

21.07.25 49

Terms of Reference (ToR) for the Recruitment of an Individual Consultant under the **WMO-SIDA Fund** for implementation of the **Common Alerting Protocol (CAP)** system in Bangladesh for supporting **BMD, FFWC**, and other stakeholders also with objective for effective and smooth implement of the over all **Early Warning for All (EW4ALL)** initiative pillar-II.

Terms of Reference (ToR)

Individual Consultant Implementation of CAP and Related Activities under the WMO-SIDA Fund (Intermittent, Home-based and Field Work)

1. Background

Bangladesh has been selected as a focus country for the **Early Warning for All (EW4ALL)** initiative of the United Nations. As part of this global commitment, **Bangladesh Meteorological Department (BMD)** and the **Flood Forecasting and Warning Centre (FFWC)** are working to strengthen multi-hazard early warning systems through the adoption and implementation of the **Common Alerting Protocol (CAP)**.

Under the **Letter of Agreement (LOA)** signed between **BMD and the World Meteorological Organization (WMO)**, funded by the **WMO-SIDA Fund**, targeted interventions are underway to establish a unified, effective, and stakeholder-responsive CAP system. To facilitate and support the effective and timely implementation of the LOA activities, including CAP SOP development, capacity building, and technical coordination BMD intends to recruit a **qualified individual consultant** for a short-term assignment.

2. Objectives

To recruit a qualified individual consultant to:

- Provide technical and coordination support to **BMD, FFWC**, and stakeholders for the successful implementation of the CAP system;
- Develop and validate **Standard Operating Procedures (SOPs)** for CAP use across institutions;
- Support the preparation of **technical and progress reports** under the LOA;
- Design and facilitate **training and capacity-building activities**, including field-based sessions;
- Provide ongoing **technical support** for implementation of all CAP-related activities and other activities outlined in the WMO-SIDA LOA.

3. Scope of Work

The consultant will carry out the following tasks:

A. SOP Development and System Support

- Facilitate consultations and review existing alert dissemination mechanisms.
- Draft CAP SOPs for **BMD, FFWC**, and collaborating agencies.
- Support testing and refinement of the SOPs through simulation or pilot exercises.
- Align the SOPs with existing frameworks and WMO CAP technical standards.
- Support other activities under LoA between WMO and BMD

B. Technical and Reporting Support

- Provide technical inputs and write-ups for LOA deliverables, including:
 - Inception report,
 - Interim progress reports,
 - Technical activity briefs,
 - Final completion report.

C. Training and Capacity Building

- Prepare CAP training materials tailored for operational staff, IT professionals, and different media.
- Conduct training sessions including at least three (two for BMD and one for FFWC)
- Support evaluation of training effectiveness and collect user feedback.

D. Additional Technical Assistance

- Offer support in CAP configuration, platform integration, and user testing.
- Assist in stakeholder coordination across BMD, FFWC, media, and telecom partners.
- Contribute to system monitoring and validation activities.

4. Deliverables and Timeline

The consultancy will be **intermittent** home and field based over a total duration of **68 (52+16) working days**, of which **up to 16 days will be field-based within 4 months**.

Deliverable	Indicative Deadline
Inception report and work plan	Within 7 working days of contract
Training material development for lighting	By day 15
Draft CAP SOPs for BMD & FFWC	By day 30
Validated and final SOPs (post-review)	By day 40
Technical reports (mid-term and final)	
Final completion report	By day 52

5. Duration and Duty Station

- **Total duration:** 68 working days (spread over 4 months, intermittent basis)
- **Field work:** Approx. 16 days (including trainings and stakeholder consultations)
- **Work modality:** Home-based with in-person presence at BMD, FFWC, and selected field locations as required.

6. Required Qualifications and Experience

Criteria	Requirement
Education	Minimum M.Sc. degree in Meteorology/Hydrology/Physics/Applied Mathematics/ Statistics or related fields.
Experience	Minimum 15 years of proven working experience in the field of Meteorology or Hydrology or ICT-based communication systems.
Language	Excellent communication skills both in English and Bangla (spoken and written).
Other Competencies	Ability to work independently and deliver quality outputs under Limited timelines. Previous experience working with government and UN/international organizations preferred. Candidates with working experience in EW4ALL initiative will be given preference.

7. Reporting

All deliverables and outputs will be reviewed and approved by BMD in consultation with WMO.

8. Payment and Remuneration

Payment will be made in instalments, based on submission and approval of deliverables as per the schedule outlined below:

Payment Milestone	% of Total Fee	Conditions
1st Instalment	20%	Upon submission and acceptance of inception report
2nd Instalment	30%	Upon delivery of draft and final SOPs
3rd Instalment	30%	Upon successful completion of training programmes and interim reporting
Final Instalment	20%	Upon submission and approval of final technical report

9. Application Procedure

Interested individuals must submit the following documents:

- A **detailed CV** including references;
- A **financial proposal**: Total in Taka (including TA, DA, DSA and other related cost)

Applications should be sent to: info@bmd.gov.bd

Subject line: “**Application: Individual Consultant – CAP Implementation (WMO-SIDA Fund)**”

Deadline for submission: **30 July, 2025** (3.00 PM)

