

## TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

<p><b>Consultant Job Title:</b> Chief Technical Advisor (CTA) - 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;</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e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; and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 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><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>	

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 Chief Technical Advisor of the Project will lead the project, including the Administrative Unit, and will perform the following activities, and others which might appear as the project unfolds:

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

- The project meets its objectives and achieves expected outcomes via day-to-day project operations and the Project Steering Committee (PSC), the National Project Director (NPD) and UN Environment are periodically updated on the progress of the project via progress reports.
- The National Project Director, UN Environment and the PSC are periodically updated for allocation of the GEF grant according to the quarterly and annual work plans and budgets elaborated in coordination with UN Environment and the NPD.
- Via monitoring the risk management plan, UN Environment and the PSC are notified in writing if there is a need for modification to the agreed implementation plan and budget, as a means to seek approval. Any inconsistencies made by the Executing Agencies will be addressed and rectified.
- Annual workplans are prepared in consultations with the NPD and project partners.
- TORs for consultants are published, and candidates to the positions are interviewed according to the workplan.
- Inception workshops, national CBIT workshops and Project Steering Committees are held according to the approved work plan.
- Technical advice and guidance are provided to the project team on issues related to the project activities.
- Management and coordination, with the NPD and UN Environment, of the operative aspects of contracting professional services and everything necessary for the execution of any activity, are periodically made, taking into account all the mechanisms needed to monitor compliance with external contracts and subcontracts.

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

The consultant will carry out the following activities:

1. Manage and coordinate the day-to-day activities in order to ensure that the project meets its objectives and achieves expected outcomes;
2. Prepare annual work plans in consultation with project partners.
3. Prepare progress reports.
4. Take responsibility for day to day project financial operations.
5. Manage financial resources and processing all financial transaction relating to sub-allotments;
6. Prepare all annual/year-end project revisions.
7. Monitor risk management plan.
8. Participate in the preparation of TORs for consultants and participate in the process of interviewing, selecting and hiring the candidates.
9. Prepare, and attend Project Steering Committee (PSC) meetings.

10. Ensure coordination with relevant national institutions and government ministries to ensure that project activities are distinct and fully complementary to other national initiatives.
11. Co-drafting of all products assigned to local experts.
12. Provide accurate and up-to-date technical advice and guidance on issues related to the implementation of the project activities.
13. Attend the inception, mid-term evaluation and terminal evaluation workshops, and the meetings of the National Committee.
14. Periodic reporting to UN Environment and the PSC for allocation of the GEF grant according to the quarterly and annual work plans and budgets in coordination with UN Environment;
15. Notify UN Environment and the PSC in writing if there is a need for modification to the agreed implementation plan and budget, and to seek approval;
16. Address and rectify any issues or inconsistencies raised by the Executing Agency.
17. Support compilation and submission of progress, financial and audit reporting to the Executing Agency.
18. Participate actively in the CBIT Global Coordination Platform by attending meetings, but also preparing materials to be shared through the Platform and providing information about the country, relevant to the Platform.
19. Prepare all annual/year-end project revisions.
20. Lead the work to develop the deliverables listed above, including the national as well as consultants work.
21. Review, assess and approve technical deliverables from national and international experts.
22. Local insights provision to international experts.
23. Ensure technical sound deliverables for all the Outputs.
24. Provide accurate and up-to-date technical advice and guidance on issues related to the implementation of the project activities;
25. Liaise with national stakeholders
26. Provide national insights for all experts involved
27. Co-draft all products assigned to local experts
28. Engage with local climate change involved entities
29. Support the national focal points of Panama to the GEF CBIT in the identification, prioritization of synergies with other projects, new opportunities for cooperation, activities and milestones that arise during their role as coordinator.
30. 15. Coordinate all key stakeholders, including the technical team, ensuring that all activities are consistent with each other and do not overlap.
31. 16. Represent the Panamanian government, as requested by national focal points, in activities, workshops, meetings, among others, related to the components of the Enhanced Transparency Framework of the Paris Agreement, at the national and international level.
32. 17. Serve as liaison and promote the participation of the Government of Panama in activities related to the implementation of the Enhanced Transparency Framework of the Paris Agreement, including, but not limited to supporting the participation of the Panamanian delegation in sessions under the Conference of the Parties. (COP) and the technical bodies of the UNFCCC, as well as in discussion forums on the issue of transparency subject to the request of national focal points.
33. 18. Undertake continuous capacity building development (ie, technical assistance and formal / informal on-the-job training) that prepare the government to fully assume the implementation of the strengthened transparency framework;

#### **Expected Deliverables:**

##### **Main responsible for the following deliverables:**

- Deliverable 1.2: Document of arrangements established in Activity 1.2.
- Deliverable 1.4: Document of Legal Framework for technical support established and approved by the Technical Committee
- Deliverable 1.5: Three consultation workshops conducted throughout the project period.
- Deliverable 1.6: Guides and models on how to develop institutional arrangements for the incorporation of prioritized sectors to the PNTC.

- Deliverable 2.3: Design of MRV of means of implementation and climate finance completed and approved by the technical committee
- Deliverable 2.4: Improvement plan (for PNTC, MRV systems) developed through successful execution of pre- and post-test run workshops, completed and approved
- Deliverable 3.1: Approval of Communications and Engagement Plan to involve Society in the use of the platform
- Deliverable 5.2: Training of key stakeholders for project implementation, successful implementation of one round of capacity building
- Policy brief on data management platform as an instrument to enhance climate transparency.

Outputs	Deliverables	Delivery Period (dd/mm/yyyy)
Monthly reports on the progress of the work assignments and the deliverables completion.	<b>Deliverable 1.2:</b> Document of arrangements established in Activity 1.2.	01/05/2021 – 31/05/2021
	<b>Deliverable 1.4:</b> Document of Legal Framework for technical support established and approved by the Technical Committee.	
	<b>Deliverable 3.1:</b> Approval of Communications and Engagement Plan to involve Society in the use of the platform.	
	<b>Deliverable 1.6:</b> Guides and models on how to develop institutional arrangements for the incorporation of prioritized sectors to the PNTC.	01/10/2021 – 31/10/2021
	<b>Deliverable 2.3:</b> Design of MRV of means of implementation and climate finance completed and approved by the technical committee.	01/11/2021 – 30/11/2021
	<b>Deliverable 1.5:</b> Three consultation workshops conducted throughout the project period.	01/10/2022 – 31/10/2022
	<b>Deliverable 2.4:</b> Improvement plan (for PNTC, MRV systems) developed through successful execution of pre- and post-test run workshops, completed and approved	
	<b>Deliverable 5.2:</b> Training of key stakeholders for project implementation, successful implementation of one round of capacity building	01/09/2022 – 30/09/2022
	Policy brief on data management platform as an instrument to enhance climate transparency.	01/09/2022 – 30/09/2022

#### Reporting structure:

The Chief Technical Advisor will report to the head of the National Directorate of Climate Change, under the Ministry of Environment.

*How are the outputs to be delivered?*

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

4. **Duration of contract** (dd/mm/yy) From: 01/12/2020 To: 01/12/2021, (2 years 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 \$ 38,325 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
12 monthly payments per year	\$US 3,193.75	12 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.

##### PROFESSIONAL:

- A minimum of 5 years of proven professional experience in managing projects in the areas of climate change mitigation or adaptation (required).
- A minimum of 5 years of proven experience as a national and international professional specialized on issues related to the mitigation and/or adaptation of Climate Change under the umbrella of the UNFCCC Convention, and especially the Paris Agreement, and its implication in line with the national circumstances from the technical, social, environmental, economic and political perspective of the country (required).
- Proven Professional experience working with the topics of climate change, mitigation and MRV rules from the UNFCCC (desirable).
- Excellent understanding of global climate change issues in particular related to transparency and MRV as well as Panama's climate targets in the NDC (required).
- Knowledge and participation in climate change negotiations (desirable).
- Experience in the design of strategies or climate programs (desirable).

##### LANGUAGE:

- The candidate must have excellent writing, reading and editing skills in Spanish and 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, energy, economy or on issues related to the environment from the perspective of climate change. Additional, advanced studies in Project Management or experience in the management of large projects related to climate change and sustainable development.
- Proven Relationship skills with public and private sector officials.
- 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; Shows leadership capacities.
- 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:

- Develops clear goals that are consistent with agreed strategies; 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: