

Terms of Reference
MEL (Monitoring Evaluation and Learning)
Support for Weather and Climate Information Services programme design

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. ARCAN and PHENOMENAL were announced at COP26. ARCAN is a multi-thematic 4-year initiative, from 2022 to 2026, aiming to support governments, regional and national institutions, and communities with additional capacity and technical expertise to implement climate and natural resources smart policy, planning and programming. PHENOMENAL is a multi-thematic programme aiming to tackle water scarcity, build adaptation and resilience and scale up International Climate Finance in the Middle East and North Africa, with implementation anticipated over 5 years.
- The WISER component of ARCAN (WISER Africa) and PHENOMENAL (WISER MENA) builds on earlier phases of WISER already undertaken in East and West Africa, and upon other relevant initiatives. 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. Further information about ARCAN can be found at: [UK commits new support to African-led projects to protect vulnerable communities at the frontline of climate change - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/uk-commits-new-support-to-african-led-projects-to-protect-vulnerable-communities-at-the-frontline-of-climate-change). Further information about PHENOMENAL can be found at: [UK announces £5 million funding to expand the Met Office's Weather and Climate Information Services activity in the MENA region - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/uk-announces-5-million-funding-to-expand-the-met-office-s-weather-and-climate-information-services-activity-in-the-mena-region)
- The Met Office is leading the WISER programme and is currently designing a MEL strategy for WISER.
- The Met Office is seeking to appoint a Consultant(s) with necessary international development and MEL experience to provide technical support on MEL to the WISER programme.

Scope of work

The Consultant will work with the WISER MEL Manager and independently to provide technical support on MEL to the WISER programme and its projects on a demand led basis and is expected to include:

Support to design or refine MEL tools, approaches and products including:

- Theory of Change (ToC):
 - Develop accessible visual(s) to communicate ToC
 - Support ToC workshop design and implementation
 - Support approaches to monitor assumptions
 - Support embedding gender equity and social inclusion (GESI) considerations into ToC, working in collaboration with another Consultant focusing on GESI in WISER

- Logframe:
 - Support to develop and/or refine detailed indicator definitions and data collection approaches for specific indicators, including ICF KPI 4 (no. of people with improved resilience) and ICF KPI 15 (transformational effect)
 - Support to develop systems to collect disaggregated data on relevant indicators including on gender, age, and disability

Support strategic thinking to MEL design

- Help identify ways to support project/partner buy-in to WISER's overall MEL approach
- Support identifying use of existing Sustainability Assessment framework

Capacity support for partners

- Develop tailored resources for partners and aid hands-on capacity support with designing and using MEL tools and approaches, including ToC, Strategy Testing, Logframe, Outcome Mapping, Most Significant Change
- Support review of existing project reporting tools from a MEL perspective, to ensure they are fit for purpose and suggest revisions as necessary
- Identify opportunities to embed GESI considerations into project design, working in collaboration with another Consultant focusing on GESI in WISER

In addition to the above, should the Consultant(s) have relevant experience, the scope of work can include support with the design of the cross regional learning component of ARCAN and PHENOMENAL, potentially working in collaboration with another team on this piece of work. Further details can be discussed at EOI interview and contracting stage.

Deliverables

Suggested deliverables for the Consultant are as follows:

- (1) Draft version of tailored resources for partners
- (2) Final version of tailored resources for partners
- (3) Draft inputs into ToC work
- (4) Final inputs into ToC work
- (5) Draft inputs into Logframe
- (6) Final inputs into Logframe

Skills and experience

The Consultant is expected to have skills and demonstrable experience in the following areas:

- Ability to design and manage MEL systems for international development programmes and projects, with experience delivering MEL activities in the following sectoral areas ideal: weather and climate information services, climate change, resilience
- A range of monitoring and evaluation approaches and methodologies, particularly theory based and participatory approaches, including Theory of Change, Logframe, Outcome Mapping, Most Significant Change
- Experience on gender equity and social inclusion (GESI) issues, and embedding GESI considerations into MEL design across a range of tools and approaches
- Stakeholder engagement and designing and facilitating workshops
- Developing resources to aid capacity development of programme/project partners (e.g. How to Notes, slide decks, webinars)

Budget

The number of days available for this contract is up to **40 days, with up to an additional 5 days for the learning component work**. 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 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	23:59 31 st July 2022
Met Office Evaluation	1 st – 2 nd August 2022
Telephone Interviews	Wednesday 3 rd August 2022
Award notification	4 th August 2022
Proposed start	Week commencing 15 th August 2022.

Next Steps

Interested individuals or organisations are requested to submit a maximum two-page Expressions 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 via Pro Contract or via email to Grants.Defrayment@metoffice.gov.uk (with a copy to alexandra.ritchie@metoffice.gov.uk) by **23:59pm Sunday 31st July**, with Teams calls held with those shortlisted on **Wednesday 3rd August 2022**.

EOI 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