



Call for proposals to host the International Project Office of the COordinated Regional climate Downscaling EXperiment (CORDEX) Project of the World Climate Research Programme

This is a call for applications to host an International Project Office (IPO) to support the activities of the COordinated Regional climate Downscaling EXperiment (CORDEX¹) Project of the World Climate Research Programme (WCRP²).

CORDEX aims to advance and coordinate the science and application of regional climate downscaling through global partnerships. Since 2009, CORDEX activities have created a framework for coordinating downscaling activities, for improving the understanding on regional scale processes and phenomena and for evaluating and comparing a range of dynamical and statistical Regional Coordinated Downscaling (RCD) techniques in use around the world. RCD provides projections with much greater detail and more accurate representation of localized extreme events. This fosters and grows research focused on advancing and coordinating the science and application of regional climate downscaling, to effectively link global climate research and the regional information needs of society. Through focused sub-continental-scale targeted regional Flagship Pilot Studies (FPSs), CORDEX facilitates a number of capabilities that address key scientific questions and push the development of key overarching issues through the newly established Task Forces (TFs) with the task to propose a strategy to address those issues. CORDEX also contributes significantly to the WMO Global Framework for Climate Services,³ and the United Nations Framework Convention on Climate Change (UNFCCC) Intergovernmental Panel on Climate Change (IPCC)⁴ by providing climate projections at the regional and local scale and through increasing science capacity in the Global South.

CORDEX represents a key part of the Regional Information for Society (Rifs)⁵ Core Project of WCRP given its role in coordinating the new research required to provide actionable climate information at the regional scale. Rifs' Core focus is to address the challenges of how to reconcile and integrate multiple lines of climate information (distillation) to produce context-relevant knowledge for decision makers. Rifs activities are coordinated by the Rifs IPO, hosted by Ouranos⁶, in Montreal Canada. Along with contributions from other WCRP activities, Rifs aims to integrate CORDEX advances on the understanding of climate projection information

¹ [Cordex – Coordinated Regional Climate Downscaling Experiment](#)

² World Climate Research Programme (WCRP) (wcrp-climate.org)

³ Global Framework for Climate Services (GFCS) (wmo.int)

⁴ Sixth Assessment Report — IPCC

⁵ Rifs Home - WCRP Rifs (wcrp-rifs.org)

⁶ Home | Ouranos

at regional to local scales for supporting more detailed impact and adaptation assessments and planning, which is vital in many vulnerable regions of the world.

The CORDEX IPO is currently hosted by the Swedish Meteorological and Hydrological Institute (SMHI) in Norrköping, Sweden until January 20, 2025. WCRP is therefore seeking applications from institutions willing to host the CORDEX IPO from mid 2025 onward.

Hosting the CORDEX International Project Office (IPO)

The primary function of the CORDEX IPO is, under the guidance of the CORDEX Science Advisory Team (SAT) and its co-chairs, to provide support for planning and implementation of CORDEX scientific and capacity building activities, including support to conferences, organization of the regular SAT meetings, regional workshops, training sessions, links with regional communities and with donors to identify potential funding strategies for regional activities, particularly for Global South regions. It ensures both appropriate international coordination between different groups within CORDEX, global model downscaling research activities, and scientists as well as collaboration and liaison with other international programmes. More specifically, the IPO's role will be to support CORDEX's work in close cooperation with the CORDEX co-chairs, SAT, RfS IPO, the WCRP's Joint Scientific Committee (JSC), and the WCRP Secretariat, to establish and support a plan to implement CORDEX activities.

The CORDEX IPO will consist of a Director and additional staff as needed (see below). To support the vision, mission and activities related to CORDEX, the Host Institution is expected to provide the funds required to support and run the IPO from its inception.

Benefits to the Host Institution

The Host Institution will significantly benefit from hosting the CORDEX IPO by having a close interaction with this critical domain of research in support of regional downscaling experiments. It will serve as a great opportunity for the host to help deliver the exciting new goals of CORDEX to the international community. In addition, the host institution will have the benefit of:

- Enhancing their international profile through clear identification with the WCRP international community,
- Association and participation with a range of international meetings, workshops, and regional activities,
- Underscoring the commitment of the national research community for international cooperation,
- Collaboration with other networks including those of early career scientists.
- Contributing to the well-established links that the engagement of scientists from the host institute has already established through international research projects to the global community of climate researchers.
- Career development for early career scientists in connecting them with the international research community and involvement in CORDEX activities and outreach panel,

- Playing an important role in implementing WCRP's strategy.

Further, the development of an active scientific partnership between CORDEX activities and scientists at the Host Institution is encouraged, with the aim of increased international exposure and scientific publications.

Expected Qualifications of the Host Institution

Organizations submitting a Proposal to host a CORDEX IPO must fulfil the requirements outlined below and have the qualifications to cover the Terms of Reference detailed in ANNEX 1:

- Willingness and ability to host an IPO of WCRP, providing secretariat, administrative, financial, technical, and scientific support to CORDEX.
- Commitment to financially support the IPO for at least five years, and demonstrable ability to secure funding to support additional operations and activities.
- Ability to attract high level candidates for the post of Director through open, international recruitment, in consultation and mutual approval with the WCRP Joint Scientific Committee, the WCRP Secretariat and the CORDEX co-chairs. The recruitment of other professional office staff will be delegated to the Project Office once the Director is appointed to the role.
- Ability to provide office space and IT resources for an operational secretariat.
- Technical capacity to organize virtual and physical meetings and make travel arrangements for participants from nations and agencies around the world.

Minimum Requirements of a Proposal

All proposals must be backed by a commitment for at least five years to include the following:

- Salaries for a Director, one Programme Officer and one Science/Communication Officer positions (3 full-time equivalent)
- Dedicated administrative support for the office
- Associated office space and necessary facilities
- Operating costs for communication and outreach
- Provision of IT resources for IPO staff
- Annual activity budget to support travel and subsistence expenses of CORDEX IPO staff

Equivalent combinations of personnel and financial resources are allowed to a certain extent. Offers beyond the above requirements, such as additional staffing, particularly for website design and development, additional activity funds, and longer commitments will enhance the chances of final selection.

We will also give full consideration to proposals which partially meet the above requirements, or which have not yet received a complete funding commitment by the deadline, but this must be clearly stated in the proposal and will be evaluated accordingly. We recommend proposers provide regular updates on progress of pending funding commitments after the submission.

All financial amounts shall be expressed in local currencies and in US dollars (USD) with a clear indication of exchange rates applied at the time of submission and include all applicable overheads.

Selection Process

WCRP will establish a Selection Committee to assess the Proposals with due consideration of any potential conflicts of interest. The Selection Committee will be chaired by the WCRP Joint Scientific Committee (JSC) Chair, vice chair or one of the JSC officers. Committee members will include other JSC representatives, e.g., a JSC liaison to CORDEX, CORDEX Co-chairs, at least two of the RfS Co-chairs and a WCRP Secretariat representative.

The Selection Committee may come back to individual proponents for clarification, questions and/or confirmations of commitments during the selection process. If a proposal is ultimately accepted, detailed terms of the contract will be negotiated with the selected host institution and will be established through a Memorandum of Understanding between the host institution and the World Meteorological Organization.

Timeline

Call for Proposals - **October/November 2024**

Submission deadline – end **February 2025**

Enquiries, negotiation and notification selection – end **April 2025**

Expected start of the CORDEX Project Office - **July 2025**

Proposals that cannot meet the submission deadline may still be accepted after the deadline if there are justifiable reasons (such as delays in institutional approval) but the intent to submit and reasons for delay should be provided in advance. Late bids will only be considered if no other suitable bid is identified and will be treated on a case-by-case basis at the sole discretion of the Selection Committee.

Proposals must remain valid for a period of at least 180 days after the submission deadline. However, a submitting organization may withdraw its proposal by sending a written notification.

Content of Proposals

Proposals shall address all points in ANNEX 2 and be forwarded by email to Maureen Wanzala (mwanzala@wmo.int) in the WCRP Secretariat as a single pdf document. The size of the document shall not exceed 15 Mb nor 20 pages.

Additional supporting materials, brochures, letters of endorsement, *etc.* may be forwarded in separate emails in the same way.

Communication and Enquiries Related to this Call

All communication, material and enquiries regarding this call shall be directed in English to Maureen Wanzala (mwanzala@wmo.int) in the WCRP Secretariat. Unless stated otherwise, enquiries and replies will be posted publicly on the call web page for the benefit of all interested parties.

Thank you for your interest in WCRP!

ANNEX 1 - Terms of Reference - CORDEX International Project Office

1. *The CORDEX IPO consists of a Director, qualified professionals and support staff. The CORDEX IPO will work closely and under the direction of the CORDEX Scientific Advisory Group and its co-chairs, with oversight from the WCRP Joint Scientific Committee (JSC) and the support of the WCRP Secretariat in Geneva.*
2. *The CORDEX IPO is located in ##### (city, country) and hosted by ##### (institution).*
3. *The Director of the CORDEX IPO shall work closely with the CORDEX Co-Chairs and report to the CORDEX SAT for the overall activities to be developed.*
4. *The Director of the CORDEX IPO shall report to its host institution for administrative matters.*
5. *The primary function of the CORDEX IPO is to provide overall support to planning and implementation of CORDEX priorities, infrastructure and overall governance, to ensure appropriate international coordination and communication between CORDEX and the other WCRP Core Projects and Lighthouse Activities (LHAs), as well as other international programmes.*
6. *The CORDEX IPO supports the work of CORDEX in the coordination, organizational, communication, and dissemination aspects of CORDEX. This includes the following responsibilities:*
 - a. *To provide secretariat, administrative, financial, technical and scientific support to the CORDEX SAT and projects under CORDEX;*
 - b. *To work with the CORDEX SAT on the coordination and planning of CORDEX activities;*
 - c. *To lead the logistical organization of relevant sessions, meetings, workshops, conferences, training sessions, teleconferences and other activities relevant to CORDEX;*
 - d. *To coordinate travel support towards workshop participants including budget organization and preparation of payments*
 - e. *To prepare corresponding reports, correspondence and publications;*
 - f. *To coordinate associated communication and outreach, including newsletters;*
 - g. *To provide oversight, update maintenance of associated web pages;*
 - h. *To assist in mobilizing funds for CORDEX activities;*
 - i. *To secure resources for CORDEX IPO staff and operations;*
 - j. *To promote recruiting secondments to join the CORDEX IPO;*

ANNEX 2 - Expressions of Interest template (selection criteria weights in %)

1. Cover page with full name and contact details of legal representative of organization submitting the proposal (1 page)
2. Executive summary (max 1 page)
3. Vision and strategy for the *CORDEX* Project Office (max 1 page) – 10%
4. Host institution (max 3 pages) – 20%
 - a) Full address
 - b) Duration of commitment
 - c) Employees benefits (work permits for foreigners, taxation, wages, health coverage, etc)
 - d) Administrative capacity to run the office
 - e) Area and number of offices
 - f) Meeting rooms (area, capacity, teleconference)
 - g) Catering service and/or nearby restaurants
 - h) Visitor's support (travel, accommodation, visa, local transport, help-desk)
 - i) IT (hardware, software, internet bandwidth, web site, conference call tools)
 - j) Accommodation options nearby (location, rooms, average cost and negotiated rates)
 - k) Transport (International access, local transports)
5. *CORDEX* relevance of the host institution (max 2 pages) - 10%
 - a) Experience of current *CORDEX* -related activities
 - b) Experience in hosting and managing large science programmes
 - c) Local ecosystem relevance
 - d) Potential to contribute to *CORDEX* outreach
6. Benefits for the host institution (max 2 pages) - 10%
 - a) International exposure
 - b) Scientific added-value
 - c) Financial leveraging potential

- d) Partnerships
7. Staffing plan commitment (max 3 pages) - 30%
 - a) Director, programme officer, science and communication officer and any other staff
 - b) Dedicated or in-kind administrative support
 - c) Seconded experts (full-time equivalent, expertise, role)
 - d) Fluency in English and other WMO languages (well, moderate, poor)
 8. Operating funding commitment (max 3 pages) - 20%
 - a) Annual budget for office facilities and operations
 - b) Annual budget for *CORDEX* activities (meetings and travel - including office staff)
 9. Free section with relevant material (max 4 pages)