

TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

<p>Consultant Job Title: Communications and Engagement Coordinator (CEC) - 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- e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; and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 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.

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 Communications and Engagement Coordinator (CEC) will conduct the following activities, as well as others deemed necessary in the course of the project development:

- Conduct daily supervision of the communications and public engagement components of the project;
- Ensure that the project meets its public engagement and communications objectives and achieves expected outcomes;
- Design and implement a public engagement mechanism to improve the transparency of climate information;
- Redact, implement, and evaluate, together with key stakeholders, the key target audience for this project and a Communications and Engagement Plan;
- Redact, implement and evaluate, together with key stakeholders, a Sustainability Plan for the project;
- Prepare public engagement and communication workplans for the project;
- Develop and coordinate the daily public engagement and communications activities of the project;
- Provide accurate and up-to-date technical advice and guidance on issues related to the implementation of the project activities;
- Prepare progress reports;
- Under the supervision of the Chief Technical Advisor, ensure coordination with relevant national institutions and government ministries to ensure that project activities are distinct and fully complementary to other national initiatives
- Take responsibility for quality of public engagement and communications activities and coordination of experts
- Provide support in the preparation of all annual/year-end project revisions;
- Liaise with national stakeholders related to the public engagement and communications of the project;
- Provide locally and nationally-relevant insights to public engagement and communications experts;
- Co-drafting of all products assigned to local experts
- 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.

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

Expected Deliverables:

Main responsible for the following deliverables:

- Deliverable 3.2: Approval and printing/publication of materials for engagement of the public.
- Deliverable 3.3: Evaluation of the compliance with the Communications and Engagement Plan and development of the Sustainability Plan.
- Deliverable 5.1: Web curriculum developed for capacity building program.
- Deliverable 5.3: Publication of Platform user guides.

Outputs	Deliverables	Delivery Period (dd/mm/yyyy)*
Monthly reports on the progress of the work assignments and the deliverables completion.	Deliverable 3.2: Approval and printing/publication of materials for engagement of the public	01/01/2022 – 31/01/2022
	Deliverable 3.3: Evaluation of the compliance with the Communications and Engagement Plan and development of the Sustainability Plan	01/10/2022 – 31/10/2022
	Deliverable 5.1: Web curriculum developed for capacity building program	01/04/2022 – 30/04/2022
	Deliverable 5.3: Publication of Platform user guides	

*Preliminary dates according to draft work plan, subject to adjustment upon validation.

Reporting structure:

The Communications and Engagement Coordinator (CEC) 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: 01/04/2021 To: 31/12/2021 (11 months extendable based on performance)

5. **Location of service:** Home-based.

6. Terms of payment for satisfactory completion of contract.

The Communications and Engagement Coordinator (CEC) will be under the overall guidance and report to the Chief Technical Advisor.

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 US\$ 13,750 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
9 monthly payments per year	US\$ 1,527.78	9 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:

- Minimum requirements: Undergraduate degree in social communications, public relations or marketing;

PROFESSIONAL:

- Experience: Minimum of 3 to 5 years of professional experience:
 - In the design and implementation of communication plans and strategies;
 - In data modelling and analysis (database and statistical program Management) (desirable);
 - Use of professional photographic cameras;
 - Developing and diagramming records of meetings conducted in the project;
 - Modelling and analysis of demographic information of key stakeholders in the project;
 - Knowledge of the Panamanian market;

LANGUAGE:

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

SPECIAL KNOWLEDGE AND SKILLS:

PROFESSIONALISM:

- 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. Uses time efficiently.

- Skill in managing Microsoft Office 365 computer programs (Word, Excel, Power Point, Teams, OneDrive, SharePoint, among others).
- 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.
- Gender not exclusive. The participation of women consultants in the call is encouraged.

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: