

TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

<p>Consultant Job Title: MRV and Mitigation Specialist - Development of the National Framework for Climate Transparency of Panama</p> <p>Work location: Ministry of Environment, Panama City, Panama</p> <p>General Expertise: Climate change and environmental affairs</p> <p>Category: Programme Management</p> <p>Contractor: Wetlands International, Panama. Executing Entity, CBIT Project.</p>	Project: CBIT
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1. Purpose.

Panama ratified the Paris Agreement through Law No. 40 of September 12, 2016, making effective its climate change commitment through its Nationally Determined Contribution (NDC). The Paris Agreement, in its Article 13, raises the need to have an enhanced transparency framework that allows information to be available to assess if the necessary is being done in relation to compliance with the commitments assumed to face climate change. Panama is preparing to fully comply with the transparency requirements set forth by the Paris Agreement (PA) and has identified the following constraints and gaps:

- a) the lack of technical capacity and know-how to generate, manage and disseminate robust and verifiable climate-related data;
- b) limited tracking of climate actions and investments executed outside the jurisdiction of the Ministry of Environment;
- c) the absence of a robust GHG Inventory Management System;
- d) the lack of national adaptation methodologies and indicators;
- e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; and
- f) the absence of climate considerations in decision making

Recently, the Government of Panama published a Presidential Executive Decree No. 100 which regulates the Global Climate Change Mitigation Chapter of the Single Text of The General Environmental Law and creates the Reduce Your Footprint National Program for monitoring the low-carbon economic and social development in the Republic of Panama. In addition, under this national mandate, Panama legally establishes the creation of the National Framework for Climate Transparency. Additionally, Panama recently signed the Executive Decree No. 143 that will establish progressively the National Carbon Market of Panama that has a direct link with the demand created by the programs under the National Emissions Registry (ReNE, in spanish) of the Reduce Your Footprint National Program.

Overall Activities-CBIT Panama

The Transparency framework under article 13 of the Paris Agreement further enhances existing arrangements, which national commitments and actions were being measured, reported and verified (MRV). The new transparency framework established mandatory requirements to report regularly GHG Inventories and information to track progress on implementing and achieving nationally determined contributions (NDC).

The development of the project “National Framework for Climate Transparency” of Panama seeks to facilitate the collection, management and dissemination of climate-related data in a consultative and transparent manner according to the Modalities, Guidelines and Procedures (MPG) established by the implementation of the Paris Agreement.

The Climate Change Directorate of the Ministry of the Environment, UN Environment and Wetlands International (WI) as Executing Entity, have identified five key elements to improve the generation, quality and transparency of climate information in Panama:

1. Definition of Institutional arrangements for the monitoring, reporting, verification, dissemination, and sustainability over time of sectoral climate-related data;
2. Diffusion of National tools to ensure consistency, transparency, and standardization in the monitoring and reporting of climate data
3. Design and implementation of a public engagement mechanism for the enhanced transparency framework
4. Establishment of a National Platform for Climate Transparency for the monitoring, reporting, and verification of climate-related data.
5. Training for data compilers, suppliers and platform users

2. Objective.

The MRV and Mitigation Specialist - Development of the National Framework for Climate Transparency of Panama will conduct the following activities, as well as others deemed necessary in the course of the project development:

Ultimate Result of the Service:

- Support in the design of the demand of the National Carbon Market of Panama and establishing the connection between the main components of the market, avoiding double counting of GHG reductions.
- Support in the development of manuals, guides and documents for programs of quantification and report of greenhouse gas emissions (GHG emissions), specifically the corporate program that serves as an example for the product, project and cities program as part of the National Registry of Emissions (ReNE).
- Support in the planning of tasks for holding meetings, workshops, and activities with stakeholders to increase the participation of organizations and relevant stakeholders in the Reduce Your Footprint – Carbon programs.
- Support in the design and implementation of the inclusion of national GHG management programs in the National Emissions Registry (ReNE) of the National Framework for Climate Transparency of Panama.
- Support in obtaining the information required for the development of the National Framework for Climate Transparency of Panama.
- Support in the preparation of program of activities (PoAs) to bring financial sustainability to the different programs of the National Emissions Registry (ReNE) that are part of the National Framework for Climate Transparency of Panama.
- Assessment of the Reduce Your Footprint Program and future steps.

