

TERMS OF REFERENCE

CONSULTANCY FOR DEVELOPING WISER AFRICA ADVOCACY STRATEGY

Introduction

The Met Office is seeking consultancy support for the Weather and Climate Information Services (WISER) Africa programme. This work is being undertaken as part of the UK's Foreign, Commonwealth and Development Office (FCDO) Africa Regional Climate and Nature (ARCAN) programme.

WISER Africa builds on earlier phases of WISER in East and West Africa. WISER Africa will geographically expand to Southern Africa, to further enhance weather and climate services, promote greater use of information in decision-making, including in climate change policy and planning, and support improved resilience of vulnerable communities. Implementation of WISER Africa projects will commence in January 2023 and finish by December 2025.

WISER Africa aims to support opportunities for improved decision making for early action which can reduce the impacts of weather and climate extremes. These actions, which can help strengthen users' resilience, are expected to be targeted to reach across communities as well as specifically targeting women, vulnerable and marginalised groups. As well as working at the household, community, local and national levels, WISER Africa will also support vulnerability assessments and interventions at a regional level. This is important, as the impacts of weather and climate vary by region according to their unique geographic, social, political, and economic contexts. To enable opportunities for improved decision making for early action, WISER Africa's Theory of Change (ToC) Output Four aims to **achieve improved policy and enabling environment for better delivery and sustainability of weather and climate services (refer to annex A)**. WISER Africa aims to plan a coherent approach and robust Advocacy Strategy to enable it to achieve this.

WISER Africa is seeking to appoint a consultant(s) with international development, policy analysis and advocacy experience in East, Southern and West Africa to develop an Advocacy Strategy to influence weather and climate information services (WCIS) related policies, strategies and legislation. The Advocacy Strategy should be based on an analysis of regional and national policy priorities aligned to the relevant WISER ToC and Log frame indicators, recommendations and learnings from the previous phases of WISER, the Met Office's existing skills and previous experiences in policy and advocacy and knowledge of the political economy of the regions where WISER Africa will be implementing to achieve sustainable impact. The Advocacy Strategy should recommend policy focus, entry points, stakeholders, approach, resources and further improvements, drawing on sector expertise, knowledge and lessons learnt from similar programmes in other international development programmes, ideally those with complex stakeholders across multiple countries/regions.

Scope of work

The Consultant will work with WISER Africa's Programme Coordination team, and independently, to develop an Advocacy Strategy and provide technical support to WISER Africa on a demand led basis. They will also liaise with an external Monitoring Evaluation and Learning (MEL) consultant, external Knowledge Management and Applied Learning (KMAL) consultant and external Gender and Social Inclusion (GESI) consultant to ensure consistency between deliverables across the programme. Activities are expected to include:

- Inception report outlining how to conduct next tasks such as identifying priority policy areas that aligns to WISER ToC, methodology/approach for developing an Advocacy Strategy, developing tailored materials for advocacy and providing technical assistance to the design and implementation of WISER Africa including a work plan. A thorough review of current programme documentation to understand how the various programme components can contribute to the overall policy and advocacy agenda is expected as part of this.
- Document existing WISER policy and advocacy capabilities and resources related to weather and climate information through desk-based research and key informant interviews.
- Identify and review global, regional and national policies, strategies and legislation on WCIS related to WISER aims. This review will guide the focus/priority areas for developing the Advocacy Strategy. Focal countries will be confirmed at inception.
- Develop an Advocacy Strategy to include a purpose statement, objectives, approaches, roles and responsibilities of various stakeholders and outputs to be delivered. This will include mapping out policy priority areas related to WISER Africa ToC Output Four, analysing the contextual factors for influence and advancing the policy priority areas, identifying key areas with scope to influence transformational change prior to programme closure in 2026, and stakeholder mapping.
- The Advocacy Strategy should include a detailed implementation plan including information flow mapping, propose most effective ways of implementing the strategy, and clarity of roles and responsibilities across the WISER Africa Programme Team and Technical Assistance Teams to ensure that the function is clearly understood and can meet its objectives.
- Support the review of existing Programme and Project reporting tools to ensure that the tools are fit for purpose and align with the policy priority areas and advocacy agenda and strategy for WISER and suggest revisions as necessary.
- Work with the WISER MEL Manager to ensure advocacy approaches complement Programme MEL methods which are learning orientated and are integrated into MEL plans and related documentation.
- Work with the external GESI consultant and the external Knowledge Management and Applied Learning consultant to ensure GESI and knowledge sharing, and learning are considered and integrated across the Advocacy Strategy.
- Develop tailored resources for Implementing Partners to support their engagement with policy and decision makers, through tools and approaches that are aligned to project budgets and planning.
- Work with the WISER Programme Communications Lead to ensure the Advocacy Strategy is embedded into stakeholder engagement and communication plans in order to target appropriate key audiences both internal and external to the Programme.

Deliverables

Suggested deliverables for the Consultant are as follows:

1. An inception report with proposed methodology, next steps and workplan.
2. An analysis report of regional/national policy priorities related to WISER aims.
2. An Advocacy Strategy and Implementation Plan:
 - a. purpose statement
 - b. programme strategy – including clarity of definitions, policy priority areas for the programme, stakeholder mapping including similar advocacy areas with other

programmes and projects, who to engage and types of tailored tools and resources to use for engagement.

c. programme implementation plan – including outlining roles and responsibilities to ensure that the function is clearly understood and can meet its objectives.

3. Tailored tools and resources (e.g. policy briefs, blogs, issue papers, documentation templates, social media tools) for Implementing Partners to support their advocacy approaches.

Budget

The number of days available for this contract is up to **30 days**. This will cover all the activities of the Consultant(s) in delivery of the deliverables set out in this ToR. Depending on the location of the Consultant(s), there may be an expectation to travel either within the regions or to the Met Office Head Quarters in Exeter, UK. Details will be discussed through the Expression of Interest (Eoi) interview process. Travel and subsistence costs would be covered by WISER Africa, with travel time included and identified in the proposed total days.

Timeframe

The contract will commence **as soon as possible (no later than January 2023)** and must complete all activities by **31st March 2023**.

Indicative Timetable:

EOI Return	12pm (UK Time) Tuesday 6th December 2022
Teams Interviews	14th December
Award notification	15th December
Proposed start	As soon as possible.

Next Steps

Interested individuals or organisations are requested to submit a maximum two-page 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 via email to Grant.Defrayment@metoffice.gov.uk (CC'ing isabel.kumik@metoffice.gov.uk) by 12pm (UK Time) **Tuesday 6th December** with Teams calls held with those shortlisted on **14th December**.

EOIs will be evaluated against the following criteria for shortlisting before interview:

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

Annex A: WISER ToC (available on Pro Contract or upon request)