



Terms of Reference for the recruitment of a national consultant to strengthen the technical capacity of NOCC staff on climate modelling

I. CONTEXT

The main mission of the National Observatory of Climate Change in Cameroon, NOCC, is to monitor and assess the socio-economic and environmental impacts of climate change and to propose measures to prevent, mitigate and/or adapt to the negative effects and risks related to these changes in sectors such as agriculture, energy, water and transport. Among its flagship products, NOCC publishes a bulletin providing ten-day forecasts of extreme weather events throughout the country. However, NOCC is seeking support for capacity building, particularly for sub-seasonal to seasonal (S2S) forecasting, as well as technical and infrastructural support to improve the climate resilience of national development planning in key sectors.

To this end, the UN-ECA through the RTPC resources is providing funds to support the National Observatory on enhancing climate resilience in key sectors.

II. PURPOSE OF THE MISSION

The main objective of the mission is to strengthen the technical capacity of NOCC staff on climate modelling.

Specifically, the consultant will have as responsibilities to propose a detailed training program including but not limited to the following;

- Principles of climate modelling and downscaling;
- Understanding climate projections/scenarios and climate and prediction/forecast;
- Introduction to different modelling and prediction software;
- Numerical weather prediction and early warning systems;
- Data collection and presentation for modelling projections and prediction;
- Methodological guide on climate modelling;
- Simulation of climate forecasts at different scales;
- Simulation of climate forecasts at different scales and key development sectors including agriculture, energy, water and transport.

III. OUTCOME

A detailed training program is available and the following are understood;

- Principles of climate modelling and downscaling;

- Understanding climate projections/scenarios and climate and prediction/forecast;
- Introduction to different modelling and prediction software;
- Numerical weather prediction and early warning systems;
- Data collection and presentation for modelling projections and prediction;
- Methodological guide on climate modelling;
- Simulation of climate forecasts at different scales;
- Simulation of climate forecasts at different scales and key development sectors including agriculture, energy, water and transport.

III. DELIVERABLES

- An interim report is produced by the consultant at the end of the training workshop. It will be forwarded to the Observatory and UN ECA, to make amendments and recommendations to the consultant, which will be incorporated into the final report.
- A final report, incorporating the comments. The final report shall be forwarded within seven days to NOCC and UN ECA.

VI. CONSULTANT'S PROFILE

The skills required of the consultant to carry out this training are as follows:

- ✚ At least five (05) years' experience in climate modelling and applications used in the latter;
- ✚ At least a Master's degree in the field of climatology/meteorology or related fields;
- ✚ Experience on the diversity of the physical environment in Africa and Cameroon (agro-ecological zones).

VII. COMPOSITION OF THE APPLICATION FILE

The consultant invited to bid will be required to provide the following:

- ✚ a cover letter addressed to the Director General of NOCC;
- ✚ a detailed CV including experience as well as the references of three (03) persons who can attest to the competence of the candidate;
- ✚ a note of understanding of the terms of reference
- ✚ a provisional schedule of the implementation of the mission or assignment.

VIII. DURATION OF THE TRAINING

The training will last for a maximum of 5 days. The consultant will propose training modules and a schedule which shall be validated by NOCC management.

IX. TERMS AND CONDITIONS OF SUBMISSION

The consultant will be expected to submit a Technical Offer and a Financial Offer which will be examined and validated by NOCC management.

- **For the Technical Offer**
- Comments on the Terms of Reference;
- The proposed methodology with specific or appropriate tools for the definition of meteorological/climatological data collection protocols and formats in order to reach scientifically, socially and economically valid conclusions;
- The details of the activities to be carried out;
- A planning/chronogram for carrying out the various activities;

- Information demonstrating that the Consultant has the required qualifications/expertise and proven experience to carry out the mission;
- A list of similar assignments carried out by the Consultant.
- **For the Financial Offer**
- The tender letter dated, signed and indicating the amount of the offer;
- The unit price schedule indicating details of costs.

The Financial and Technical offers, written in French or English, will be placed in two separate envelopes marked "Financial offers" and "Technical offers". These two envelopes will be joined together in a single envelope bearing, to the exclusion of any other distinctive sign, the address of the addressee.

X. MAIN EVALUATION CRITERIA

The Consultant whose administrative file will be admissible will be considered for the technical analysis of his offer according to the grid below:

Criteria	Note/100
Reference experience for the mission <ul style="list-style-type: none"> - Administrative file - Reference experience <ul style="list-style-type: none"> ➤ climate modelling at least two (2) concrete evidences based on conclusive results (2 pts per evidence); 4 pts ➤ Data collection/monitoring/evaluation in the field of climate modelling/hydrology with at least two concrete evidences based on conclusive results (2 points per evidence); 4pts ➤ Capacity building/training on climate modelling/hydrology, with at least two concrete evidences based on conclusive results (2 points per evidence); 4 pts ➤ Management of climate databases; (3pts) 	30 pts
Conformity of the proposed action plan and methodology with the terms of reference Methodological approach and proposal of tools (20 pts) Realistic action plan aligned with deliverables (20 points)	40 pts
Qualification and technical and professional skills of the consultant (at least a Master's degree)/10 points <ul style="list-style-type: none"> Number of years of experience/ 20points 5-10 yrs= 5 points 10-15 yrs= 10 points 15-20 yrs = 15 points 20 yrs &above = 20 points 	30pts

Elimination criteria

- Incomplete file;
- Falsified file;
- Documents not certified or signed by non-competent persons;
- Documents received after the stated deadline.

Rating of the financial offer (30 points)

A Financial Proposal: Lump Sum Contracts.

It should be noted that only financial offers relating to technical offers having obtained at least 70% of the total points allocated to the technical offer will be considered.

The lowest financial proposal will receive a financial score of 100%.

The formula to be used for the calculation of the financial score rating will be as follows:

Financial score = 100 x cheapest offer price/price of the considered offer. The choice of the most economically advantageous offer will result from a balancing the technical quality and the price of the offers according to a **70/30** distribution key.

The overall score of the offer = 70% x technical score + 30% x financial score.

The tender that is to be awarded points by adding the points from the technical offer and those obtained from the financial offer thus calculated is declared the successful tenderer.

In the event that none of the technical proposals has reached the minimum technical score, the client reserves the right to negotiate and sign a contract with the consultant with the highest technical score.

Tenders will be ranked according to their technical score (tS) and financial score(fS) scores combined with the application of the following considerations to arrive at an overall score (oS):

tS on 70 points and fS on 30 points.

oS (on 100) = (tS) + (fS).

XI. CONFIDENTIALITY

The consultant/cabinet retained undertakes to respect the confidentiality of the professional information that he will receive or discover during the mission.

XII. PENALITES FOR DELAY

Penalties for delay will be applied if the delivery of the final report does not exceed in an inconsiderate manner the chronogram planned by the consultant. The NOCC will notify the consultant in the event of an established delay of an expected delivery date of the final report not exceeding one additional week not listed. From the 8th day, a penalty of 2% of the contract for each day of delay will be applied. From 10%, NOCC shall have the right to unilaterally withdraw from the contract without financial compensation.

5. RAPPORT

At the end of the mission, the consultant/cabinet will have to submit an interim report to be validated during an extended validation workshop and a final report having taken into account all the observations previously made during the validation workshop.

The study report will be submitted in five (05) hard copies in final version and in electronic form on DVD/CD ROM/USB key. All data acquired remain the property of the ONACC and must be submitted at the end of the study in electronic format (doc, xls, ppt, pdf).

XIII. SCHEDULE

N°	Activities	November				December				January							
		Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4
1	Recruitment of a consultant for the training of NOCC staff																