3. Outputs / Work Assignments (must be tangible and/or measurable)

Outputs	Period (dd/mm/yyyy)
Output 1: Report on the support provided for the development of manuals, guides and documents for the National Registry of Emissions (ReNE)	15/01/2022 – 28/02/2022
Output 2: Assessment report on the ReNE including future steps and improvement plan.	01/03/2022 – 15/04/2022
Output 3: Report on the alternatives to provide sustainability to the ReNE programs, including requirements, potential funding and its link to the Carbon Market.	16/04/2022 – 15/07/2022

Reporting structure:

The MRV and Mitigation Specialist - Development of the National Framework for Climate Transparency of Panama will report to the Chief Technical Advisor.

How are the outputs to be delivered?

Digital copy Hard copy Other, please specify _____

4. **Duration of contract** (dd/mm/yy) From: 15/01/2022 To: 15/07/2022 (6 months extendable based on performance)

5. **Location of service:** Panama City, Panama. (Ministry of Environment, Panama City, Panama). Depending on mobility restrictions due to the pandemics, home based modality might be considered.

6. **Terms of payment for satisfactory completion of contract.**

The Chief Technical Advisor will be under the overall guidance and report to the head of the National Directorate of Climate Change, under the Ministry of Environment, in coordination with Wetlands International.

7. **Schedule of payment.** Monthly Products Rate (specify number of days for interpreters/trainers: _____)

Daily working hours: 8

Working days in a week: 5 (from Monday to Friday) Hours per week: 40

Adjustment clause for payments: The total amount of the contract amounts to \$ 10,800 US dollars that will be paid in US dollars. The amount to be paid will be made in accordance with the payment schedule established in section 7 of these Terms of Reference.

(if payment is to be made in phases, indicate **schedule and condition** for each payment)

The payment dates	Amount	Payment conditions
6 monthly payments per year	\$US 1,800.00	6 monthly payments per monthly report. Every payment will be upon submission of signed invoice with activity report and supervisor's confirmation of satisfaction.

8. **Performance indicators for evaluation of outputs.**

Timely delivery of quarterly activities reports and supervisor's confirmation of satisfaction, as outlined in the Terms of Reference. Quality of design work and communication materials produced.

9. **Travel.** APPLICABLE NOT APPLICABLE

Details of travel if applicable: Arranged by WI if needed Self ticket Itinerary:

10. The Consultant will work in the Ministry of Environment of Panama.

ADMINISTRATIVE DETAILS

11. Qualifications Required

ACADEMIC:

- Undergraduate degree in areas relevant to engineering, environmental science, climate change, and natural resources.
- A minimum of 2 certifications in courses related to GHG quantification at an organizational level (required) and national (desirable).

PROFESSIONAL:

- A minimum of 4 year of proven professional experience in engineering or science related jobs (required).
- A minimum of 1.5 year of proven professional experience in developing GHG management programs (required) and mitigation actions (desired).
- A minimum of 1 year of proven professional experience, performing tasks of planning topics about climate change (required) at a national scale (desirable).
- Knowledge about the United Nations Framework Convention of Climate Change (UNFCCC), National Communications and Biennial Update Reports (required).
- Knowledge about the Paris Agreement, and its applicability under the Article 13 for the development of the National Framework for Climate Transparency of Panama (required).
- Participation in climate change workshops nationally and internationally (required).

LANGUAGE:

- The candidate must have excellent writing, reading and editing skills in Spanish.
- The candidate must have excellent writing, reading and editing skills in English.

SPECIAL KNOWLEDGE AND SKILLS:

PROFESSIONALISM:

- Knowledge of climate change issues according to the UNFCCC and / or Studies in sciences related to the environment from the perspective of climate change.
- Demonstrated ability to understand technical concepts that include the use of the 2006 IPCC Guidelines and transparency aspects of the Paris Agreement.
- Proven relationship skills with public and private sector officials.
- Knowledge and understanding of climate change planning.
- Ability to identify issues, analyze and participate in the resolution of issues/problems.
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
- Skill in managing Microsoft Office 365 computer programs (Word, Excel, Power Point, Teams, OneDrive, SharePoint, among others) and project management packages (Excel, Microsoft Project and / or other tools) will be highly valued.

TEAMWORK:

- Experience in teamwork, with recognition in the field of their specialty to cooperate with consultants of other specialties.
- Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise. Is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING AND ORGANIZING:

- Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary; uses time efficiently.
- Ability to analyze complex technical documents (data) and technological knowledge based on data.
- Excellent communication, articulation, coordination and teamwork skills to achieve the agreed objectives, facing challenges constructively.

OTHERS:

- Candidates must be based in Panama City and have with full time availability (required);
- Candidates with Panama nationality will have priority - parity of experience and knowledge;
- Candidates must have availability to travel within Panama and abroad as needed.

12. *I certify to the best of my knowledge that the recruitment of the consultant/individual contractor is in accord with WI Procurement Procedures*

Programme Officer/Hiring Manager

Date: