

Open Call Part 2
Bidders to Complete

WISER (Weather and Climate Information Services) Africa Programme

Contract Reference: W3_GRT23_WEST_PROPOSALS

Grant Funding Available	
Lot 1	Up to £200,000
Lot 2	Up to £250,000
Lot 3	Up to £100,000

Please indicated which Lot you are bidding for with this submission:

Lot	Project Title
[BIDDER TO INSERT LOT NUMBER]	[BIDDER TO INSERT PROJECT TITLE]

Submissions must be made via email to

Grant.Defrayment@metoffice.gov.uk or via Pro Contract (DN653089)

no later than: 12:00noon (GMT) Friday 24th March 2023

CONTENTS

Document	Section		Page
See	Table of Contents		Page 2
Open Call Part 1	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
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 Bid Submission		Page 28
	Commercial Sensitive Information Form		Page 29
	Appendices		Page 30

Document Introduction:

This document forms Part 2 of the tender documentation for the WISER WEST Open Call.

This Call Part 2 document is the submission template to be completed by those bidding in for Grant Funding. Submission is not a guarantee of funding.

Please complete all relevant sections along with the Met Office Due Diligence questionnaire attached at Appendix B.

Section eleven – Eligibility and Compliance Assessment

Pass/Fail	Eligibility and Compliance Assessment
11.1	<p>Grant Terms and Conditions</p> <p>Please see Call Part 2 Appendix A for the WISER Terms and Conditions to apply to this Proposal.</p> <p>Any proposed amendments must be submitted with your Proposal. You may not have the opportunity to raise any new issues with the WISER Terms and Conditions after submission.</p>
Response	<p>Please mark the relevant box below as to whether you agree to these T&Cs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agree <input type="checkbox"/> Agree on future negotiation of minor amendments as detailed below <input type="checkbox"/> Disagree <p>Note – If the WISER Grant Conditions are not met, the Met Office may deem the proposal to be noncompliant and exclude it from the evaluation process.</p> <p>Note - the WISER Terms and Conditions reflect best practice standards, guidelines and precedents published by the Cabinet Office. Consequently, Met Office can only make amendments that are necessary to reflect factual aspects of Proposals (where these are detailed in the Proposal) or to change respective obligations, where the original allocation would be impractical and/or impact disproportionately on value for money. Amendments will only be accepted in genuinely exceptional circumstances and the Met Office reserves the right to clarify or refuse any or all suggested amendments.</p> <p>Proposed amendments to T&Cs: [Bidder to enter text here]</p>

11.2	<p>ODA Compliance – (Pass/Fail)</p> <p>Submissions 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 the proposed project. Please refer to additional guidance in the Call Part 1 document, which provides factors to consider.</p>
Response	<p>Mark the correct statement below:</p> <p><input type="checkbox"/> I confirm that this proposal qualifies against this ODA criteria.</p> <p><input type="checkbox"/> I confirm that this proposal <u>does not</u> qualify against this ODA criteria</p> <p>Please see Section 23 to complete the required ODA statement.</p>
11.3	<p>Due diligence</p> <p>Please confirm and provide a brief explanation of the due diligence to be followed to ensure against fraudulent use of funds.</p> <p>Note: Organisations must complete the Met Office International Due Diligence questionnaire as part of Proposal submission – a copy of this questionnaire can be found in Call Part 2 Appendix B of this document.</p>
Response	<p>Mark the correct statement below:</p> <p><input type="checkbox"/> I confirm that due diligence and anti-fraudulent measures have been assessed and qualify as reasonable measures.</p> <p><input type="checkbox"/> I confirm that due diligence and anti-fraudulent measures have either; <u>not</u> been assessed, or <u>do not</u> qualify as reasonable measures.</p> <p>Bidder(s) to enter text here to evidence their compliance (200-word limit):</p>
11.4	<p>Confirmation of Key Organisational Documents</p> <p>Please confirm the Bidder has the following which are in force and will be provided within three (3) Working Days of request by the Met Office:</p> <ul style="list-style-type: none"> • Health & Safety Policy Statement • Staffing Structure to support Bid • Safeguarding Policy (<i>please note, where a safeguarding policy is not in place, the Met Office Safeguarding Policy can be used by the successful bidder.</i>) <p>Note: These policies do not need to be submitted with your bid.</p>

Response	<p>Mark the correct statement below:</p> <p><input type="checkbox"/> I confirm that we meet the requirement above.</p> <p><input type="checkbox"/> I confirm that all or some of the above-mentioned documents do not exist.</p>
11.5	<p>Attendance of Meetings</p> <p>The Project Lead, or delegate, is required to attend virtual monthly Project Boards with the Met Office WISER Programme Team. These are focused on project implementation and provide an opportunity to discuss progress, opportunities and provide support to overcome challenges, lasting approximately 30-60 minutes per month.</p> <p>The programme will also set up a MEL Clinic every month, focused on results reporting (which is different to reporting on project implementation in the Project Boards above), providing project members with support from the WISER Programme team. These MEL clinics are optional; however, participation is encouraged, with up to one hour available for each project. It will operate on a first-come-first-served basis, with projects required to submit a short form in advance describing the issue, challenge or success they want to discuss, allowing the WISER Programme team to review project submissions prior to meeting.</p> <p>The WISER MEL team will run Programme Performance Reviews, most likely online, to align to WISER's six monthly reporting upwards to FCDO. The purpose is to bring projects together to review progress against the programme Logframe, into which each project's Logframe will feed. They will also provide an opportunity for peer learning, to discuss what is and what is not working around data collection and progress towards targets, and to find solutions to any challenges faced. These review meetings will be approximately 90 minutes to two hours (depending on if facilitated online or in-person).</p> <p>There is an expectation that projects will hold their own Quarterly Review Meetings, every three months. The focus will be on their project Logframe, to discuss the performance of the project, the results of which will feed into project reporting to the WISER Programme Team. The WISER Programme Team will be available to provide initial support to help projects set up and run their Quarterly Review Meetings, after which projects will be expected to manage these meetings themselves.</p> <p>There will be additional Learning Events throughout the life of the Programme where relevant attendance will be expected. There is an expectation that projects will</p>

	<p>for example take part in Strategy Testing with support from the WISER Programme Team - potentially taking place at an annual Learning Event that brings partners together. Strategy Testing will be used to reflect on the WISER Africa programme Theory of Change with Implementing Partners, guided by projects' progress. WISER Learning Events will also focus on additional types of cross-learning for projects.</p>
Response	<p>Mark the correct statement below:</p> <p><input type="checkbox"/> I confirm that the above-mentioned meetings are accounted for in this Proposal.</p> <p><input type="checkbox"/> I confirm that the above-mentioned meetings have not been accounted for in this Proposal.</p>
11.6	<p>Location of Activities</p> <p>Please outline the expected location of the proposed Grant Activities.</p>
Response	<p>[Bidder(s) to enter text here]</p>

Section twelve – Organisation Details and Insurances

Registered Company Details – Please provide the following details:

Full legal name of Company and where applicable Registration Number.	[Bidder to enter here]
Company Status i.e., private or public limited partnership, etc.	[Bidder to enter here]
Address of registered office.	[Bidder to enter here]
Telephone number of registered office.	[Bidder to enter here]
Fax number of registered office.	[Bidder to enter here]
Email address of registered office.	[Bidder to enter here]
Name and address of Parent Company if applicable.	[Bidder to enter here]
Is your organisation a Small or Medium Sized Enterprise (SME)?	[Bidder to enter here]

Finance and Insurance

The Met Office requires the following levels of insurance to receive Grant funding:

- public liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Grant Activities.
- employer's liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Grant Activities;
- (Preferred by not required) professional indemnity insurance (or equivalent confirmation that the risk can be covered by the organisation) with a limit of indemnity of not less than one million pounds (£1,000,000) in relation to any one claim or series of claims arising from the Grant Activities.

