

TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

Consultant Job Title: Expert in the AFOLU sector Work location: Ministry of Environment, Panama City, Panama General Expertise: Climate change and environmental affairs Category: Programme Management Contractor: Wetlands International, Panama. Executing Entity, CBIT Project.	Project: CBIT
<p>1. Purpose.</p> <p>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:</p> <ul style="list-style-type: none">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of a robust GHG Inventory Management System;d) the lack of national adaptation methodologies and indicators;e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; andf) the absence of climate considerations in decision making <p>Recently, the Government of Panama published a Presidential Executive Decree 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. The next step will be the publication of an executive decree for the Adaptation chapter.</p> <p>Overall Activities-CBIT Panama</p> <p>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).</p> <p>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.</p> <p>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:</p>	

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 Expert in the AFOLU sector will conduct the following activities, as well as others deemed necessary in the course of the project development:

Ultimate Result of the Service:

- Review of institutional arrangements for the monitoring, reporting, verification, dissemination, and sustainability over time of sectoral climate-related data for the AFOLU SECTOR.
- Support the diffusion of National tools to ensure transparency, completeness, consistency, comparability, accuracy, and standardization in the monitoring and reporting of climate data.
- Assist the process of training for data compilers, suppliers and platform users.
- Perform an evaluation of the mechanism proposed to gather and track activity data for the AFOLU inventory and to register mitigation actions.
- Guide the technical team in the mapping of mitigation actions in the Agriculture and LULUCF sectors, for the National Registry of Mitigation Actions.
- To assist the mitigation technical team to prepare the required documents and tables according the Decision18/CMA.1 related to the development and presentation of National GHG Inventories, specifically for the AFOLU Sector;
- Provide AFOLU Sectoral technical knowledge to design the respective modules for the national platform that includes all arrangements, processes, methodologies, and other guidelines developed through CBIT to ensure climate transparency.
- Offer an informed local perspective to international experts.
- Collaborate with local entities involved in climate change information management.
- Support in the development of guidelines and processes for data compilers, suppliers, expert users, general public and other stakeholders on PNTC and its web platform
- Support the test run of the Platform for information and reports of AFOLU Sector.
- Prepare progress reports.

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

Outputs	Period (dd/mm/yyyy)
Assessment report on the mechanism proposed to gather and track activity data for the AFOLU inventory and to register mitigation actions, including recommendations for improvement and topics to be included in future development stages.	05/01/2022 – 06/01/2022
Report of the process of diffusion of National tools to ensure transparency, completeness, consistency, comparability, accuracy, and standardization in the monitoring and reporting of climate data.	05/01/2022 – 06/01/2022 03/01/2022 – 03/30/2022

Report of the training and capacity need of the stakeholders of the AFOLU sector including a directory of contacts, training topics to be covered/required, training courses available.

05/01/2022 –
07/01/2022 04/01/2022 –
04/15/2022

Reporting structure:

The Expert in the AFOLU sector 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: 05/01/2022 To: 07/01/2022 ~~(3 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 review and approve the monthly reports of the Expert in the AFOLU Sector and seek approval of the head of the National Directorate of Climate Change, under the Ministry of Environment for the project deliverables 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 \$ 69,000 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
23 monthly payments per year	\$US 3,000	23 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:

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, environment, engineering sciences and national development with a focus on MRV and AFOLU (required).

PROFESSIONAL:

- A minimum of 6 years of proven professional experience in managing projects in the areas of agriculture, forestry or climate change mitigation(required).
- A minimum of 4 years of proven experience specialized on issues related to the mitigation of Climate Change under the umbrella of the UNFCCC, and especially on the Paris Agreement, and its implication in line with the national circumstances from the technical, social, environmental, economic and political perspective of Panama (required).
- Proven Professional experience of 3 years working with the topics of climate change, mitigation and MRV under the Paris Agreement Rulebook of the UNFCCC (required).
- Excellent understanding of global climate change issues in particular related to transparency and MRV as well as Panama's climate targets in the NDC and the current state of the land use sector in Panama (required).
- Knowledge on AFOLU mitigation actions development and implementation (desirable).
- Excellent understanding of GHG emissions data and reporting methodologies, especially in the AFOLU sector.
- Experience in the development of GHG Inventories for the AFOLU Sector applying the 2006 IPCC Guidelines focused in the Volume 4 for AFOLU and 2003 Good Practices Guidelines for LULUCF. Experience in GHG Inventories for the AFOLU Sector in Panama will be highly valued.

LANGUAGE:

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

SPECIAL KNOWLEDGE AND SKILLS:

PROFESSIONALISM:

- Extensive knowledge of climate change issues according to the UNFCCC and / or advanced studies in sciences related to the environment, agriculture or forestry, on issues related to the perspective of climate change.
- Demonstrated ability to understand technical concepts that include the use of the 2006 IPCC Guidelines, transparency aspects of the Paris Agreement and NDCs (especially those of Panama).
- Proven relationship skills with public and private sector officials.
- Knowledge and understanding of theories, concepts and approaches relevant to climate change mitigation planning, and intergovernmental climate change negotiations.
- 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. Shows pride in work and achievements;
- Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

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.

- Skill in managing Microsoft Office 365 computer programs (Word, Excel, Power Point, Teams, OneDrive, SharePoint, among others) and advanced Excel, and and R will be highly valued.
- Excellent communication, articulation, coordination and teamwork skills to achieve the agreed objectives, facing challenges constructively.

OTHERS:

- Experts must be based in Panama City and have with full time availability (required);
- Experts with Panamanian nationality will have priority - parity of experience and knowledge;
- Experts 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: