

Terms of Reference

Knowledge Management and Applied Learning Strategy and Implementation Plan

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 pilot the programme the Middle East and North Africa (MENA) region, 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.

WISER aims to support opportunities for improved decision making 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.

As WISER Africa progresses through scoping phase, and WISER MENA towards implementation, knowledge management (KM) and applied learning are to be embedded via a robust strategy to support the two Programmes to fulfil their objectives. The Met Office is seeking to appoint a consultant(s) with international development, KM and applied learning experience to design the KM and applied learning function, which works with and compliments the programme's MEL approach, for both WISER Africa and WISER MENA. This KM and applied learning approach will build on recommendations and learnings from previous phases of WISER and recommend further improvements, drawing on sector expertise and lessons learnt from KM and learning functions in other international development programmes, ideally those with complex stakeholders across multiple countries/regions.

Scope of work

The Consultant will work with the WISER Programme Coordination team, and independently, to provide technical support on KM and applied learning to the WISER programme on a demand led basis. They will also liaise with an external MEL consultant and external GESI consultant to ensure consistency between deliverables across the programme. Activities are expected to include:

- Review of existing KM and applied learning recommendations from previous WISER phases

- Inception report outlining next how to take recommendations forward into the design of WISER Africa and Middle East including a work plan. A thorough review of current Programme design for WISER Africa and Middle East is expected as part of this.
- Develop a KM and applied learning purpose statement and strategy. This should include the objectives, approaches, and outputs to be delivered. This will include developing a set of learning principles and questions to help emphasise the importance of applied learning and how to put it into practice including with Implementing Partners.
- Create a detailed KM and applied learning implementation plan including information flow mapping and clarity of roles and responsibilities to ensure that the function is clearly understood and can meet its objectives.
- Support the review of existing Programme and Project reporting tools from a KM and applied learning perspective, to ensure they are fit for purpose and suggest revisions as necessary.
- Work with the WISER MEL Manager to ensure knowledge management and applied learning approaches complement Programme MEL methods which are learning orientated and are integrated into MEL plans and related documentation.
- Work with the external gender equity and social inclusion (GESI) consultant to ensure GESI is considered and integrated across the knowledge management and applied learning function.
- Develop tailored resources for implementing partners to support their engagement with KM and applied learning, through tools and approaches that are aligned to project budgets and planning.
- Work with the WISER Programme Communications Lead to ensure the KM and Applied Learning 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 next steps and workplan
- (2) A KM and applied learning:
 - a. purpose statement
 - b. programme strategy – including clarity of definitions and a set of learning principles and questions to understand what it is that people most want to learn from the programme.
 - c. programme implementation plan – including outlining roles and responsibilities to ensure that the function is clearly understood and can meet its objectives.
- (3) Tailored resources for Implementing Partners to support their use of KM and applied learning tools and approaches

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 the Met Office head office in Exeter, UK. 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 September 2022** and is anticipated to run until the **end of December 2022**.

Indicative Timetable:

EOI Return	12pm (UK Time) Thursday 25 th August 2022
Telephone Interviews	7 th and 8 th September 2022
Award notification	12 th September 2022
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 alexandra.ritchie@metoffice.gov.uk) by 12pm (UK Time) **Thursday 25th August** with Teams calls held with those shortlisted on **Wednesday 7th or Thursday 8th September 2022**.

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