



Terms of Reference

Gender, Equity and Social Inclusion Development and Analysis

Introduction

The Met Office is seeking consultancy support for the scoping phase of the Weather and Climate Information Services (WISER) programme in Africa and the Middle East. This work is being undertaken as part of the UK's Foreign, Commonwealth and Development Office (FCDO) Africa Regional Climate and Nature (ARCAN) and Pioneering a Holistic approach to Energy and Nature-based Options in MENA for Long-term stability (PHENOMENAL) programmes.

WISER Africa and WISER MENA build on earlier phases of WISER already undertaken in East and West Africa. WISER Africa will geographically expand to Southern Africa, and under WISER MENA to the Middle East and North Africa (MENA) region, to further enhance weather and climate forecasting services, promote better climate change policy and planning, and support improved resilience of vulnerable communities.

WISER aims to support opportunities for informed 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 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.

Since the design of the previous WISER Phases, the Met Office has created [Equality Objectives and an Equality Strategy](#), with WISER expected to align to Objectives 1 and 2. We have also gathered Equality, Diversity and Inclusion data on some national meteorological bodies through our Next Generational Modelling Work and we have learnt how this can help shape activities and communications. Findings of this and previous WISER activity should be readily available to those involved in future work both internal and external and future proofed from software obsolescence. Work will be noted in the externally published annual ED&I report

A programme level Gender, Equity and Social Inclusion (GESI) Action Plan was developed by the WISER programme in 2021, which can be applied across multiple weather and climate international development programmes. The GESI Action Plan, and its supporting implementation guides, respond to critical programme learnings around GESI, such as the need to go beyond *integrating* gender and social inclusion into projects and programmes and move towards making it *a core objective* of effective climate service uptake. The Action Plan outlines the steps and considerations needed to achieve greater GESI within WISER.

As WISER Africa and Middle East moves into the scoping phase, GESI needs to be further integrated into programme and project design as a key principle. The Met Office is seeking to appoint a consultant(s) with the necessary international development and GESI experience to ensure recommendations and learnings are taken forward. This will include a review of the work undertaken to date to recommend and implement the next steps to ensure that all aspects of programme design aim to achieve greater equity and inclusion across the programme.

Scope of work

The Consultant will work with the WISER Programme Coordination team and independently to provide technical support on GESI to the WISER programme on a demand led basis and is expected to include:

Programme level support:

- Undertake a review of existing WISER GESI Programme Action Plan, propose next steps and work plan. This should include a review of current Programme design for WISER 3 (ToC, logframe, scoping etc.) and produce a programme GESI analysis summary report with recommendations
- Support the review of existing Programme and Project reporting tools from a GESI perspective, to ensure they are fit for purpose and suggest revisions as necessary.
- Provide technical assistance in the creation and testing of key Programme level documentation, processes and plans such as templates and guidance to ensure GESI is considered and measured throughout the Programme.
- Integrate GESI into the existing partner capability assessment tool (PCAT) and provide clear guidance on appropriate resources to support implementing partners with their GESI development.
- Create a process and guidance for conducting GESI evaluation of implementing partner proposals and Eols
- Provide where needed GESI MEL support to the consultant working with the WISER MEL Manager and input into WISER MEL documentation

Capacity support for implementing partners - proposal and delivery

- Develop tailored resources for implementing partners, to complement hands-on capacity support with using GESI tools and approaches.
- Identify ways to support implementing partner buy-in to WISER's overall GESI approach
- Working directly with implementing partners to embed GESI considerations into project proposal design
- Support implementing partners as they undertake project GESI analysis during scoping phase and produce project GESI analysis summary reports to identify and address knowledge understanding and gaps.

Deliverables

Suggested deliverables for the Consultant are as follows:

- (1) An inception report with next steps, workplan and Programme GESI analysis summary report.
- (2) Update WISER partner capability assessment tool (PCAT) with GESI consideration and clear guidance on appropriate resources to support partners with their GESI development.
- (3) GESI inputs into WISER MEL documentation
- (4) Updated reporting templates at project and programme level
- (5) Tailored resources for partners to assist them undertake analysis and write develop proposals
- (6) Process and guidance for evaluating GESI within project proposals and Eols

Budget

The number of days available for this contract is up to **35 days**. This will cover all the activities of the Consultant(s) in delivery of the outputs 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 Met Office head office. Details will be discussed through the Expression of Interest (EoI) interview process. Travel and subsistence costs would be covered by the WISER Programme and the day rate of the Consultant(s) would need to reflect this.

Timeframe

The contract will commence **as soon as is possible in August 2022** and is anticipated to run until the **end of December 2022**.

Indicative Timetable:

| | |
|-----------------------|--------------------------------------------------|
| EOI Return | 5pm (UK time) Friday 5 th August 2022 |
| Met Office Evaluation | 8 th August 2022 |
| Telephone Interviews | 10 th /11 th August 2022 |
| Award notification | 12 th August 2022 |
| Proposed start | as soon as is possible in August 2022 |

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 Pro Contract or via email to Grant.Defrayment@metoffice.gov.uk) with a copy to Alexandra.ritchie@metoffice.gov.uk) by **5pm (UK time) Friday 5th August**. Teams calls held with those shortlisted **10th/11th August 2022**.

EoI Evaluation Criteria

EoI's 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 knowledge required through the plan proposed
- Appropriateness of proposed timeline