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Term of Reference (Tor)

RSCA

GENERAL INFORMATION

Services/Work Description:	For the Recruitment for attachment of a Visiting Climate Expert to the SADC Climate Services Centre
Project/Program Title:	Attachment to support the SADC Climate Services Centre in the production, management and dissemination of weather and climate information and services
Post Title:	Climate Expert
Professional Level:	Level B (Specialist)
Duty Station:	SADC-CSC Headquarters, Gaborone, Botswana
Duration:	80 working days equally distributed over 4 months
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND

The SADC Climate Services Centre (CSC) formerly Drought Monitoring Centre DMC) was established in 1990 as part of the initiative of African governments and the cooperating partners to combat perennial calamities arising out of the recurrent extremes of climate variations in the region. The World Meteorological Organization (WMO) played a pivotal role in the formulation of the then project under their executive management. Exhaustive studies had shown that extremes in climate variation oftentimes affected many countries of a region simultaneously. Thus, a regional approach to combating the negative impact of these extremes in climatic variations was deemed a better strategy than one based on an individual country approach. Dealing with regional rather than single-country level yielded better returns on initial investment than a disjointed costlier single country investment. Thus, two DMCs were formed for 22 Eastern and Southern Africa countries with centers in Nairobi and Harare, respectively. Elsewhere, in Africa the Agrometeorological and Hydro-meteorological (AGRHYMET) Regional Centre had been established in Niamey, Niger. Many studies had been carried out to establish the optimum level of staff to enable DMC to be effective and efficient in carrying out its mandate. This led to the recruitment and specialized training of the support and professional staff.

The SADC Climate Services Centre provides operational, regional climate services for monitoring and predicting all facets of seasonal climate condition including its extreme variations. The Centre develops and disseminates meteorological, environmental and hydro-meteorological products which are critically important in strategic and tactical planning in multi-sectoral socioeconomic development: water resource management, health, agriculture and food security, power, among others. The Centre's products also contribute to improved disaster risk management in the region, and help to ensure Member States are better prepared for weather- and climate-induced disasters which constitute 90% of natural disaster; and for the conservation and protection of natural resources.

II. PURPOSE OF ATTACHMENT

The "attachment" provision of qualified professionals from National Meteorological & Hydrological Services or from sister institutions or Universities to SADC-CSC is a two-way strategy of filling in the position in the Centre to allow it to discharge its mandate and at the same time improve the capacity

of national expert on-job training. The national experts on attachment continue being a staff member of their mother institution, while working for SADC-CSC.

This provision has two purposes and benefits:

- ✓ SADC-CSC benefit from qualified human resources to support regional integration and economic growth in their operational and development activities in the field of production, management and dissemination of information and services related to weather and climate for the user-community to apply climate information;
- ✓ SADC-CSC provide the opportunity to SADC NMHS technical staff and scientists to improve their expertise by working in a conducive regional environment.

III. SCOPE OF THE WORK

The work programme to be assigned to those experts in attachment relates to the specific tasks needed to achieve the SADC CSC RCC requirements and contribute to the fulfilment of the functions of the SADC Climate Services Centre such as improvement of existing products for weather and climate monitoring and forecasting, forecasts verification methods at different time scales, monitoring and evaluation of the use of the products, development of new services and products, data management and information dissemination to end users.

IV. SPECIFIC TASKS

The CSC requires the position of a **Climate Forecasting Expert (Long Range Forecast)** to be filled. The attached staff member will perform the following specific tasks:

- Develop regional climate forecasting models, which CSC will use for climate forecasting within the SADC region;
- Carry out climate forecasting using the developed models;
- Developing tools for Forecast Verification Metrics of regional climate forecasting models at CSC;
- Ensure timely preparation and dissemination of weather and climate products and advisories;
- Assist NMHSs in the training of users on the application and on implications of Long Range Forecast (LRF) products;
- Promote technical capacity building at NMHS level (e.g. acquisition of hardware, software, etc.), as required for implementation of climate services;
- Assist in professional capacity building (training) of climate experts for generating user-targeted products;
- Promote studies of regional climate variability and change, predictability and impact in the Region;
- Develop consensus practices to handle divergent climate information for the Region;
- Validate regional climate models, methods of downscaling and interpretation of global output products;
- Promote the use of proxy climate data in long-term analyses of climate variability and change;
- Promote application research, and assist in the specification and development of sector specific products;
- Assist in studies of the economic value of climate information;
- Advise the CSC Coordinator on matters that enhance climate forecast capability for CSC and SADC NMHSs;

V. EXPECTED OUTPUTS AND DELIVERABLES

During the period of attachment:

The Climate Forecasting Expert is expected to produce the following deliverables:

Month	Deliverable
1 st Month	Regional climate forecasting models to be used by the SADC CSC for climate forecasting
2 nd Month	A climate outlook forecast for the 2017/18 Rain Season using the developed models
3 rd Month	Report on the capacity building in assisting NMHSs in the training of climate experts and users on the application and on implications of Long Range Forecast (LRF) products
4 th Month	Update of climate outlook forecast for the 2017/18 Rain Season using the developed models
Monthly	Comprehensive weather and climate products and advisories to the SADC region

The activities carried out by the staff “on attachment” will be regularly monitored and evaluated by the UNDP Climate Change Policy Specialist at the RSCA, with day to day oversight by the Coordinator of SADC CSC.

Upon return to the National institution of origin:

At the end of his/her stay, the Expert on attachment becomes members of the SADC-CSC focal-points network. The attached staff will play an important role in enhancing the collaboration between SADC CSC and their home institution. The role includes:

- Monitoring the use and relevance of products developed and disseminated by SADC-CSC
- Assessing quality of products and services (forecast verification in the country)
- Evaluating and transmitting users’ needs and requirements (types of services, preferred dissemination channels, formats, products and services, new needs,)
- Formulating proposal to improve SADC-CSC services.

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The attached staff member will report overall to the SADC CSC Coordinator using the stipulated SADC channels, processes and procedures. The Coordinator of the SADC CSC will from time to time report on the work of the attached staff member to the Team leader for DRR and Climate Change of UNDP Regional Service Centre for Africa for accountability. At the end of the attachment period, SADC will be required through the CSC to provide a detailed report of the contribution of the staff member to the work of the SADC CSC and achievements made.

VII. TRAVEL

Prospect consultant advised to use the cost of the most direct economy class round-trip air ticket to travel to SADC in Gaborone, Botswana.

VIII. QUALIFICATIONS AND EXPERTISE REQUIRED

Applicants eligible must at least have:

a. Academic Qualifications:

- An MSc degree in Meteorology or equivalent

b. Years of experience:

- A minimum experience of seven (7) years

c. Competencies:

- Conversant with powerful forecasting tools and models in relation to weather forecasting
- Special skills / experience and other qualifications such as analytical skills, communications abilities and presentation skills
- Proven skills in handling divergent climate information
- Highly qualified in training and capacity development
- Good in teamwork

- Good report writing skills

d. Language and other skills:

- Fluent in written and spoken English
- Knowledge in French is an added advantage
- Must be nationals from SADC Member States

e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

- The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** are advised to submit their respective bid proposals.
- **Qualified female candidates are highly encouraged to apply.**

IX. DURATION OF THE ATTACHMENT

The attachment will start upon signing of the Contract by the staff member up to 31st December 2017.

X. CRITERIA FOR SELECTING THE BEST OFFER

In response to the Request for applications by a Procurement Notice, qualified Climate experts are expected to submit a letter from the Director of the National Meteorological & Hydrological Services or Sister Institution or University confirming and supporting their availability for the attachment, a CV and letter of motivation for the attachment and a Technical Proposal on how they will produce the expected deliverables and contribute to the CSC during their attachment period. Accordingly; the applications will be evaluated based on the following criteria:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Evaluation Criteria	Max. Points
Technical Competence (based on CV, technical Proposal)	100%
▪ Criteria a: Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	40 pts
▪ Criteria b. Relevant qualification and experience	40 pts
▪ Criteria c. Relevant competences	20 pts
Total Score	100

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump-sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Upon endorsement of regional climate forecasting models to be used by the SADC CSC for climate forecasting	CSC Coordinator	25%
2 nd Installment	Upon endorsement of a climate outlook forecast for the 2017/18 Rain Season using the developed models	"	25%
3 rd Installment	Upon endorsement of sector specific analyses of the expected biophysical and socio-economic impacts of the forecast on the key sectors of water, agriculture, forestry, wildlife and health in SADC	"	25%
4 th installment	Upon endorsement of a case study on the socio-economic value of climate information and services for the SADC Region	"	25%
Monthly	Upon endorsement of comprehensive weather and climate products and advisories to the SADC region	"	-

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP, SADC and the UN Inter-Agency Working Group.