Please confirm the level and details of the insurances your organisation holds below, please use the space provided to give details of alternative arrangements if required.

Organisations that are unable to provide confirmation of the required insurances, or equivalent cover, for the duration of the project may be ineligible to received grant funding.

If your organisation needs to purchase insurance in order to provide cover for the proposed project, please include costs in your budget.

Public Liability Insurance (or equivalent)	
Insurer	[Bidder to enter here]
Limit of Indemnity	[Bidder to enter here]
Expiry Date	[Bidder to enter here]
Employer's Liability Insurance (or equivalent)	
Insurer	[Bidder to enter here]
Limit of Indemnity	[Bidder to enter here]
Expiry Date	[Bidder to enter here]
Professional Indemnity Insurance (preferred but not required)	
Insurer	[Bidder to enter here]
Limit of Indemnity	[Bidder to enter here]
Expiry Date	[Bidder to enter here]
<i>Where the above insurances are not held, please provide details of alternative insurance and levels of cover.</i>	[Bidder to enter here]

Section thirteen - Proposal Summary

Information	Detail
Proposed Project Title	
Proposed Project description	[Please provide a very brief two sentence description of the project]
Proposed Start Date	
Proposed Project length (months)	(Note that all projects must complete activities by June 2025, with Reporting and Project Completion Reviews by September 2025)

Project Team	
Lead Person Details	
Information	Detail
Last (family) name	
First (given) name	
Title (Ms, Mr, Dr, etc.)	
Institution name	
Department	
Email address	
Webpage	
Phone number	
Postal address	
Details of proposed partners, contributors, and counterparts	
<p>Please state other proposed project partners contributors and counterparts. Include information on their role in the project, the expected flow of funds, clearly stating who will receive funds and how the relationship will be managed.</p> <p>Proposals will be expected to demonstrate how delivery will include organisations or individuals based in the country or region, and for this to be reflected in the budget.</p>	
Name (s) and Institution(s)	

Section fourteen - Proposed Project Plan

14.1 Project Summary

Please provide a concise summary of proposed project objectives, timeline, key delivery and GESI activities, focal countries, implementing partners and anticipated impact.

Max 1 side of A4, font size 10

[Bidder to enter text here]

14.2 Project Theory of Change and Logframe

Please provide:

- (1) A Theory of Change map and narrative, including assumptions, for your project.
- (2) A Logframe for your project.

Please use the Guidance documents to help you, including the Theory of Change 'How to' and Logframe template. You will need to identify how your project Theory of Change and Logframe links to the WISER Africa Theory of Change and Logframe for the programme. This means showing how your project links to one or more WISER output areas and how these output areas contribute to helping WISER reach its intermediary outcomes or outcome in the WISER Africa Programme Theory of Change. This is important because your project will contribute towards the overall performance of WISER. We therefore expect you to be familiar with the WISER Africa Programme Theory of Change and Logframe.

- WISER Africa MEL Guidance (see Call Part 1 Annexes)
- WISER Africa Programme Theory of Change (see Call Part 2 Appendix C)
- WISER Africa Programme Logframe (see Call Part 2 Appendix D)
- WISER Africa Theory of Change 'How to' for projects (see Call Part 2 Appendix H)
- WISER Africa Logframe template for projects (see Call part 2 Appendix G)
- WISER SEB Guidance (see Call Part 1 Annexes)

Responses must:

- Detail project activities, outputs, outcomes and impact, and which organisation will be responsible for leading and implementing these. This should include description of how project outputs contribute to project outcomes.
- Describe and map how project outputs, outcomes and impact align to the WISER Africa Programme Theory of Change and its output areas, outcomes and impact.
- Complete the WISER Africa Logframe template (Call Part 2 Appendix G)
- Justify how proposed project activities, outputs, outcomes and impact enable a Regional Approach.
- Demonstrate feasibility and scientific rigour applied to the use and/or development of weather or climate information in any service development or delivery

Max 4 A4 pages, font size 10, and in addition 1 A4 page for the project's Theory of Change map

[Bidder to enter text here]

14.3 Gender, Equity and Social Inclusion

14.3.1 Please provide a context analysis/baseline of the project, covering gender issues as well as other relevant social factors.

Focus on GESI barriers in this section, address issues that are specific at the proposed level of implementation and describe what can limit the success of your proposed intervention.

Where possible, present primary research (data and information), and gather corroborating secondary research (data and information). Please refer to the Call Part 1 Annex Guidance for further information.

Max 1.5 A4 page, font size 10

[Bidder to enter text here]

14.3.2 Please describe how the design of the proposed project will address the GESI barriers outlined in the previous section. Demonstrate if the project will address these issues directly or indirectly.

If directly, please specify your proposed GESI-specific solutions (i.e. activities that address the barriers) will entail and outline how this is reflected in the Budget (Section 16).

If indirectly, please specify what are the risks relating to GESI barriers in the project, and how these risks will be mitigated to ensure a 'do no harm' approach. Please refer to the Call Part 1 Annex Guidance for further information.

Max 1.5 A4 page, font size 10

[Bidder to enter text here]

14.4 Transformational Change

Please provide a comprehensive description of how the proposed project intends to contribute to the five dimensions of transformational change in WISER Africa. Where relevant, proposals can also demonstrate how the project intends to support transformational changes in its Theory of Change.

The five dimensions of change are as follows:

- **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.

Max. one A4 page, font size 10

[Bidder to enter text here]

14.5 Met Office Technical Assistance and Partnerships (if applicable)

Please describe, if any, the Met Office Technical Assistance and Partnerships requirements for delivery of the project. Outline technical area, specifics of support needed, timeline for this proposed Met Office input and expected level of effort required from Met Office in number of days per Quarter. Please refer to Technical Support table provided at Appendix E for reference.

Please embed a copy of the table as an Excel File below.

[Bidder to embed copy of Excel file below]

Technical Area: 1. Seasonal forecasting, 2. Sub-seasonal forecasting, 3. Impact based forecasting, 4. Service development and delivery, 5. Co-production, 6. Climate Services, 7. User engagement Marketing (including user engagement, product development and lifecycle management), 8. Private sector engagement, 9. Strategy Observations, 10. Monitoring Evaluation and Learning (MEL), 11. Socio-Economic Benefits, 12. GESI, 13. Other – please specify:

Timeline:

FY 2023 – 24: (Jun 23); Q2 (Jul – Sept 23); Q3 (Oct – Dec 23); Q4 (Jan – Mar 24)

FY 2024 –25: Q1 (Apr – Jun 24); Q2 (Jul – Sept 24); Q3 (Oct – Dec 24); Q4 (Jan – Mar 25)

FY 2025 – 26: Q1 (Apr – Jun 25); Q2 (Jul – Sept 25); Q3 (Oct – Dec 25);

14.6 Additional delivery if more funding is available (Not Scored)

In the event that additional grant funding is made available in later years of project delivery, please describe any additional activities that could contribute further to WISER Theory of Change Outcomes. For example, additional activities could expand, replicate or scale current activities. Alternatively, new activities could be proposed.



Please note: **There is no guarantee that future additional funding will be made available.**

Max 0.5 A4 page, font size 10

[Bidder to enter text here]



Section fifteen - Timeline / GANTT chart

Please provide a realistic timeline of the project detailing activities and outputs using the Excel GANTT chart template available at Appendix F of this document. You can edit and adapt the template to your needs. Please embed a copy of your completed GANTT chart Excel file below.

