

Terms of Reference
Assessment of WISER Technical Coordination Research and
Knowledge Management Uptake and Impact

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

WISER's Technical Coordination capability supports Focus Areas targeted at improving opportunities for the WISER programme to enhance access and use of weather and climate information services (WCIS) in the East Africa region. Outputs delivered via these Technical Coordination Focus Areas have been designed to complement and run in parallel with WISER Projects funded by the WISER programme. As the WISER 2 Programme comes to a close in September 2021, MO WISER Fund Management wishes to assess the uptake and impact of outputs delivered through WISER's Technical Coordination Research and Knowledge Management Focus Areas.

Research Focus Area: WISER's Technical Coordination Research Focus Area has funded c. 10 applied and academic research contracts on WCIS in the East Africa region. Contract values range up to £321,278. Contracts have been led by academic and non-academic implementing organisations. These have led to a variety of outputs including workshops, working papers, and scoping reviews. MO WISER Fund Management requires an assessment of the uptake and impact of outputs delivered via these research contracts. It is expected that the assessment will result in a series of recommendations for the MO, to support future international development programme design with a research component.

Knowledge Management Focus Area: WISER's Knowledge Management plan was shaped around a knowledge management strategy formed of three strands and five underpinning themes.

The full strategy is here: [wiser-knowledge-management-strategy--guidance.pdf \(metoffice.gov.uk\)](https://www.metoffice.gov.uk/wiser-knowledge-management-strategy-guidance.pdf)

A range of outputs have been produced:

- Case studies
- Reports and papers e.g. working papers, policy briefs, scientific publications
- Blogs and guides e.g. Standard Operating Procedures, Coproduction guides, MEL guides.
- Newsletters
- Events e.g. exhibition stands, workshops, conference presentations.
- Personas and infographics.

The channels of communication include website and online networks, social media, webinars, events and conferences. MO WISER Fund Management requires an assessment of the uptake and impact of outputs generated under the East African component of the Programme. This should examine the quality of products produced, and the reach of channels to determine if they achieved the objectives of the KM strategy. It is expected that the assessment will result in a series of recommendations for the Met Office, to support in future international development programme design with a knowledge management focus. This ToR aims to assess the broad approach taken under the WISER Knowledge

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Management strategy, including the support and engagement of other Knowledge Management stakeholders.

Assessment Aims and Questions

The assessment will aim to analyse and summarise the extent to which outputs delivered under WISER Technical Coordination Research and Knowledge Management Focus Areas have been used by their target stakeholders, and whether any change has occurred because of their uptake. Drawing on this analysis, the review should present recommendations to support MO in future international development programme design with research and knowledge management components.

Research Focus Area Assessment Questions

1. What was the rationale for each WISER Technical Coordination Research contract and associated outputs? What level of stakeholder use, and subsequent impact was expected from each output?
2. To what extent were research outputs used by target stakeholders? Were research outputs used by stakeholders beyond the initial target group?
3. What impact was achieved as a result of stakeholders' use of each Research output? How was this impact achieved i.e. what was the pathway from research to impact?
4. What learning on research uptake and impact can be taken from this review to support the design of future MO international development programmes?

*The working definition of 'research impact' for this ToR is change, benefit or influence on e.g. an organisation, policy, technology, resulting from research. For academic research outputs, the assessment should analyse academic and non-academic impact.

A list of Research contracts and outputs, and associated stakeholders will be provided to the successful applicant.

Knowledge Management Focus Area Assessment Questions

1. Were the Knowledge Management strategy and themes fit for purpose and clearly state the purpose and aims of the Knowledge Management function? How did the roles of the various knowledge management stakeholders differ under the KM strategy? How did this affect the Knowledge Management outputs across the Programme?
2. To what extent were KM outputs used by target stakeholders? Did they reach and impact their intended audiences? Did the outputs adequately promote the Programme?
3. Assess the relevance of the outputs and the impact of the channels used to share them. Were they fit for purpose?
4. What learning on KM uptake and impact can be taken from this review to support the design of other Met Office Knowledge Management capabilities?

Methodology

The entire assessment will be conducted via desk-based research and interviews with key stakeholders. All engagement with MO WISER Fund Management and key stakeholders will be virtual, meaning there will be no travel requirements.

Deliverables

A brief report (max 30 pages)

Executive summary of main findings and recommendations

Methodology

Detailed assessment of uptake and impact of each Research Focus Area.

Detailed assessment of uptake and impact of each Knowledge Management Focus Area.

Recommendations

Two presentations (one on each Focus Area), including time for Q&A. Presentations should cover the substantive sections of the report.

Timeline and milestones

Development of methodology and timeline	Mid May
Inception report	End May
Interviews and full desk review	June
Draft findings and 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 20 days. Around 40% of days should be allocated to the Research assessment, and 60% of days should be allocated to the Knowledge Management assessment. Expressions of Interest should outline day rate, allocation of days across deliverables and phasing of work across the timeline above.

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 with a copy to Claire.gray@metoffice.gov.uk) by **Tuesday 13th April, 16:00 GMT**, with skype calls held with those shortlisted on Friday 16th April. The contract is expected to start in May, with contract closure by end of July.

EoI Evaluation Criteria

EoIs will be evaluated against the following criteria:

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

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