

TERMS OF REFERENCE
FOR THE MID-TERM REVIEW OF THE PACIFIC ISLAND METEOROLOGICAL
STRATEGY 2012 – 2021
[update 28 June 2015]

BACKGROUND

In 2012, the Pacific Meteorological Council (PMC) adopted the Pacific Island Meteorological Strategy (PIMS) 2012-2021 that sets out the strategic context and direction for strengthening the National Meteorological and Hydrological Services (NMHSs) in the region to be able to deliver effectively their basic and core functions on weather and climate, and to ensure that NMHSs have the capacity to fulfill their responsibilities over the next decade.

The strategy identifies four priority areas for action:

- ❑ *Improved weather services, in particular aviation, marine and public weather services*
- ❑ *Improved end-to-end Multi Hazard Early Warning Systems (MHEWS)*
- ❑ *Enhanced infrastructure (data and information services) for weather, climate and water*
- ❑ *Improved climate services*

The Strategy sets out priority areas in a Matrix of Pacific Outcomes and Activities that can be undertaken at national, regional and international level. The priorities and actions are supported by a set of institutional partnerships that bring together Pacific Island Countries and Territories (PICTs) members of SPREP and development partners to support meteorological (weather and climate) services in the Pacific Region.

The strategy is now due for a mid-term review and the consultant will be managed by the Pacific Meteorological Desk Partnership (PacMetDesk) on behalf of the members of the PMC.

OBJECTIVE OF THE CONSULTANCY

The three key tasks and outputs for the consultancy are:

1. *Review the Pacific Island Meteorological Strategy 2012-2021*
 - Review the overall progress of PIMS implementation.
 - Identify gaps in the implementation and coordination of the PIMS and make recommendations on how these would be strengthened and improved.
 - Review and evaluate existing priorities of the PIMS and identify emerging or new priorities.

- Consider regional priorities for climate services such as the Global Framework for Climate Sciences (GFCS) and the Pacific Islands Climate Services (PICS) Panel Action Plan, and align with the PIMS.
2. *Update the PIMS based on the review in (1).*
 3. *Develop an appropriate monitoring and evaluation framework and use to analyze achievements since the adoption of the strategy.*

METHODOLOGY:

The methodology to be employed by the Monitoring and Evaluation Specialist will include:

- ❑ Conduct an initial desktop study on the current activities implemented by regional agencies and countries and partners in relation to the PIMS.
- ❑ Review and confirm data sources and data sets around the region – by country and regional agency and partners– and their accessibility and availability.
- ❑ Evaluate the achievement of the Action Strategy targets and outcome indicators across Pacific Island Countries and Territories (PICTs).
- ❑ Propose adjustments to the 5-year targets and indicators, and develop achievable and measurable 5-year target and indicators for possible amendment of the Action Strategy during its review.
- ❑ Develop a user friendly sustainable monitoring and evaluation process or mechanism within the PacMetDesk for long term monitoring of progress of the Action Strategy.
- ❑ Work with a committee selected by the third meeting of the PMC to ensure that the draft of the reviewed strategy has inputs from the PMC members and partners.

Timeline and deliverables

The following milestones and deliverables will be used to track progress on this contract.

Tasks	Key Deliverables & Milestones	Due date
<ul style="list-style-type: none"> • Complete initial consultations with SPREP 	<ul style="list-style-type: none"> • M&E Framework 	[X]

<p>(PacMetDesk), WMO and selected NMHS and partners on scope of work required.</p> <ul style="list-style-type: none"> • Undertake desktop review of current monitoring and evaluation systems in the region and develop framework to analyse results/achievements since the adoption of the strategy. • Conduct an initial desktop study on the current activities implemented by regional agencies and countries in relation to the PIMS. • Provide detailed work plan for completing assignment, including identifying proposed consultations to be done by consultant • Undertake initial consultations with selected NMHS to scope available national information. • Write a draft report and prepare a presentation on what data are available that are relevant to the PIMS, to be presented to the PMC-4. 	<ul style="list-style-type: none"> • Work Plan • Report on current M&E systems, activities and information available 	
<ul style="list-style-type: none"> • Finalize full consultation schedule in consultation with the PacMetDesk and members selected by the PMC. • Begin consultations with countries and key stakeholders that are agreed to by governing members. A minimum of one trip to the selected NMHSs may be required. Consultations can be carried out using a combination of electronic, phone and in-country meetings. • Raise awareness of members about the indicators to measure targets and in the critical role in updating the Inventory. 	<ul style="list-style-type: none"> • Complete consultation with countries and key stakeholders 	
<ul style="list-style-type: none"> • Draft the preliminary report on the measurability of the current performance indicators of the PIMS, and proposed revisions to the current targets and indicators of the PIMS. • Propose adjustments to the 5 year targets and indicators and develop proposed achievable and measurable 5 year target and indicators for possible amendment of the Strategy during its review. • Propose amendments to the PIMS to reflect the 	<ul style="list-style-type: none"> • Draft Report on proposed revision of PIMS. 	

<p>suggested changes to targets and indicators, to ensure this sustainable monitoring mechanism for the long term and/or suggest opportunities to combine efforts with ongoing M&E regional efforts.</p>		
<ul style="list-style-type: none"> • Final report on the evaluation of the PIMS, incorporating the results of the evaluation and recommendations for target and indicator revision. 	<ul style="list-style-type: none"> • Final Report on the Evaluation of the PIMS 	

Skills and experience needed

The following skills and experience is crucial.

- A proven track record in monitoring and evaluation work in the Pacific islands region.
- Experience in developing indicators and outcome measurement in meteorological related fields.
- Proven ability to work independently and collaboratively, and in a multidisciplinary and multicultural environment.
- Excellent organizational skills, demonstrated strategic ability, and consistent drive for tangible results.
- Ability to prioritize and maintain complex projects in a demanding work environment and to work within deadlines.
- Excellent verbal and written communication, and interpersonal skills.
- Successful track record in writing reports, proposals, and related materials required by bilateral and/or multilateral institutions is desirable.
- Experience with or strong knowledge of meteorological or sustainable development programs and organizations in the Pacific islands is highly desirable

Amount

The consultancy will be on a fixed fee based and subject to SPREP's Consultancy Conditions. One third of the payment will be paid on initial engagement and then other amounts at the completion of milestones throughout the consultancy.

PREPARATIONS AND SUBMISSION OF APPLICATION

All applicants must submit the following:

- 1) A cover letter briefly summarizing your experience and qualifications for this consultation. Cover letters should not exceed 2 pages.
- 2) Outline of approach to meet the tender requirements.
- 3) Resume of professional experience.
- 4) List of References (minimum 3).
- 5) Detailed budget and preliminary work plan

Applications shall be received **no later than the xx of July 2016**

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