[Bidder to embed copy of GANTT chart Excel file here]



Section sixteen – Risk Management and Analysis

Please detail how risks will be identified, managed, and mitigated across the project. Responses should include a risk matrix outlining key risks to delivery and their associated probability, impact on the project, and mitigating actions.

Max 1 A4 page, font size 10

[Bidder to enter text here]



Section seventeen – Monitoring, Evaluation and Learning

Please outline your plans for managing MEL within your project. We would like to understand your project and organisational capacity for doing MEL activities, managing the MEL function and using MEL data and what MEL support your project might require. For example, do you have someone on your project team with the experience to be a dedicated MEL focal point? Have you decided to manage and deliver MEL in another way?

Max 1 A4 page, font size 10

[Bidder to enter text here]

Section eighteen – Knowledge Management and Applied Learning

1. Please describe how the project will **enable lesson learning** within WISER, across ARCAN, regionally, and where possible globally.
2. Please also indicate up to three **Learning Questions** the project will gather knowledge on and use to support internal management and / or wider learning. At least one question should focus on an issue of interest to the project team (e.g. testing a new method or technology) and at least one on an issue of interest to an external stakeholder audience (e.g. new opportunities for businesses in a sector).

To formulate a strong Learning Question, the following guidance might be helpful:

- Useful: applicable to the objective and context of the project, and answerable in a timely manner so as to inform decision-making.
- Focused: clear and designed to bring about greater effectiveness in line with the project objective.
- Feasible: proportionate in terms of whether the benefits of answering the question outweigh the costs, and technically and logistically answerable, within the current resourcing envelope (or with resources that are readily available elsewhere).
- Inclusive: developed alongside those charged with answering it and those who will be using the answer.

Please refer to the Call Part 1 Annex Guidance for further information.

Max 1 A4 page, font size 10

[Bidder to enter text here]



Section nineteen - Relevant experience

Please provide expertise and track record of the organisations and/or people undertaking the work. Evidence of track record should include a summary of previous activities and projects detailing delivery, budget and impact. Please detail any relevant previous or existing collaborations between project partners. If CVs are submitted, they must **exclude** Sensitive or Personal data as defined by the Data Protection Act 2018, e.g. photos, second name, and should be no longer than 1 A4 page.

Max 1 A4 page, font size 10

[Bidder to enter text here]

Section twenty - Financial Breakdown and Value for Money

Grant funding is considered outside the scope of VAT. Any invoices raised to access funds from the Met Office will not contain VAT.

For UK bidders only / where bids include UK subcontractors please note: As grant funding is outside the scope of UK VAT, unless Beneficiaries have made individual arrangements with HMRC to the contrary, any VAT that Beneficiaries incur in delivering their projects is therefore irrecoverable. An example of this would be where you employ a VAT registered sub-contractor to undertake some of the funded project work. Such irrecoverable costs must be included in the calculation of funds required at the point of application and should be categorised as such in the bid. Please ensure that all such costs are openly declared. The Met Office cannot re-enter negotiation over the value of funds awarded after the contract has been agreed and signed and cannot accept liability for the later discovery of these or other undeclared costs.

Funding requests should be activity related. It is not a requirement that funding follow a flat structure whereby the amount of funds dispersed is consistent throughout the Grant Award Term.

Payments will be made on a reimbursement basis as default (quarterly in arrears).

In exceptional circumstances the Met Office may, at its sole discretion, make Grant payments in advance of expenditure. Where this is the case, prior to any payment being made the Beneficiary must provide the Met Office with all necessary evidence, documentation and information it requests to satisfy any relevant internal policy or reporting requirements.

If advance payment is being requested, please indicate this in section 20.1 and 20.3.2 below.

Insert more rows and amend as required in the following tables.

20.1 Indicative Invoicing Schedule:

Proposed Invoicing Date	Proposed Payment Value	Proposed deliverables / milestones / activities to be completed up to the date specified
Total Value		

20.2 Default grant funding approach

WISER Grant funding runs through a quarterly in arrears payment mechanism. Should your project require an alternative funding approach, please outline this below. All funding requests outside of the default mechanism will require a detailed discussion between finance teams, and no guarantee can be given that the programme can deviate from the default mechanism.

Max 0.5 A4 page, font size 10

[Bidder to enter text here if appropriate. Leave blank if not relevant]

20.3 Breakdowns

Please provide a breakdown of project costs within the sections below and complete a quarterly breakdown of your budget using the WISER Africa Proposal Budget Template provided.

Eligible costs include:

- Staff costs
- Sub-contractor fees
- IT access (e.g., Data storage, HPC fees etc)
- Licensing fees
- [Digital spend](#)
- Equipment & supplies – new purchases (excludes CAPEX, see below)
- Existing equipment
- Travel & Subsistence
- Venue Hire
- Communication materials

Please note CAPEX (capital expenditure) budget is not available for this Call. Capital expenditure typically includes specialist equipment, office furniture and equipment, standard and off-road motor vehicles and any other project related equipment. There is a requirement for a project asset register to be maintained for all assets purchased at a value of £500 or more. Attractive assets are also included. Attractive assets are those considered to be mobile and attractive to a potential perpetrator. This can include items such as mobile phones, laptops, satellite phones, etc. Lower value items that are grouped together and have a combined value in excess of £500, such as food, pharmaceutical products, relief packs, etc. are also considered to be attractive.



All prices must be in £ GBP. All costs must be no more than the available funding per Lot as indicated.

Insert more rows and amend as required in each of the following tables:

20.3.1 Resourcing breakdown

All project staff members should be included.

Staff Name	Organisation	Role	Employment Status	FTE Allocated to project (as hours)	Indirect costs	Total sought £
Total						

20.3.2 Quarterly Direct / Indirect Costs breakdown

Please present the project costs per proposed Project Output, and include additional delivery costs such as MEL, GESI, travel, translation, printing etc as relevant to your project.

Please edit the table as needed, inserting more rows and amend as required.



WISER Africa
Proposal Budget Tem

20.4 Are there any other funding opportunities being pursued to support this proposed project? Please provide further detail.

Please note the Met Office will not be bound to fund any additional costs, fees or charges, which have not been expressly included. Any costs over budget will not be paid.

Max 0.5 A4 page, font size 10

[Bidder to enter text here]

20.5 Value for Money (VfM)

Using the table below, please describe, explain and evidence:

- how the project will apply the [4E \(Economy, Efficiency, Effectiveness, and Equity\) Approach](#) to managing VfM. Please provide analysis for each of the 4Es. The 4E approach is the VfM framework that awarded projects will be expected to implement and report progress against.
- Across the 4Es, justify how the project's approach to Key Pillars generates Value for Money. For example, justifying how the scale of the Project's Regional Approach provides Economic value for money.

4E Factor	Project Approach to Addressing 4Es
Economy	[Bidder to enter text here]
Efficiency	[Bidder to enter text here]
Effectiveness	[Bidder to enter text here]
Equity	[Bidder to enter text here]



Section twenty-one - Project Management Governance Structure

Please detail how decision-making and project management will be governed effectively and equitably both within the Lead Organisation and across the proposed consortium if applicable. Please include a diagram depicting project governance and management structures.

