

OFFICIAL



Open Call Part 1
Information for Bidders

WISER (Weather and Climate Information Services) Africa Programme

Contract Reference: W3_GRT23_WEST_3.0_PROPOSALS

Submissions must be made via email to
Grant.Defrayment@metoffice.gov.uk, no later than:
Friday 24th March at 12:00noon Greenwich Mean Time (GMT)

CONTENTS

Document	Section		Page
Open Call Part 1	Table of Contents		Page 2
	Section one	Introduction	Page 3
	Section two	Key Information	Page 5
	Section three	Open Call Lots	Page 7
	Section four	Submission Process	Page 9
	Section five	Theory of Change Outputs	Page 10
	Section six	Key Pillars	Page 14
	Section seven	Assessment and Evaluation Criteria	Page 18
	Section eight	Award Process	Page 23
	Section nine	Project Reporting and Monitoring	Page 24
	Section ten	ODA Statement Guidance	Page 26
	Annexes	Proposal Guidance	Page 28
See Open Call Part 2	Section eleven	Eligibility and Compliance Assessment	Page 3
	Section twelve	Organisation Details and Insurances	Page 7
	Section thirteen	Proposal Summary	Page 9
	Section fourteen	Proposed Project Plan	Page 10
	Section fifteen	Timeline / GANTT	Page 15
	Section sixteen	Risk Management	Page 16
	Section seventeen	Monitoring, Evaluation and Learning	Page 17
	Section eighteen	Knowledge Management and Applied Learning	Page 18
	Section nineteen	Relevant Experience	Page 19
	Section twenty	Financial Breakdown and Value for Money	Page 20
	Section twenty-one	Project Management Governance Structure	Page 24
	Section twenty-two	External Dependencies	Page 25
	Section twenty-three	ODA Statement	Page 26
	Declaration of Proposal Submission		Page 28
	Commercial Sensitive Information Form (complete if applicable)		Page 29
Appendices		Page 30	



Weather and Climate Information Services (WISER) Africa

Section one - Introduction

The Met Office has been commissioned by the UK government's Foreign, Commonwealth and Development Office (FCDO) to manage the Weather and Climate Information Services (WISER) programme, leading on design, management and coordination, and a range of Technical Assistance and Partnerships. WISER Africa will include West, East, and Southern Africa and is part of the [FCDO Africa Regional Climate and Nature \(ARCAN\) programme](#).

The WISER programme has enhanced the quality, accessibility, and use of weather and climate information services (WCIS) in East Africa and the Sahel since 2015 through 17 projects over two phases of implementation. Five quick-start projects under Phase 1 were commissioned in 2015 for one year, with a further 12 projects commissioned under Phase 2, from 2017 to 2021, with an extension period ending in early 2022. WISER projects worked at regional, national and community level, and to date have supported meeting the needs of a variety of users from farmers and fisherfolk to journalists, government officials, the disaster risk sector, non-governmental organisations, and vital businesses such as energy providers and aviation services.

Since 2015, WISER has supported over 3.3 million households with better access to enhanced weather and climate information services, strengthening the resilience of 8.2 million people, better preparing them for extreme weather and seasonal events by using WCIS that put the decision needs of users at the centre of the process. WISER has also delivered £207.5 million in economic benefits, demonstrating the value of using WCIS in the decisions different societal actors have made with WISER support. These benefits range from reducing deaths of fishermen on Lake Victoria by approximately 30%; income savings for inhabitants living in informal settlements in Nairobi and Dar es Salaam; to increased agricultural yields for Ugandan farmers, who are now able to use downscaled seasonal forecasts in their own local dialect to support planting pattern decisions. Further information on WISER to date can be found [here](#). From 2022 to 2026, funded with UK aid from the British people as part of the UK Foreign, Commonwealth and Development Office's (FCDO), a new phase of WISER in Africa has been launched. WISER Africa will provide up to £15.7 million to advance its existing successes, innovate, and expand geographically into new areas and partnerships which can further strengthen the development, delivery and use of WCIS across the continent. WISER Africa will continue to work in East and West Africa and



expand into Southern Africa. WISER Africa aims to strengthen WCIS by also putting greater focus on gender equality and inclusion, transformational change, and lesson learning both within the programme and across other Africa Regional Climate and Nature (ARCAN) programme pillars, and globally, seeking to maximise systemic effects through greater collaboration and learning.



Section two - Key Information

This Call Part 1 and Call Part 2 documentation forms the application process for grant funding and Met Office no cost Technical Assistance and Partnerships (TAP) support for projects in the Sahel (please see below list of eligible countries).

The call is made up of 3 Lots. Bidders can apply for one or more Lots. See Section 3 for details.

In each submitted Proposal, bidders are required to address at least one Output Area of the Programme Theory of Change and demonstrate how work delivered to address the Output Area(s) will help WISER Africa reach either the intermediary outcomes or outcome in its Programme Theory of Change (refer to Mel Guidance at Annex 1), and all Key Pillars (please see Section 5 and 6 for details of the Output Areas and Key Pillars). The Met Office will provide guidance to support the preparation of Proposal submissions to facilitate alignment with the Programme's ambitions and requirements. Guidance documents can be found at Annex 1 / 2 / 3 / 4 / 5 of this Call Part 1 document.

Proposals can be submitted with budgets in the following values:

- Lot 1: Up to £200,000
- Lot 2: Up to £250,000
- Lot 3: Up to £100,000

The Met Office can provide a range of no cost Technical Assistance and Partnership support to projects awarded through this call for proposals. See Section 6.

Proposals may include project activities in the following countries:

Burkina Faso, Chad, Mali, Mauritania, Niger, Senegal

Duration: Proposed projects must expect to meet the following timeline:

- Start activities from June 2023
- Cease activities by June 2025
- Finalise reporting, and project completion reviews and meetings by September 2025

Please only submit Proposals that feasibly meet these timeframes and realistically take any contextual and procedural constraint, available resources and capacity into consideration.



Proposals must be received no later than: **12:00noon (Greenwich Mean Time) Friday 24th March 2023**

The following table sets out the indicative timeline in more detail.

Activity	Date
Prior Information Advert	w/c 23 rd January 2023
Documents published	w/c 6 th February 2023
Deadline for questions	Friday 17 th March 2023
Submission Deadline	12:00noon Friday 24 th March 2023
Evaluations	27 th March – 28 th April 2023
Clarifications	w/c 1 st May
Award Notification	w/c 8 th May
Budget reviews / Proposal finalisation / Grant Agreement draft & negotiation	w/c 8 th May – Wednesday 31 st May
Project kick off and Grant Agreement begins	1 st June 2023



Section three – Open Call Lots

This open call for proposals is split into three (3) Lots. Bidders can submit a proposal for a single Lot or multiple Lots. If submitting for multiple Lots, each submission must be on a separate document - repetition of proposal content is permitted if answering the requirements. This is to aid and facilitate our evaluation process.

For example, if responding to multiple Lots:

Correct	Incorrect
Lot 1 – submission 1	Lots 1& 2 – submission 1
Lot 2 – submission 2	Lots 2&3 – submission 2
Lot 3 – submission 3	Lots 1, 2, 3 – submission 3

Lot Number	Lot Title	Description	Value
Lot 1	Stakeholder engagement and co-production of weather and climate services	<ul style="list-style-type: none"> • Design and implementation of co-production processes to support effective engagement between the providers, intermediaries and users of weather and climate services¹. • Capacity development for users, intermediaries and providers of weather and climate services, to increase individual and institutional capabilities and skills, as well as information and communication system. • Improvement of knowledge of weather and climate, its impacts, and how weather and climate information services can be used to inform action. 	Up to £200,000

¹ Definitions:

Producers of climate information include actors who hold or produce the raw scientific data (e.g. meteorological station data, remote sensing data, model outputs) and have the responsibility for converting this data into a form that is appropriate for the user of information. (e.g. Meteorological services; research institutions; local forecasters; g lobal and regional climate centres)

Intermediaries have content knowledge and play the role of a knowledge broker, or connector, in co-production. (e.g. NGOs; media organisations; government ministries; research institutions)

Users are defined as people, or organisations, that benefit from access to, and the use of, climate information (e.g. Government sectors; citizens; private sector actors; local leaders and livelihood groups; researchers)

For more information, please see: [WISER-FCFA-coproduction-manual.pdf \(futureclimateafrica.org\)](https://www.futureclimateafrica.org/WISER-FCFA-coproduction-manual.pdf)



<p>Lot 2</p>	<p>Enhanced Integration between weather and climate service providers and the social protection stakeholders and programmes</p>	<ul style="list-style-type: none"> • Support and improve dialogue and collaboration between climate and social protection stakeholders. • Develop an integrated approach between climate information services, social protection stakeholders and programmes and environmental management processes. These can include a combination of: <ul style="list-style-type: none"> - Continued training and capacity building between the climate service provider community and social protection stakeholders. - Improved understanding of climate impacts on livelihoods and response options to tailor sub-seasonal and/or seasonal forecasts for adaptive social protection. - Increased NHMS capacity to provide tailored sectorial and localised services to support decision-making. - Integration of climate resilience in planning, delivery and policy within socio-economic sectors. • A focus on food security / agricultural and pastoral production is encouraged, although other socio-economic issues can also be considered. Projects including social cohesion considerations for climate-related conflict prevention are also welcome. • Alignment with other adaptive social protection and shock response programmes in the region is also worth highlighting. 	<p>Up to £250,000</p>
<p>Lot 3</p>	<p>Support for the National Frameworks for Climate Services (NFCS)</p>	<p>Support NMHSs to advance, and where possible operationalise, action plans from their country's National Framework for Climate Service in the priority areas of the Global Framework for Climate Services (GFCS):</p> <ul style="list-style-type: none"> • Agriculture and food security, • Disaster risk reduction, • Health • Water • Energy 	<p>Up to £100,000</p>



Section four - Submission process

Bidders are invited to submit Proposals electronically via email to Grant.Defrayment@metoffice.gov.uk or through the Pro Contract online portal [here](#) (Opportunity Id DN653089) before the deadline.

