



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Our ref.: 6631-15/SG/DSG/GFCS

GENEVA, 23 December 2015

Annexes: 2

Subject: Nomination of Experts to GFCS Task Teams

Action required: Notify the Secretariat of an expert(s) to serve on the Task Teams before
29 February 2016

Dear Sir/Madam,

I wish to refer to my letter ref. 6654-15/SG/DSG/GFCS dated 30 January 2015 in which I requested the designation of an expert(s) with appropriate competences to serve on the Global Framework for Climate Services (GFCS) Task Teams to: (1) refine and finalize the monitoring and evaluation, criteria and process for the GFCS (M&E); and (2) finalize the operational and resource plan for the period 2015-2018 (ORP).

Following the decision taken during the third session of the Management Committee of the Intergovernmental Board on Climate Services (IBCS MC-3), held in Geneva from 26 to 28 October 2015, to extend the mandate and expand the composition of the Task Teams (IBCS MC-3/Doc. 6.1(1) and IBCS MC-3/Doc. 6.2, REV. 1), I wish to reiterate my invitation to designate an expert(s) to serve on one, or both, of the Task Teams. The Terms of References for the Task Teams are attached as Annex 1 and Annex 2 to this letter to help you in identifying the appropriate candidate(s).

I would greatly appreciate it if you would communicate the name(s) and contact details of the expert(s) to serve on a specific Task Team (please indicate the Task Team) to Mr Filipe Lúcio (tel.: +41 22 730 8579) (e-mail: flucio@wmo.int) with a copy to Ms Emelie Larrodé (e-mail: elarrode@wmo.int) at your earliest convenience, but preferably no later than **29 February 2016**.

Yours faithfully,

(E. Manaenkova)
for the Secretary-General

To: Principal Members of the Intergovernmental Board on Climate Services

cc: Permanent Representatives of Members of WMO) (for information)
Hydrological Advisers to Permanent Representatives)

TERMS OF REFERENCE FOR AN AD HOC TASK FORCE OR WORKING GROUP TO DEVELOP THE MONITORING AND EVALUATION CRITERIA AND PROCESS FOR THE GFCS

Introduction

Monitoring and evaluating (M&E) the implementation of the Global Framework for Climate Services (GFCS) is needed to foster adequate oversight and provide avenues for reporting to the governance structures of the GFCS. M&E will be of use and interest to Members, as well as donors/investors to help guide and justify their investments and funding; users/beneficiaries of the GFCS to highlight benefits and impacts of climate services; developers and providers of services to further improve the development and provision of climate services; and the Intergovernmental Board on Climate Services as the body overseeing implementation of the GFCS on behalf of the World Meteorological Congress and partner agencies. The M&E process will need to inform these actors, as well as involve relevant actors in the process, so that their differing objectives are taken into account.

Monitoringⁱ and evaluationⁱⁱ mechanisms need to be applied to the various levels of the GFCS, from the global to the regional to the national level. Monitoring and evaluation will ensure that the appropriate programmatic and financial controls are in place to implement projects successfully and appropriately. In addition, the User Interface Platform of the GFCS will allow monitoring and evaluation of the effectiveness of climate services being provided and the overall objectives of the Framework.

Monitoring and evaluation should promote accountability for the achievement of objectives through the assessment of results, effectiveness, impact, processes, and participation of partners involved. Monitoring and evaluation should also promote learning, feedback, and knowledge sharing on results and lessons learned, as a basis for decision-making on policies, strategies, programme management and projects, and to improve performance.

With the view to effectively monitor and evaluate the GFCS implementation and pursuant to Resolution 6 (IBCS-1) - Monitoring and Evaluation of the Global Framework for Climate Services and Resolution 6.2/1 (IBCS-2) - Monitoring and Evaluation of the Implementation of the GFCS, the Management Committee has been requested to create an ad hoc Task Force or Working Group, drawing on experts, to further develop the criteria and process and quantifiable metrics for monitoring and evaluating GFCS implementation.

ⁱ **Monitoring** is a continuous process to check on progress towards pre-defined objectives and plans and communicate this progress to stakeholders so that they obtain feedback on the progress being made towards achieving their objectives. Regular monitoring aims to identify actual or potential problems as early as possible in order to facilitate timely adjustments in implementation to keep the project on track, or improve the chances of getting back on track, or terminating the project if necessary. By monitoring, we try to assess whether activities are implemented effectively and efficiently, and assess the progress on achieving results that we want to achieve. Monitoring is expected to generate useful information and identify where bottlenecks may be.

ⁱⁱ **Evaluation** is an intermittent process that aims to provide a rigorous and independent objective assessment of what happened and why and to provide lessons that can be applied elsewhere. The evaluation should assess the design, implementation and results in order to determine the relevance, effectiveness, efficiency, impact and sustainability of the outputs. Evaluation addresses the strategic questions, 'what?' (for impact and sustainability) and 'why?' (for relevancy). Evaluation seeks 'big picture' conclusions. Evaluation of projects normally takes place when the project has finished.

Scope of the work

The ad hoc Task Force or Working Group, building on the work done by the Management Committee, shall:

- (a) Develop a monitoring and evaluation criteria for projects and activities implemented by the GFCS at global, regional and national levels;
- (b) Develop the process for the monitoring and evaluation of projects and activities implemented by the GFCS;
- (c) Develop qualitative and/or quantitative metrics for assessing success;
- (d) Provide a methodology on how lessons learned from past and present activities will be captured and shared;
- (e) Identify main risks and propose measures for managing these risks.

In developing the monitoring and evaluation criteria and process, the ad hoc Task Force or Working Group shall endeavour to avoid the creation of a complicated, onerous and expensive process.

The ad hoc Task Force or Working Group will define its working modalities with a view to develop a proposal for the consideration of the meeting of the Management Committee in 2015.

**TERMS OF REFERENCE FOR AN AD HOC WORKING GROUP ON BUDGET AND
OPERATIONAL AND RESOURCES PLAN FOR THE GFCS FOR THE PERIOD 2015–2018**

With the view to effectively implement the Global Framework for Climate Services (GFCS), and Pursuant to Resolution 47 (Cg-XVI) – Response to the Report of the High-level Taskforce for the Global Framework for Climate Services, Resolution 48 (Cg- XVI) – Implementation of the Global Framework for Climate Services, Resolution 1 (Cg-Ext.(2012)) – Implementation of the Global Framework for Climate Services, Resolution 2 (IBCS-1) - Implementation Plan of the GFCS, Resolution 8 (IBCS-1) – Resources Mobilization, Resolution 5 (IBCS-1) – Compendium of projects under the Global Framework for Climate Services and Resolution 7/1 (IBCS-2) – GFCS Budget for 2015 and Operational and Resource Plan for the period 2016-2018, the Management Committee has been requested to further refine and prioritize, in consultation with the Partner Advisory Committee (PAC), the GFCS Operational and Resource Plan at the first meeting of the Management Committee in 2015.

At its second meeting, the Management Committee requested the establishment of an ad hoc Working Group to finalize the budget and operational plan for the GFCS for the period 2015-2018.

Scope of the work

The ad hoc Working Group on Budget and Operational Plan for the GFCS for the period 2015-2018 will support the Management Committee in implementing Resolution 7/1 (IBCS-2). It will be responsible for further refining, prioritizing and finalizing the budget and operational plan for the GFCS for the period 2015-2018. The ad hoc Working Group shall:

- (a) Analyse and provide guidance on GFCS priorities for 2015-2018 to enable successful implementation of the GFCS Implementation Plan, Annexes and Compendium of Projects as approved at the first session of the IBCS (IBCS-1);
- (b) Review and refine the GFCS budget for 2015 and the operational and resource plan 2016-2018 as contained in Doc. 7 (IBCS-2);
- (c) Prepare a revised GFCS budget and operational and resource plan 2015-2018 document for consideration by the next session of the Management Committee of IBCS (2015);
- (d) Provide advice on possible funding streams and mechanisms for accessing funds to support the implementation of the GFCS operational plan 2015-2018;
- (e) Consult with the Partner Advisory Committee in this process;
- (f) Take into consideration the outcomes of the World Meteorological Congress (Cg-17) in this process.

The ad hoc Working Group will define its working modalities immediately after it is constituted.