



SERVICE CONTRACT EXTENSION

N° 001/2022/ACMAD/FOCUS

Service Provider	Ms. Esther VERENA JANSEN
Position	Climate Expert, FOCUS Africa Project
Extension to the previous contract: Reference number	N° 003/2022/ACMAD/FOCUS

The contract is entered into between the African Centre of Meteorological Applications for Development (ACMAD) represented by Director General Dr Andre KAMGA FOAMOUHOUE and in the following referred to as "ACMAD", and

Ms. Esther VERENA JANSEN as the contractor from Botswana in the following referred as "The Consultant"

This agreement is prepared in two (02) copies

Article 1: Status of the Service Provider

This is a Consultancy Services Contract with the deliverables. The Consultant shall be considered having the legal status of an independent Contractor. The Contractor shall not be considered in any respect as being a staff member of ACMAD.

The duty station of the Provider is Botswana Department of Meteorological Service, Maun, Botswana.

Article 2: Nature of services

Under the supervision of the FOCUS Africa Lead at ACMAD, and the overall supervision of the Director General of ACMAD, Ms. Esther VERENA is offered a service contract extension as Climate Expert under the FOCUS Africa project. The terms of reference and work plan are presented as an annex below.

Article 3: Duration of the Contract

This Agreement shall commence on **October 01, 2022** and shall expire on the satisfactory completion of the services described above, but not later than, **March 31, 2023**, subject to the revision of article 7 below.

Article 4: Organization of work

The Consultant will provide the FOCUS Africa Lead at ACMAD monthly reports and timesheets. The last report is to be submitted 15 days before the contract expires.

Article 5: Obligations of the Service Provider

The Consultant's obligations are:

- Respect the terms of the work she undertakes freely for the benefit of ACMAD.
- Strictly respect professional secrecy and prevent misuse of the data entrusted to her
- Not disclose any proprietary or confidential information about the project or the activities of the applicant without the prior written consent thereof.

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Article 6: Obligations of ACMAD

ACMAD has the following obligations:

- Provide Consultant with the resources needed for the realization of the mission and to monitor and control the consultancy in accordance with the objectives set;
- Inform Consultant about any breach of labour regulations and seek a settlement of any conflict that might arise from the implementation of this contract;
- Pay at the end of each period of thirty (30) calendar days the amount due to Consultant.

Article 7: Cost of the Consultant

The Consultant will collect the sum of **Euros five thousand (5 000)** payable monthly, all inclusive. Per diems will be paid for official international travel.

In the event of termination of this contract, The Consultant will be paid according to the number of days worked at the time of termination. In this case, she delivers a discharge to ACMAD for final settlement certifying that ACMAD owes her nothing at the end of this contract.

Article 8: Insurance

The Consultant does not receive any benefits for dependents children, nor education grant, or social security.

Article 9: Leave

The Service Provider is entitled to 2.5 days per month paid leave after every 12 months of continuous service. The unused leave days will not be paid.

Article 10: Termination of the contract

This contract may be terminated in event of dissatisfaction with the Consultant's services, accident, serious illness where the Consultant can no longer fulfil her mission or the resignation of the Consultant from this agreement. This termination will occur after a written notification, respecting a notice of 15 days.

Article 11: Individual disputes

Parties to this contract agree to focus on settlement of disputes arising from the execution of this contract, interpretation or termination. In case of no conciliation, the dispute shall be submitted to arbitration / conciliation in accordance with the law of the project host country (Niger).

Article 12: Contractual commitment

Ms. Esther VERENA JANSEN, the undersigned, declares that she is free from any commitment and freely accepts to perform the Consultancy Services under this contract in the terms defined above.

Done at Niamey, 30 September 2022

The Consultant
(Read and approved)



Ms. Esther VERENA JANSEN

The Director General

Dr Andre KAMGA FOAMOUHOUE

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ANNEX to contract

Under the supervision of the FOCUS Africa Lead at ACMAD, the FOCUS Africa Climate Expert will perform the following duties:

1- Focus on stakeholder engagement and outreach as well as climate vulnerability and risk assessment.

- Collaborate with Botswana Department of Meteorological Services (BDMS)) to organize workshops and other project events at national and sub-national levels
- Support development of SARCOF and national COFs user engagement and outreach activities
- Develop communication material development
- Collect regional data and analyse the vulnerability and risk for the water-energy-food system in the SADC region
- Support pilot case studies in the SADC region with vulnerability and risk assessments
- Liaise with other FOCUS Africa partners
- Assist in planning, organizing and servicing training workshops and other events.
- Carry out other relevant duties as required

2- Support production of climate services, training material development and use:

- Collaborate with Botswana Department of Meteorological Services (BDMS)) to organize training workshops, fora and other events at national and regional levels
- Support communication material development in partnership with BDMS
- Review training materials on climate services at BDMS including improvement suggestions
- Share review results for feedback with stakeholders including NACOF and SARCOF participants
- Collect feedbacks and update the review
- Develop new materials based on review results
- Organise trainings using training materials
- Support online posting of training materials
- Organize training webinars
- Liaise with other FOCUS Africa partners on capacity building
- Assist in planning, organizing, and servicing training events
- Carry out other relevant duties as required

DELIVERABLES

The expert will provide and or support the following deliverables:

- Report on upgrades prepared for current training materials as well as new material developed
- Report on training events organized including participation at NACOF and SARCOF
- Report on and training material available online

- Climate vulnerability and risk assessment report for the water-energy-food system sector
- List of user requirements collected through NACOFs and SARCOFs, and other events for the energy-water-food and infrastructure sectors
- Communication materials developed
- Reports on stakeholder and in particular user and end user feedbacks
- Report on linkages and initiatives to improve quality and expand services portfolio of NACOF and SARCOF
- Workshops and events reports

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