- Submissions must be received by no later than **12:00noon (Greenwich Mean Time) Friday 24th March 2023**. Applications received after the deadline will not be considered.
- Proposals may include multiple organisations and/or consortiums but must detail a named lead party.
- The nominated consortium lead must be able to contract and receive payment in British Pounds Sterling.
- Proposals should be submitted using the Call Part 2 template provided.
- Proposals must be submitted in English.
- An acknowledgement of receipt of your submission will be sent to all bidders whose application was received before the deadline.

Submission is not a guarantee of funding.

Information Sharing

You acknowledge and agree that all or any part of your Bid submission(s) may be shared with independent consultants external to Met Office, and may also be shared with FCDO, for review purposes. By submitting a Bid, you consent to the Met Office sharing your Bid submission to the entities and persons it considers necessary to provide Technical Assistance and Partnerships support and subsequent evaluation or review of your bid.



Section five – Theory of Change Outputs

The five WISER Africa Theory of Change Output Areas to be addressed are:

1. **Strengthened co-production of weather and climate information services between producers, intermediaries and users**

Co-production remains a critical element of WISER Africa. This is because co-developing knowledge and trust and weather and climate information services to ensure they are fit-for-purpose and legitimate to meet specific user needs is a key building block required for the programme. Co-production is crucial for WISER Africa to achieve its vision and improve the reach, uptake and use of enhanced weather and climate information services that generate benefits and ultimately improve people's resilience.

Work in this area will focus on improving co-production in practice, relative to the starting point of each region, building on [lessons learnt in previous phases of WISER](#), and the [Co-production Manual](#) that was published in the programme's second phase. For details on what WISER classifies as co-production and the 10 principles and process that informs it, please see the Co-production Manual. Examples include blending local insight and knowledge with scientific forecasts; or using experience-based estimates of crop rainfall requirements to derive forecasts that are tailored to farmers' needs and context. Proposals are encouraged to demonstrate how co-production will be supported in different contexts. This is to include information on which users will be targeted and why through co-production activities. The weather to climate timescale that co-production will address is to be made clear, such as a sub-seasonal or seasonal forecast. Proposals are also encouraged to prioritise quality and support co-production in a holistic way that considers equitable inclusion and sustainability.

2. **Strengthened networks, partnerships and regional and national coordination mechanisms, supporting improved uptake and use of weather and climate information services**

Establishing and strengthening existing and new networks and partnerships, alongside regional and national coordination mechanisms, has been identified as important to also enhance the uptake and use of WCIS that meet different people's decision-making needs. Supporting the coherence and quality of linkages across and between actors in the weather and climate value chain regionally and nationally in the Sahel, with a focus on plans to support their durability, matters. It can help strengthen weather and



climate service capability in the region and inform part of a continuous process of service enhancement. To become more credible and effective, met services for example often need to create better institutional linkages and cooperation modalities with a range of intermediary and user organisations. An example of a regional cooperation mechanism established in the second phase of WISER under the HIGHWAY project is [Vision 2025 Early Warning Strategy](#).

Work in this area focuses on networks and partnerships made up of both public and private institutions and organisations. Existing relationships, networks and processes can be leveraged and further strengthened and scaled up, and/or support new and innovative partnerships that can advance the generation, governance and use of WCIS across the Sahel. **Proposals must demonstrate how a regional approach has been considered**, and where proposed approaches have the most scope for transformation. Building on learning from the second phase of WISER, Proposals are also encouraged to show how partnerships, networks and/or coordination mechanisms can link to and support suitable, existing regional or national strategic plans for weather and climate information services, for example, on the delivery of decentralised services.

3. Increased designated producer's capacity to deliver user-led weather and climate information services

Strengthening designated producers' capacity and capability to provide user-led services is expected to directly contribute to WISER Africa's objective of improving access and use of WCIS that are demand driven and decision-relevant. A designated producer under WISER Africa refers to existing regionally and nationally mandated organisations involved in the development of WCIS, such as Regional Climate Centres and National Meteorological and Hydrological Services. Proposals are encouraged to demonstrate how they will improve the capacity and capability of regional and national providers, which together with bridging the gap between science and societal users is anticipated to enhance service provision. Ensuring modernisation plans are in place and are operational is an illustrative example of the type of capacity strengthening and capability building that could contribute to this Output Area.

4. Improved policy and enabling environment for better delivery and sustainability of weather and climate information services

An important component of WISER is strengthening the extent WCIS is integrated into policy, strategic planning and resource allocation decisions, to enhance early response, adaptation and/or resilience



investments. To support this process, this Output Area looks to strengthen awareness of the value of using WCIS in decision-making and enabling its practical use in the decisions stakeholders make, particularly at institutional level. Based on learning from previous phases of WISER, this is currently envisioned through sharing WISER evidence and analysis, support to get evidence into use, and facilitating the concrete, practical use of WCIS in decision-making itself. An example of such evidence and analysis is, but not limited to, the socio-economic benefits (SEB) of WCIS, to demonstrate the benefits of using WCIS in specific decision-making contexts. Other evidence and analysis generated under WISER will also be important, such as on strengthening equitable inclusion across the weather and climate value chain. Although evidence is typically shown to be key to effective policy and decision-making, WISER acknowledges that evidence is however just one of the factors influencing policy and planning decisions. Initiatives improving the enabling and policy environment for WCIS in other complimentary ways might also be beneficial. For example, initiatives that support the drafting and/or finalisation of National Frameworks for Climate Services, ensuring that actors involved in the weather and climate value chain have been consulted and their input integrated. Support to mainstream WCIS in policies, strategic plans or other government activities being developed within the timeframe of WISER Africa in other sectors, such as Disaster Risk Management or Climate Change Adaptation, would also be beneficial, as would work informing sustainable future funding plans for localised services within governments. WISER welcomes Proposals demonstrating original and innovative thinking in ways that not only strengthen awareness and understanding of the value of using WCIS in decision-making, but also enable the practical use of WCIS in decision-making, with capacity to influence the integration and use of WCIS at policy level.

5. Better evidence and learning strengthening co-produced services and programme decision-making

WISER Africa offers a significant opportunity to keep learning from a longitudinal approach to co-produced WCIS. At the heart of each output is robust evidence and learning, to ensure WISER Africa develops knowledge effectively from practice and supports real impact. Working in partnership with WISER projects, this fifth area is committed to bringing together results and evidence across projects and regions, and ensuring learning informs programme decision-making and implementation on a regular basis. WISER Africa will also work in partnership and coordinate with other complementary projects, programmes and initiatives at national, regional and global level, to maximise lesson learning and ensure evidence is put into use in practice and in other interventions. WISER will collaborate with FCDO's Climate and Resilience Framework Programme (CLARE), the Risk-informed Early Action Partnership



(REAP) and the Adaptation Research Alliance (ARA). WISER is one pillar of five under ARCAN, with other pillars focusing on transboundary water management, nature, energy transitions, and climate finance and policy. ARCAN's overarching aim is to increase resilience of African economies and communities to climate change, tackle nature and biodiversity loss and catalyse energy transitions in Sub-Saharan Africa. For more information on ARCAN, please see [here](#).

Proposals that provide potential for lesson learning within WISER, across other ARCAN pillars and globally are strongly encouraged. This requires Proposals to set out indicative approaches to enable learning within and across WISER projects, ARCAN and/or related initiatives in the region (see also Section 4 on MEL). It would also be beneficial to demonstrate possible opportunities to share or synthesise learning with other examples of regional best practice; the types of media or channels that would be used to support engagement with programme evidence and learning; and/or information on the possible users/audiences of project learnings.

Support to projects with learning and improvement of results will also be supported by the WISER Programme Coordination team during implementation, as part of its approach to Monitoring, Evaluation, Learning and Knowledge Management. This might include cross-regional workshops to engage and encourage projects to reflect on emerging evidence and commit to how they can use it to improve future delivery. Thematic Learning Groups offering space for regular interaction between stakeholders across WISER who want to learn to do a particular aspect of delivery better might also be established, amongst other activities.



Section six – Key Pillars

Key Pillars are cross-cutting areas that will strengthen a Proposal's ability to deliver against the five WISER Africa Theory of Change Output Areas. **Proposals must address all of the WISER Key Pillars outlined below.** Key Pillars are integrated in the evaluation criteria set out in Section 7.

Regional Approach: WISER Africa seeks to have a wide-reaching geographic impact and to catalyse regional cross-learning, whilst supporting concepts that are locally relevant. The rationale for this approach is underpinned by the successes of WISER 1 & 2 (e.g. [SCIPEA](#), [W2-SIP](#) and [HIGHWAY](#)), where similar methods demonstrated a strong potential to realise an increased reach across a region, shared learnings and greater impact than working at a national level alone. There are a number of ways that a regional approach could be delivered, including forming consortia across the WCIS value chain, to include producer, intermediary and user organisations. As such, WISER seeks proposals with activities that span more than one of the eligible countries (Burkina Faso, Chad, Mali, Mauritania, Niger, Senegal). The involvement of organisations with a regional remit across the Sahel is encouraged. Proposals should show how they will support delivery of an integrated regional approach in activities or interventions that feed into and across the five Output Areas.

Transformational Change: In addition to showing how Proposals feed into the five Output Areas of WISER Africa's Theory of Change Proposals are also to demonstrate how they intend to support transformational change. This is to feed into results and learning from WISER through to the [UK International Climate Finance](#). Transformational change for WISER relates to the fundamental ways in which the uptake and use of WISER supported WCIS can be further enhanced, to progress towards the programme's longer-term goal of improving the resilience of community users and the adaptive capacity of countries in Africa to prepare for and respond to climate change.

WISER aims to support transformation through five dimensions of change:

- **Innovation:** Innovative approaches, partnerships and technologies are used where possible, with the potential to demonstrate new ways of doing things, which could lead to wider and sustained change.
- **Evidence of effectiveness is shared:** WISER approaches which have proved successful in one location are made widely available and lessons on their usefulness are credible and shared widely.



- **Replicability:** Good ideas piloted by WISER Africa are replicated by others in the same country and/or more widely.
- **At scale:** When interventions are used at a greater scale than before, have sufficient impact to influence policy or planning, or expand benefits (e.g. access to WCIS, technologies, financing flows) to a level where they create a fundamental shift in outcomes at regional or national level. Examples might include an increase in the scale of user engagement and response to early warning services, or the number of institutional partnerships engaged with WCIS design or use.
- **Sustainability:** Change is likely to be sustained once WISER support ends. Examples might include the availability of longer-term financing or resources, institutional integration of new approaches in standard operating procedures and strong political commitment to pursue integrating WCIS into policies or strategic plans.

While progress in each of these dimensions are indicative of transformational change, ideally, there should be progress in all five dimensions to ensure transformation under WISER Africa as a programme overall is likely to occur. For example, scaling without sustainability might indicate achievements are not robust over the long term. The WISER Programme Coordination Team will draw on project examples of transformational change to inform evidence and learning across projects and regions once implementation commences.

Monitoring, Evaluation and Learning (MEL): WISER requires Proposals to include sufficient budget (as a guide, we recommend around 10% of total budget) and relevant MEL expertise within the proposed team for data collection and analysis for results reporting. Proposals are also encouraged to allocate sufficient budget/resource for lesson learning and mid-term reviews, particularly those of strategic priority. Proposals are to demonstrate early indication of where the project may produce lessons that are relevant to other WISER Output Areas, Key Pillars of the programme, and/or pillars of ARCAN. A strategic priority mid-term review provides evidence for example on critical activity in a region that could provide useful for learning for other contexts and programmes and possibly signal areas for future investment. A strategic priority mid-term review is therefore different to a mid-term review that focuses on confirming progress of continued activity already demonstrated to be effective and informing programming based on evidence generated in a previous phase of WISER.

Gender Equity & Social Inclusion: A Gender Equity & Social Inclusion (GESI) approach uses equity-based methods to ensure equality to all. It focusses on understanding and addressing unequal power relations experienced by vulnerable people and ensuring equal rights, opportunities, and respect for all



individuals regardless of their social identity. It should also support the empowerment of women and marginalised people, such as objectives to promote their leadership and decision-making within project initiatives, or access to resources and information. A GESI approach supports more inclusive processes and policies to enable greater inclusion and empowerment of women and marginalised people. Marginalised people are those excluded from mainstream social, economic, educational, or cultural life. Examples include, but are not limited to, people excluded by race, gender, age, physical ability, language, or immigration status.

WISER seeks Proposals that demonstrate how GESI will be promoted and integrated across their selected Output Areas, including by detailing who the users are, how the project empowers women and other marginalised people and meets their needs, and illustrate that bidders have meaningfully considered the impact that activities will have on persons of different gender and marginalised groups.

This encompasses:

- Considering the differential barriers, impacts or risks that might be faced by persons of different gender and marginalised people, including in benefiting from/accessing the project, and how these might be addressed. This includes throughout the design and implementation of the project, and in terms of expected impacts beyond project duration.
- Identifying how the project is expected to enhance and monitor impacts on inclusion and address issues of under-representation.
- Highlighting any relationships with, or intention to engage representative organisations such as women's organisations or organisations of people with disabilities.
- Advising how individuals and organisations are tackling inclusion and inequalities within their own organisations and the project team itself.

Met Office Technical Assistance and Partnerships: The Met Office can offer Technical Assistance and Partnerships support, and capability strengthening at no cost for projects awarded funding as a result of this call process.

Types of Technical Assistance and Partnerships support include seasonal forecasting, sub-seasonal forecasting, impact-based forecasting (IBF), service development and delivery, co-production, climate services, user engagement, marketing (including user-engagement, product development and lifecycle management), private sector engagement, strategy, and observations.



The Met Office reserves the right to use third parties to support delivery of Technical Assistance and Partnerships.

Value for Money (VFM): Proposals must demonstrate how they will ensure an efficient allocation of resources for maximum effect. Proposals must all confirm how will they monitor expenditure/forecast the budget, and track value for money across the project. Approaches to demonstrating a strong VFM rationale could include:

- Applying the [4E Approach](#) (Economy, Efficiency, Effectiveness, and Equity)
- Clearly stating costs and benefits and ensuring that resources are prioritised to where they have the greatest impact.
- Tracking and evaluating the socio-economic benefits of proposed activities, creating a stronger justification for investment in this area.
- Generating evidence on the most effective approaches to programme implementation, supporting transfer of this knowledge to other programmes.



Section seven - Assessment and Evaluation Criteria

Proposal submissions will be screened for eligibility using the criteria outlined below and evaluated against the criteria detailed in this section.

Assessment

- Mandatory requirements
Pass/Fail

Criteria	Scoring	Call Part 2 Submission
Confirmation from bidder		
Compliance with Grant Terms and Conditions	Pass/Fail	Section 11 Eligibility and Compliance Assessment
ODA Proposals must be ODA compliant within the guidelines of Official Development Assistance (ODA), which underpins the purpose of the programme. There must be a clear and direct link to demonstrate that there is economic and societal benefit to a country/countries on the DAC list by the proposed project(s). Please see Call Part 1 Section 10 for further guidance.	Pass/Fail	Section 11 (as above) and Section 23 ODA Statement

- Scored questions
80% for Quality
20% for Value for Money

	Criteria	Scoring	Weighting	Response Section (Call Part 2)
	Quality		80%	
80% QUALITY	Project Design Responses should demonstrate how the proposal addresses at least one WISER Africa Theory of Change Output Area and how work delivered to address each Output Area will help WISER to reach either the intermediary outcomes or outcome in the	0 to 5	30%	Section 14 Proposed Project Plan



<p>WISER Africa Programme Theory of Change, as well as all five Key pillars.</p> <p>Proposals will be evaluated against:</p> <ul style="list-style-type: none"> Proposed Project Plan Project Theory of Change and Logframe (including alignment to WISER Africa Programme Theory of Change and Logframe) Regional Approach (how proposed project activities, outputs, outcomes and impact enable a Regional Approach) Feasibility and scientific rigour applied to the use and/or development of weather or climate information in any service development or delivery. 			
<p>Management and Governance</p> <p>Responses should demonstrate how proposals ensure appropriate management and governance.</p> <p>Proposals will be evaluated against:</p> <ul style="list-style-type: none"> Project timeline Risk management MEL approach Project management governance 	0 to 5	10%	<p>Section 15 Timeline</p> <p>Section 16 Risk Management</p> <p>Section 17 Monitoring, Evaluation and Learning</p> <p>Section 21 Project Management and Governance Structure</p>
<p>Transformational Change</p> <p>Responses should demonstrate how project outcomes contribute to the five dimensions of Transformational Change: Innovation, Evidence of effectiveness is shared; Replicability; At scale; Sustainability (see Call Part 1 Section 6 Key Pillars)</p>	0 to 5	10%	Section 14 Proposed Project Plan
<p>Gender Equity and Social Inclusion (GESI)</p>	0 to 5	10%	Section 14 Proposed Project Plan



	Responses should demonstrate integration of GESI analysis into project design and implementation.			
	<p>Relevant skills, experience, and examples</p> <p>Responses should demonstrate:</p> <ul style="list-style-type: none"> • Technical capability • Local leadership • Experience of the team and/or organisations of working in focal countries • Experience in Key Pillars • Experience of working with relevant stakeholders on selected Theory of Change Outputs and Outcomes, • Knowledge of relevant policies at national/regional level (particularly if contributing to Output 4). 	0 to 5	15%	<p>Section 13 Proposal Summary</p> <p>Section 19 Relevant experience</p>
	<p>Knowledge Management and Applied Learning</p> <p>Demonstration of potential for lesson learning within WISER, across ARCAN and globally, including preliminary learning questions.</p>	0 to 5	5%	Section 18 Knowledge Management and Applied Learning
Value for Money (VfM)			20%	
20% VfM	<p>Response must demonstrate a detailed analysis including:</p> <ul style="list-style-type: none"> • Financial breakdown of proposed budget by output and activity. • How the project will implement the 4E approach to VfM, including justification of how approach to Key Pillars generates VfM. 	0 to 5	20%	Section 20 Financial breakdown and Value for Money

Each submission will be assessed on a 5-point scale against the pre-defined matrix below:

Score	Description	Scoring Methodology
0 Points	Unacceptable	<p>Overall, the Met Office has no confidence in the Bidder's response because one or more of the following applies:</p> <ul style="list-style-type: none"> • no response was provided; or • the response fails to address the Requirement at all and/or provide any evidence; or • a response is provided but it raises one or more unacceptable concerns in relation to the quality of the Bid and/or



		the Bidder's ability successfully to deliver the Requirement and/or represents a serious risk to the Met Office
1 Point	Major Concerns	Overall, the Met Office has very low confidence in the Bidder's response because one or more of the following applies: <ul style="list-style-type: none"> the response fails to address a substantial part of the Requirement; or the response gives rise to one or more major concerns in relation to the quality of the response and/or the Bidder's ability successfully to deliver the Requirement; or the response gives greater confidence than "Unacceptable" but is not sufficiently comprehensive to warrant "Concerns"
2 Points	Concerns	Overall, the Met Office has low confidence in the Bidder's response because one or more of the following applies: <ul style="list-style-type: none"> the response addresses all elements of the Requirement but at least one of the elements is not adequately addressed or adequately evidenced; or the response gives rise to one or more concerns in relation to the quality of the response and/or the Bidder's ability successfully to deliver the Requirement; or the response gives greater confidence than "Major Concerns" but is not sufficiently comprehensive to warrant "Minor concerns"
3 Points	Minor Concerns	Overall, the Met Office has moderate confidence in the Bidder's response because one or more of the following applies: <ul style="list-style-type: none"> the response addresses all elements of the Requirement in a satisfactory manner, but parts of the response lack sufficient detail and/or evidence to warrant "Good Confidence"; or the response gives rise to one or more minor concerns in relation to the quality of the response and/or the Bidder's ability successfully to deliver the Requirement; or the response gives greater confidence than "Concerns" but is not sufficiently comprehensive to warrant "Good confidence"
4 Points	Good Confidence	Overall, the Met Office has good confidence in the Bidder's response because one or more of the following applies: <ul style="list-style-type: none"> the response addresses all elements of the Requirement well and/or provides good evidence of where the proposed approach/solution has been used effectively in the past and/or why it will work well within the project; or the response addresses all elements of the Requirement well and includes innovative and/or other good quality ideas that meet the Met Office's Requirements and provides good evidence of where such ideas have been used effectively in the past and/or why they will work well within the project; or the response gives greater confidence than "Minor concerns" but is not sufficiently comprehensive to warrant "Very Good confidence".
5 Points	Very Good Confidence	Overall, the Met Office has very good confidence in the Bidder's response because one or more of the following applies: <ul style="list-style-type: none"> the response addresses all elements of the Requirement very well, in a robust and comprehensively evidenced manner; or the response addresses all elements of the Requirement very well and includes innovative and/or other good quality ideas that meet the Met Office 's Requirements and provides good evidence of where such ideas have been used effectively in the past and why they will work well within the project.



Submissions will be reviewed and scored by a panel of experts comprised of representatives from Met Office, Met Office contracted Regional Coordinators and FCDO. The Commercial Procurement department will manage each element of the evaluation to ensure appropriate and consistent scoring against the evaluation criteria, transparent and equal treatment in accordance with process.



If a Proposal receives a score of one (1) or less, or a Fail, in any of the evaluation criteria, the Proposal will not be evaluated any further. The Met Office's decision in this regard shall be final.

A total overall score of equal to or above 50% must be achieved for a Bid to be eligible for award of the Grant funding. Bids scoring less than 50% may be disqualified or further clarification sought (at the Met Office's sole discretion).

It is the Met Offices' intention to award Grant funding to at least one proposal per Lot.

Met Office reserves the right to withhold award to any or all Lots.

Met Office reserves the right to award to more than one beneficiary, in any or all Lots, to ensure WISER programme delivery requirements are met.

Award and feedback notifications will be issued from the Met Office Grant.Defrayment@metoffice.gov.uk email address in accordance with the indicative timetable detailed in Section two. Notwithstanding the issue of such an award notice, Met Office shall be under no obligation to enter into any Grant Agreement or issue any Grant funds whatsoever. The Call process shall be considered to have been completed upon issue of the Grant Award.

The Met Office will issue each unsuccessful Bidder with a notice and feedback, either during the Call process (if the Bidder has been disqualified or have not met mandatory eligibility or evaluation criteria) or following the completion of the Call process.



Structured project implementation monitoring, and reporting governance are good practise project management control activities. They capture and record critical project information at a single point in time for regular review. Reporting on implementation provides projects with an opportunity to communicate narrative around the direction of the project, as well as highlighting key successes and learning within a defined time period. Robust implementation monitoring and governance also provides an assurance function to WISER Africa.

Project Implementation Monitoring and Reporting Expectations:

Monthly Highlight Report

Project reporting will be monthly via a project Highlight Report. Areas for inclusion include: project progress summary with RAG status against timeline and outputs, accurate and high-level finance information, risk position, planned communications. The monthly Highlight Report will be in a simple template and should require no more than 3hrs to complete each month.

Monthly Project Board

After submission of the monthly Highlight Report, there will be a Project Board meeting held via Teams. This will be an opportunity for the Project Delivery Team and the WISER Programme Team to discuss progress to date, support with issue resolution and look for opportunities for sharing and learning across WISER Africa. This meeting will be attended by the Project Manager as standard, with Finance representation needed when relevant. The meeting will be scheduled for 45-60 mins each month.

Quarterly Financial Reports

To align to fund disbursements, detailed Financial Reports and Request for Funds are required on a quarterly basis.

Six Monthly Narrative Report

There is a formal Six-Monthly Narrative Report required from all Projects, with the timeline driven by onward WISER Africa to FCDO reporting. This will be a more comprehensive progress report and will cover all areas of project implementation, including logframe progress, GESI and VfM updates. It is expected that Projects will require 1-3 days to prepare this report, depending on the scale and complexity of project design. There will be no requirement for a Monthly Highlight Report in the same month as a Six-Monthly Narrative Report



Summary

The time expectation for project monitoring and reporting is set at around ½ day per month. This includes the production of detailed content that aligns to the Monthly Highlight Report template, containing valuable, succinct and accurate project information for input into the wider WISER Programme.

Reporting Requirements Summary:

Frequency	Deliverable
Monthly	Highlight Report Project Board Meeting
Quarterly	Financial Report
Six monthly	Full narrative Report Logframe Update

A detailed project reporting timeline and template will be shared upon commencement of successful proposed projects, with all reporting templates indicated above provided by the WISER Programme Team.



WISER requires that the funding be awarded in a manner that fits with ODA guidelines. All Bids under the WISER Programme must therefore be compliant with these guidelines. Met Office asks all Bidders to demonstrate ODA compliance by providing an ODA compliance statement. **The ODA compliance statement is assessed as a standalone document (pass/fail)** and, should the bid be successful, may be subsequently scrutinised by FCDO, the OECD or other bodies involved in ODA scrutiny.

Guidance on writing your ODA compliance statement:

- ODA statements receiving a pass are usually approximately 500 words.
- The ODA compliance statement should be a **standalone document**, written in **plain English** (assume no technical and limited scientific knowledge), and will not be read in conjunction with the rest of your bid. Please assume that any evidence of ODA compliance held within other sections of your bid will not be taken into account – therefore information from other sections of the bid can be repeated in the ODA compliance statement where relevant.
- Your ODA compliance statement should clearly **define the challenge(s)** that your proposal will seek to address. You can do this by **explaining the impact** that the problem or challenge has on the economic development of the recipient country/ countries or the welfare of its population. Please reference one or more of the UN SDGs.
- The statement should include plausible **evidence of the development need or challenge** that you are seeking to address. Where possible, demonstrate how the **development need or challenge has uneven impacts on beneficiaries, particularly vulnerable and marginalised groups**. Examples of plausible evidence can include peer-reviewed papers, in-country government documents, requests from partner organisations based on their understanding of in-country stakeholder needs and other credible sources.
- Your ODA compliance statement should include a credible description of the likely **pathways to impact** of your proposed project.
- Please note that we don't ask bidders to produce a separate pathways to impact document, so the relevant information needs to be included in the ODA compliance statement.

<http://www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm>

UN Sustainable Development Goals



The Sustainable Development Goals (SDGs) are a collection of 17 global goals set by the United Nations General Assembly in 2015. The SDGs are at the heart of the 2030 Agenda for Sustainable Development, providing a shared blueprint of peace and prosperity for people and the planet, now and into the future.

Bids should support one or more of the UN SDGs:

GOAL 1: No Poverty

GOAL 2: Zero Hunger

GOAL 3: Good Health and Well-being

GOAL 4: Quality Education

GOAL 5: Gender Equality

GOAL 6: Clean Water and Sanitation

GOAL 7: Affordable and Clean Energy

GOAL 8: Decent Work and Economic Growth

GOAL 9: Industry, Innovation and Infrastructure

GOAL 10: Reduced Inequality

GOAL 11: Sustainable Cities and Communities

GOAL 12: Responsible Consumption and Production

GOAL 13: Climate Action

GOAL 14: Life Below Water

GOAL 15: Life on Land

GOAL 16: Peace and Justice Strong Institutions

GOAL 17: Partnerships to achieve the Goal

For further information about the UN SDGs and their targets please visit:
www.un.org/sustainabledevelopment/sustainable-development-goals/

Please use Section 23 of the Call Part 2 Submission Template document for your ODA Statement submission.

GUIDANCE DOCUMENTS



Annex 1 – Monitoring, Evaluation and Learning (MEL) Guidance (a French translation is available on request to grant.defrayment@metoffice.gov.uk)



Call Part 1 Annex
1_WISER Africa MEL

Annex 2 – Knowledge Management and Applied Learning (KMAL) Guidance



Call Part 1 Annex
2_KMAL guidance.pdf

Annex 3 – Gender, equity and social inclusion (GESI) Guidance (a French translation is available on request to grant.defrayment@metoffice.gov.uk)



Call Part 1 Annex
3_GESI guidance.pdf

Annex 4 – Co-production manual



Call Part 1 Annex
4_WISER-FCFA Co-p

Annex 5 – Socio-Economic Benefit (SEB) Guidance (a French translation is available on request to grant.defrayment@metoffice.gov.uk)



Call Part 1 Annex
5_WISER SEB Guidar

Annex 5.1 – SEB How to Note 1



Call Part 1 Annex
5.1_WISER SEB How

Annex 5.2 – SEB How to Note 2



Call Part 1 Annex
5.2_WISER SEB How