

## Terms of Reference

### Review of WISER Fund Management and Tool Development

#### **Introduction**

In 2015 the Department for International Development (DFID), now the Foreign Commonwealth and Development Office (FCDO), awarded the Met Office (MO) the role of Fund Manager for the Weather and Climate Information Services for Africa (WISER) Programme. This was a ground-breaking opportunity for the MO to become Fund Manager for FCDO, building on the successful Delivery Partner role for FCDO and BEIS funded Projects and Programmes. It was the first time the Met Office was responsible for overseeing the dispersal of significant funds to international development partners on behalf FCDO.

#### **Purpose**

As the WISER Programme comes to a close in September 2021, the MO would like to take the opportunity to reflect on the Fund Management of WISER to date. This ToR aims to review the processes, approaches, tools, and ways of working applied by the MO Fund Management function in the running of the Programme, to find examples of good practice, highlight areas for improvement, opportunities to refine these to increase efficiencies and to learn from this new and significant role. The primary output from this review is to identify what has worked well and what could be improved, with recommendations identified to support the MO in the role as Fund Manager for future international development programmes.

This review will be carried out through a desk based study of reference documents and virtual interviews with key stakeholders. An internal Process Review was conducted in 2020, which made a number of recommendations. This will provide a good starting point for this review of WISER Fund Management, and avoid duplication of earlier efforts and progress. The Process Review includes two recommendations which form expected deliverables of this ToR:

- Develop an interactive Project and Programme Management Cycle, with supporting ‘How To’ guides. A skeleton Programme Cycle exists and requires testing and further refinement based on the anticipated future state. The ‘How To’ guides are to provide the process behind each step in the Programme or Project Cycle, and will ask as a reference document for those in the Fund and Programme Management function. These will be developed around current sector best practice and based on findings from stakeholder interviews and desk-based research and interrogation of current tools and processes used by the MO Fund Manager for Programme Management. It is expected that the ‘How To’ guides will be developed drawing on best practice used within the International Development community, and would not be designed from scratch.
- Develop a Partner Capacity Assessment Tool, from which a capacity development plan can be established for Partners through the life of their Project delivery. A learning from WISER to date has been the need to build greater levels of capacity support into the role of MO Fund Management. To meet this requirement, an assessment tool is needed, to cover basic project management capacities, including MEL functions, and financial infrastructure. There is an existing tool which is used to assess the technical capabilities of National Met Services, which could feed into this piece of work, however the focus is on implementing partners capabilities to manage and deliver projects. A gold/silver/bronze assessment would be applied to Partners, determining the level of capacity support needed, with development guides or packs to be developed to respond to these categories of need. It is expected that such development guides or pack can also draw on current best practice used within International Development .

*This material has been funded by UK aid from the UK government; however, the views expressed do not necessarily reflect the UK government’s official policies*

### Assessment Questions and Focus Areas

1. To what extent are **governance structures** and processes complementary between MO and FCDO requirements? Are there efficiencies to be made? Are there learnings that could be applied to the management of future programmes?
2. Is the Project to Programme to Donor **reporting** well aligned? Are the expectations at all levels proportionate? Are there efficiencies to be made?
3. Are the MO Fund Management **tools** (e.g. finance disbursement schedules, Grant Agreements, DSA approval and register, risk register, etc) fit for purpose for international development Project and Programme management?
4. How well are current tools and processes designed to address **MEL** within the Project and Programme cycle? What adaptations could be made to enhance these?

Overarching questions when looking at processes, tools and ways of working should be:

- What is working well?
- What needs to be improved?
- What should be created/replaced/refined/removed?

### Expected Deliverables

1. A brief report (max 30 pages)
  - a. Executive summary with main findings and priority recommendations
  - b. Methodology
  - c. Detailed findings
  - d. Recommendations
2. Development of a 'future state' Programme and Project management cycle based on assessment findings
3. Supporting 'How To' process guides
4. Partner Capacity Assessment Toolkit and supporting guides

### Indicative Timeframe

Development of methodology and timeline	Mid May
Inception report	End May
Stakeholder interviews and desk review	June
Draft findings and virtual presentation of draft cycles for review by MO FM	Early July
Final delivery	No later than end July

It is expected that the successful contractor will speak virtually with MO WISER Fund Management on a fortnightly basis to review progress, and to address any risks or issues.

### Budget

This review and development of deliverables is expected to take in the region of 30 - 40 days. Expressions of Interest should outline day rate, allocation of days across deliverables and phasing of work across the timeline above.

*This material has been funded by UK aid from the UK government; however, the views expressed do not necessarily reflect the UK government's official policies*

## Next Steps

Interested individuals or organisations are requested to submit a max. two-page Expression of Interest (EoI), outlining the proposed methodology, timeline, and costings. In addition, attachments of relevant experience (CV or equivalent) and at least one example of relevant work and two references should be submitted.

EoI's to be submitted to ([WISER@metoffice.gov.uk](mailto:WISER@metoffice.gov.uk) with a copy to [Claire.gray@metoffice.gov.uk](mailto:Claire.gray@metoffice.gov.uk)) by **Tuesday 13<sup>th</sup> April, 16:00 GMT**, with skype calls held with those shortlisted on Friday 16<sup>th</sup> April. The contract is expected to start in May, with contract closure by end of July.

## Evaluation Criteria

EoIs will be evaluated against the following criteria for shortlisting:

- Consultant relevant skills, experience, and example(s) of similar work
- Value for Money
- Demonstration of the technical requirement of the ToR through the methodology proposed
- Appropriateness of proposed timeline