Max 1 A4 page, font size 10

[Bidder to enter text here]



Section twenty-two – External Dependencies

External dependencies and Intellectual Property Rights (IPR) (if applicable)									
Please note any external dependencies that will be required in order to undertake your proposed activities. e.g., External data provider									
Dependency Description				Responsible Owner			Required Date (approximate)		
[Bidder to enter text here]									
IP Owner / Licensor	Description	IP Asset type	Format/Language	Date/Version Number	Users	Intended Publication	Permitted Use	Licence restrictions	Any associated cost (if needed) *

*Where any associated cost has been identified please detail in the financial breakdown

Section twenty-three - ODA Statement

<p>ODA Statement</p> <p>ODA compliance statements are reviewed independently from the submission template as a whole - as a standalone element of the bid - and as such must be filled in as a self-standing document.</p> <p>Bidders might therefore want to repeat some aspects mentioned in the rest of the submission template – where relevant.</p> <p>Please refer to Section 10 ODA Statement Guidance in the Open Call Part 1 Information for Bidders document for further information.</p> <p>Min 500 words, font size 10</p>	
<p>Introduction:</p>	<p>[Bidder to provide an introduction to their project and give an overview of how their project meets the requirements of ODA]</p>
<p>Challenge Defined:</p> <p>Statement should clearly define the challenge(s) that the proposal will seek to address, by explaining the impact of the recipient country/countries or the welfare of its population.</p>	<p>[Bidder to define the challenge the proposal seeks to address]</p>
<p>Evidence of the development need or challenge:</p> <p>Statement should provide evidence of need/challenge that project is seeking to address. 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.</p>	<p>[Bidder to provide evidence of the development need or challenge]</p>
<p>Pathways to Impact:</p> <p>The ODA compliance statement should include a</p>	<p>[Bidder to define the 'Pathways to Impact']</p>

<p>credible description of the likely pathways to impact of the proposed project. This can be articulated through the anticipated outcomes of your proposed work, and what steps would need to be taken to use those outcomes to the tackle the development need or challenge that you are trying to address. Consider whether this might happen through another part of the project (e.g. another work package). Are there specific stakeholders or beneficiaries that will benefit from the proposed work? How will they benefit, given the following factors: access, choice, decision-making power and livelihood within the community/ies? What will need to be done during and after the proposed work to increase the likelihood of the research reaching the identified beneficiaries, particularly vulnerable and marginalised groups, and maximise the likelihood of the identified benefits being achieved?</p>	
<p>UN SDGs</p>	<p>[Bidder to list which UN SDGs will be met and how]</p>

Declaration of Proposal Submission

To the Met Office

I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Bid either in whole or in part, to perform the Bid Activities, per the pricing schedule, in accordance with the Specification, milestones within the Proposal and all other documents forming the Submission including the grant agreement Terms and Conditions.

Signed:	
Name: <i>(in block capitals)</i> :	
Date:	
*In the capacity of: (State official position, i.e., Director, Manager, Secretary etc)	
E-mail address:	
Telephone Contact Number:	

*(It must be clearly shown whether the bidder is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual bidder, the capacity in which he/she signs or is employed)



Commercial Sensitive Information Form

Bidder to complete if relevant to proposal.

Proposal Ref Name:
Description of Sensitive Information:
Reference(s) of where can be found in proposal
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (if applicable):
Contact Details for Transparency/Freedom of Information matters: Name: Position: Address: Telephone Number: E-mail Address:



Appendix A – WISER Grant Agreement Terms and Conditions



WISER Grant Agreement_EXTERN



French Translation_EXTERN

Appendix B – Met Office International Due Diligence Questionnaire



Appendix B - Met Office International

Appendix C – WISER Programme Theory of Change (a French translation is available on request to grant.defrayment@metoffice.gov.uk)



Call Part 2 Appendix C_WISER

Appendix D – WISER Programme Logframe (a French translation is available on request to grant.defrayment@metoffice.gov.uk)



Call Part 2 Appendix D_WISER

Appendix E – Technical Support Table



Call Part 2 Appendix E_Technic

Appendix F – Timeline GANTT Template



Call Part 2 Appendix F_TEMPLA

Appendix G – Logframe Template



Call Part 2 Appendix G_WISER

Appendix H – Theory of Change “How To” Guide (a French translation is available on request to grant.defrayment@metoffice.gov.uk)



Call Part 2 Appendix H_WISER