is to build the capacity of the National Meteorological and Hydrological Services and strengthen its cooperation with agriculture, food security, civil protection, humanitarian stakeholders and the media, to test complete warning systems that deliver relevant information to end-users. This is being achieved through developing capabilities in data management, observation network monitoring and control, implementation of analysis, monitoring and forecast tools for weather and climate early warning, as well as strengthening the interface with information users. Enhancement of these basic capabilities will be complemented with support for integration of early warnings into national processes. The project will draw on advanced technical expertise from cooperating institutions to ensure access to relevant data, products, tools, training and equipment.

### 3. Objectives and deliverables

The contractor shall provide execution services in support ANAM and WMO for the implementation of the CREWS Chad project. This involves supporting coordination meetings among partners, providers and beneficiaries; identifying detailed terms of reference and technical specifications for activities and procurements under the project; and supporting optimal use of

- 3.1. **Inception Report**: proposed approach and source of information that will be used.
- 3.2. **Quarterly Reports**, explaining how priority areas for development are being addressed, and including terms of reference and technical specifications for priority activities - developed with contributions from Chad institutions.
- 3.3. **Final Report**, summarizing activities supported under the contract and remaining priority areas for follow-up under future projects.

#### 4. Activities

- 4.1. Updating, with the project focal point, the [project monitoring tool](#) and [project virtual library](#) with ToRs, reports, etc.;
- 4.2. Conduct meetings with (i) national focal points and staff involved in provision of early warnings in Chad, (ii) staff in WMO and implementing partners (see [contacts](#) - ANAM, DRE, Météo-France, ANACIM Senegal, DGM Morocco, AEMET/BSC), (iii) key partners implementing projects in support of early warning systems in Chad (UNDP) and (iv) users (contacts to be provided by ANAM); Organize missions for project backstopping;
- 4.3. Drafting and review of technical specifications and terms of references for priority activities;
- 4.4. Organize missions for project backstopping;
- 4.5. Drafting and delivery of reports.

#### 5. Management arrangements

**Financing:** Proposals need to be submitted including honorarium and travel. The consultancy is financed by WMO under the CREWS Chad project.

**Assignment timeline:** The scope of works shall comprise 25 days of work according to the following plan:

Activity	Duration	Expected Completion Date
Meetings with (i) national focal points and staff involved in provision of early warnings in Chad, (ii) staff in WMO and implementing partners (see <a href="#">contacts</a> - ANAM, DRE, Météo-France, ANACIM Senegal, DGM Morocco, AEMET/BSC), (iii) key partners implementing projects in support of early warning systems in Chad (UNDP) and (iv) users (contacts to be provided by ANAM)	10 days	30 June 2023
Missions (2)	10 days	
Drafting and review of technical specifications and terms of references for priority activities	3 days	
Drafting and delivery of reports	2 days	

#### 6. Proposal Submission Methodology

Bidders are expected to provide a technical proposal in the below prescribed format. The technical proposal should have three sections. The first section shall be based on the expertise of the firm, the second section should consist of methodology, work plan and understanding these terms of reference, and third section on qualification and experience of personnel to be deployed for the assignment.

**6.1 Brief description of contractor as an entity:** Provide a brief description of the contractor submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. The response should cover the eligibility criteria as provided in the bidding documents. Bids will be considered for evaluation only if they meet said eligibility.

**6.2 Proposed Methodology, Approach and Implementation Plan:** In this section bidders should demonstrate their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Bidders should explain the methodology they propose to adopt and highlight the compatibility of those methodologies with their approach with respect to paragraph 4. The implementation plan shall cover the main activities of the assignment, their content and tentative duration, phasing and interrelations, milestones (including interim approvals by WMO) and delivery dates of the reports. The proposed implementation plan should be consistent with the technical approach and methodology, displaying the understanding of these ToRs and ability to translate them into a feasible implementation plan.

**6.3 Management Structure and Key Personnel:** Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. (Note: This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of WMO. If substitution is unavoidable, it will be with a person who, in the opinion of the WMO project manager, is at least as experienced as the person being replaced, and subject to the approval of WMO. No increase in costs will be considered as a result of any substitution).

**Qualifications of Key Personnel.** Provide the CVs for personnel proposed for this assignment. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Submit the qualification of key personnel in the format as provided in the bidding documents.

## 7. References

See [MHEWS diagnostic](#), [project document](#), [project's logical framework](#) and [WMO expertise relevant to Chad](#).