

## TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

<p><b>Consultant Job Title:</b> M&amp;E and Adaptation Specialist (S3)- Development of the National Framework for Climate Transparency of Panama</p> <p><b>Work location:</b> Ministry of Environment, Panama City, Panama</p> <p><b>General Expertise:</b> Climate change and environmental affairs</p> <p><b>Category:</b> Programme Management</p> <p><b>Contractor:</b> Wetlands International, Panama. Executing Entity, CBIT Project.</p>	Project: CBIT
<p><b>1. Purpose.</b></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"><li>a) the lack of technical capacity and know-how to generate, manage and disseminate robust and verifiable climate-related data;</li><li>b) limited tracking of climate actions and investments executed outside the jurisdiction of the Ministry of Environment;</li><li>c) the absence of a robust GHG Inventory Management System;</li><li>d) the lack of national adaptation methodologies and indicators (the lack of a set of universally agreed methodologies and indicators makes it more relevant to develop them for national circumstances);</li><li>e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; and</li><li>f) the absence of climate considerations in decision making</li></ul> <p>Recently, the Government of Panama published a Presidential Executive Decree which 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><b>Overall Activities-CBIT Panama</b></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> <ul style="list-style-type: none"><li>1. Definition of Institutional arrangements for the monitoring, reporting, verification, dissemination, and sustainability over time of sectoral climate-related data;</li></ul>	

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 M&E and Adaptation Specialist (S3) will conduct the following activities, as well as others deemed necessary in the course of the project development:

### **Ultimate Result of the Service:**

- Support the Chief Technical Advisor in the consultation process to gather/share information and conduct consultations with interested public, private and academic sector entities about the National Climate Transparency Platform and its M&E component.
- Serve as link to NAP and M&E Project, in order to incorporate the results and key actors in the National Platform for Climate Transparency (PNTC).
- Support the development of guidelines and models on how to train key actors to use and maintain climate change adaptation indicators. Support the Coordinator of Engagement and Communications (CEC) in the consultation process with adaptation actors
- In conjunction with the Programming and Systems Specialist (PSS), develop guides and processes to incorporate adaptation actors in the PNTC;
- Facilitate the participation of key adaptation stakeholders in a test run of the platform to report on the development of the Biennial Transparency Report (BTR)
- Provide sectoral technical knowledge to design a national platform that includes all arrangements, processes, methodologies, and other guidelines developed through CBIT outputs 1, 2, 3 and 4.
- Work in conjunction with the Programming and Systems Specialist (PSS) and CEC, to design a continuous capacity development programme on statistics and methods for data compilers, suppliers, staff and other stakeholders involved with the PNTC Programme, and its web platform.
- In conjunction with the Programming and Systems Specialist (PSS), the technical team and CEC, develop user guides for data compilers, suppliers, expert users, general public and other stakeholders on the PNTC and its web platform.
- Offer an informed local perspective about climate change adaptation to international experts;
- Collaborate with local entities involved in climate change information management;
- Prepare progress reports;

Work together with the teams: M&E, NAP, climate node, Adaptation website and National Adaptation Data System.

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

### **Reporting structure:**

The M&E and Adaptation Specialist (S3) will report to the to the Head of the Adaptation and Resilience Department and the Expert in M&E and to the Chief Technical Advisor.

Outputs	Period (dd/mm/yyyy)
<b>Output 1:</b> Institutional arrangements for the monitoring, reporting, verification, dissemination, and sustainability over time of sectoral climate-related data are established	15/05/2022 – 15/06/2022
<b>Output 2:</b> National tools to ensure consistency, transparency, and standardization in the monitoring and reporting of climate data are disseminated.	15/06/2022 – 15/08/2022
<b>Output 3:</b> Public engagement mechanism for enhanced transparency framework is designed and implemented	15/08/2022 – 15/09/2022
<b>Output 4:</b> A National Platform for Climate Transparency is established for the monitoring, reporting, and verification of climate-related data.	15/09/2022 – 15/11/2022

How are the outputs to be delivered?

☒ Digital copy ☐ Hard copy ☐ Other, please specify \_\_\_\_\_

4. **Duration of contract** (dd/mm/yy) From: 15/05/2022 To: 15/11/2022 (6 months)

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 M&E and Adaptation Specialist (\$3) will be under the overall guidance and report to the Chief Technical Advisor and to the Head of the Adaptation and Resilience Department.

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 \$ 10,200 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 1,700.00	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, with potential flexibility to telecommute according to the circumstances determined by the Ministry of Environment

## ADMINISTRATIVE DETAILS

11. **Qualifications Required**

ACADEMIC:

- Bachelor's degree in environmental science or in areas relevant to climate change, environment, engineering sciences and national development with a focus on M&E and adaptation or a closely related field.

#### PROFESSIONAL:

- A minimum of 3 years of proven professional experience in managing projects in the areas of climate change adaptation and M&E (desirable).
- Knowledge in climate change adaptation, monitoring and evaluation, climate change and environmental indicators.
- Knowledge in environmental protection and conservation.
- Proven Professional experience working with the topics of climate change, adaptation and M&E (desirable).
- Proven Professional experience in data collection, analysis and processing.
- Ability to design and develop technical documents
- Experience in the use of at least one computer programming language.
- Experience in disseminating information in the mass media.
- Excellent understanding of global climate change issues in particular related to transparency, adaptation and M&E, as well as Panama's climate targets in the NDC and the current state of the adaptation in Panama.
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#### LANGUAGE:

- Fluency in Spanish is required
- Working level of English in writing and verbal skills.

#### SPECIAL KNOWLEDGE AND SKILLS:

##### PROFESSIONALISM:

- Extensive knowledge on the topics of climate change, adaptation and M&E from the UNFCCC.
- Knowledge and understanding of technical concepts that include the use of the 2006 IPCC Guidelines, transparency aspects of the Paris Agreement and NDCs (especially those of Panama).
- Knowledge and understanding of theories, concepts and approaches relevant to climate change mitigation and adaptation 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.
- Knowledge of IT tools, such as Microsoft Office.

##### 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 project management packages (Excel, Microsoft Project and / or other tools) 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 Panama 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: