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e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; and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 Executive Decree No. 100 of October 20, 2020 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 Expert in Gender and Climate Change will conduct the following activities, as well as others deemed necessary in the course of the project development:

- Collaborate with the national team to identify entry points for the project where the gender integration has the most leverage.
- Devise a Gender Action Plan for how the CBIT project will release these interventions throughout the project execution.

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

Expected Deliverables:

Main responsible for the following deliverables:

- Deliverable 4.1: Gender Action Plan.

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Deliverables</th>
<th>Delivery Period* (dd/mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly reports on the progress of the work assignments and the deliverables completion.</td>
<td>Deliverable 4.1: Gender Action Plan</td>
<td>01/06/2021 – 30/06/2021</td>
</tr>
</tbody>
</table>

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

Report structure:

The Expert in Gender and Climate Change 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: 01/05/2021 To: 30/06/2021 (20 days starting from the second month of the project)

5. Location of service: Home-based with one mission to Panama

6. Terms of payment for satisfactory completion of contract.

The Expert in Gender and Climate Change will be under the overall guidance and report to the Chief Technical Advisor.
Adjustment clause for payments: The total amount of the contract amounts to $12,400.00 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)

<table>
<thead>
<tr>
<th>The payment dates</th>
<th>Amount</th>
<th>Payment conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% upon contract signing, Rest upon delivery of product*</td>
<td>US$3,100.00 upon contract signing, US$9,300.00 upon delivery of products*</td>
<td>Every payment will be upon submission of signed invoice with activity report and supervisor's confirmation of satisfaction.</td>
</tr>
</tbody>
</table>

*In discussion.

8. Performance indicators for evaluation of outputs.
Timely delivery of 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 home-based with one mission to Panama.

**ADMINISTRATIVE DETAILS**

11. Qualifications Required

ACADEMIC:
- Advanced degree or higher (Master’s or higher) in areas relevant to climate change, environment, and gender.

PROFESSIONAL:
- A minimum of 3 to 5 years professional experience in areas related to gender (required).
- Excellent understanding of International and Panama’s gender situation with a Climate Change perspective (required).
- Excellent understanding of global climate change issues in particular related to transparency as well as Panama’s climate targets in the NDC (desirable).

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

SPECIAL KNOWLEDGE AND SKILLS:

PROFESSIONALISM:
- 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.
- Proven Relationship skills with public and private sector officials.
- 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. 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 have part 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

<table>
<thead>
<tr>
<th>Programme Officer/Hiring Manager</th>
<th>Date:</th>
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