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ETHIOPIA

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)

GENERAL INFORMATION

Services/Work Description: Identify existing satellite receiving and analysis of equipment and gaps
Project/Program Title: Strengthening Climate Information and Early Warning Systems in Africa for Climate Resilient Development and Adaptation to Climate Change
Post Title: International Consultant
Consultant Level: **Level C** (Senior Specialist)
Duty Station: Addis Ababa
Expected Places of Travel: None
Duration: 15 working days
Expected Start Date: Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

Climate related risks could only be dealt well if only proper meteorological data collection, data quality control, data organization and data archiving systems are in place. Now a day's their exist different data collection platforms. Meteorological information could lose its significance if we lose one of the data sources. Even with the advent of present technologies lot has to been done in order to reveal the secret of the atmosphere.

Meteorological data observation system consists of surface manned observations, surface automatic observations, upper air data observations, mobile data observations, and remotely sensed data among others. The last one encompasses observation made via satellite and Radar. In the National Meteorological Agency (NMA) acquiring data form satellite has long history. In 1990's NMA started to receive cloud pictures and other related information from EUMET SAT geostationary satellite and NOAA polar orbiting satellite. From the information we get from these satellites we were able to derive rainfall estimate & vegetation monitoring products and provide to the users since the data reception system came along with the data processing software. There was software called IDA which had got the capability of converting cold cloud duration and cloud images into rainfall estimates and vegetation distribution index, respectively.

Through time the system that helps us to produce rainfall estimates and vegetation maps replaced by a new software and hardware. After a brief elapse of time with the help of donors we updated the system with the newly introduce processing software's and hard wares. At the start the new system went well but failed later on. At present NMA fully relies on products generated by others and do not have all the necessary software and hardware needed to generate rainfall estimate, vegetation index and other satellite based information.

Accordingly, The National Meteorological Agency wishes to engage an international expert through UNDP that would undertake identification of existing satellite receiving and analysis equipment and gaps.

II. SCOPE OF THE WORK

- Assessment of existing facilities in terms of software and hardware at satellite section and other technical directorates of NMA for receiving and processing data obtained from different satellites.
- Assess software's needed for satellite rainfall estimation and vegetation monitoring and their availability.
- Assess hardware's needed for satellite rainfall estimation and monitoring including the type of server & backup server and its capacity, storage media and its capacity needed for head office, aviation meteorology and Branch Directorates.
- Identify processing PC type and capacity along with required accessories.
- Reach on the final list of items (software's and hardware's) needed to fill the gap.
- Identify the suppliers of software's and hardware's, the cost of items needs to be purchased and come up with detailed procurement plan.
- Make assessment on the technical capability of experts running the system and what is missing in order to run the system efficiently and fix hardware problems.
- Identify what trainings are needed on GIS, Vegetation and RFE software's, System administration, installation and maintenance of hardware for the sustainability of the system.

III. EXPECTED OUTPUTS AND DELIVERABLES

- Document on existing satellite receiving and analysis equipment and their gaps.
- Document on Detailed procurement plan on hardware and software.
- Document on required training needs both on hardware and software in order to operate and maintain the equipment and sustain the system

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report	3 days	UNDP and NMA
2	Draft Report	7 days	UNDP and NMA
3	Final report	5 days	UNDP and NMA

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The international consultant will submit an inception report, a draft and final reports for comments to UNDP and NMA and will work under the direct supervision of the appropriate Directorate in NMA.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The required logistic arrangement such as office space will be provided by NMA.

VI. DURATION OF THE WORK

The duration of the consultancy is 15 working days

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

- Master's degree in satellite meteorology, or any other related fields

b. Years of experience:

- Minimum of 10 years relevant working experiences in satellite meteorology, environmental, climate change issues in Ethiopia or worldwide.

c. Competencies:

- Knowledge of the challenges and opportunities of the CRGE
- Knowledge on comprehensive demonstration on calibration, installation, configuration, execution and exploration of various meteorological satellites, mainly geo-stationary and polar orbiting satellites.
- Demonstrated knowledge of report writing, proficiency in English language and computer-literacy (MS Office).
- Proven ability to write in a clear and concise manner and to communicate orally; and
- Proven ability to meet strict deadlines.

d. Language and other skills:

- Written and oral proficiency in English is required;

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;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		60
▪ Criteria b. Minimum educational background		15
▪ Criteria c. Minimum years of experience in similar projects		25
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive¹ lump sum contract amount** 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 sub mission of Inception Report	UNDP and NMA	10%
2 nd Installment	Upon sub mission of draft report	"	50%
3 rd Installment	Upon submission of final report	"	40%

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the preferred content as outlined in the IC Standard Bid Document (SBD).

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.

XII. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential