

## TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

**Consultant Job Title:** Operational Jr. Analyst for the Corporate-level Emissions Registry of the National Platform for Climate Transparency of Panama

Project: CBIT

**Work location:** Home-based with meetings at the Ministry of Environment, taking into consideration the national government protocols for the COVID-19 pandemic.

**General Expertise:** Climate change and environmental affairs

**Category:** Programme Management

**Contractor:** Wetlands International, Panama. Executing Entity, CBIT Project.

### 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- e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; and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

The Government of Panama published Executive Decree N° 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 (PNRTH) for monitoring the low-carbon economic and social development in the Republic of Panama. The PNRTH will serve as the operating arm of the National Framework for Climate Transparency, as its main objective is the management and monitoring of all actions that will transition Panama toward a low-emissions economic development pathway. The corporate-level emissions registry is the first registry launched under the PNRTH and was established by article 40 of the aforementioned executive decree and operationalized by the Ministry of Environment's Resolution in may of 2021. Additionally, the Ministry of Environment's Resolution DM-0358 of November 17<sup>th</sup>, 2020 established the First Fifty Carbon Neutral Organizations Declaration, a national level version of the Paris Agreement and a registry to monitor the commitments and action plans of organizations that pledge to become carbon neutral by 2050.

### 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 Operational Jr. Analyst will conduct the following activities, as well as others deemed necessary in the course of the project development:

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

#### **1. Support in the continuous management of Reduce Your Footprint Corporate - Carbon (RTH Corporate – Carbon), the corporate-level emissions registry, under the supervision of the Operational Coordination of the program. Responsibilities include:**

- Assist the Operational Coordination in the continuous updating of the operational tools of RTH Corporate - Carbon: procedures manual including internships guide, basic kit, step-by-step registration guide, program image manual, brand manual for use by organizations in RTH Corporate and the member of the First Fifty Carbon Neutral Organizations Declaration.
- Assist the Operational Coordination in the annual recruitment processes of organizations.
- Assist the Operational Coordination with the development and execution of the strategic plan of RTH Corporate - Carbon by 2030, with special attention to the development of the financial and institutional sustainability arrangements.
- Focal point before carbon footprint quantification experts and organizations, and as such will be responsible for handling all correspondence related to this group of actors, including the management of the registration form.
- In charge of the continuous updating of the directory of carbon footprint quantifiers on the RTH Corporate virtual platform and management of all related processes, including induction workshops.
- Support the Operational Coordination with the preparation and execution of the improvement plan for the program.
- Assist in the Operational Coordination operational coordination with the design and implementation of the certification program for carbon footprint quantifiers at the organizational level.
- Continuous improvement of the RTH Corporate virtual modules of the Climate Transparency Platform related to the operational aspects of the program, including section of communications and calendar of activities.

- Co-lead the development, implementation and continuous improvement of the program's internship and professional practices initiative, including a registration and management module in the program's virtual platform and the corresponding chapter in the program's procedures manual.
- Operational leader of the workshops and training sessions related to the calculation tool and technical aspects in Corporate RTH - Carbon.
- Lead the process for the development and compilation of the work plans of the section chiefs in the regional offices of the Ministry of the Environment for the corporate registry.
- Lead the development of other operational documents necessary to ensure continuous improvement of the program.
- Continuous improvement of the files and documentation system of the program.
- Continuous improvement of the manual for the realization of program events.
- Supervision of interns, university students and volunteers of the Operational Coordination.
- Lead the aspects related to the continuous training program for key actors.
- Responsible for preparing the quarterly progress reports and the end-of-cycle report.
- Supervision of the update of the master contacts list and the list of communicators / influencers.
- Serve as a representative of RTH Corporate - Carbon before the media and in events with internal and external actors.
- Any other task that the Operational Coordination of RTH Corporate - Carbon considers necessary for the proper management of the program.

**2. Lead the registration and reporting process of the First Fifty Carbon Neutral Organizations Declaration, under the supervision of the Operational Coordination. Responsibilities include:**

- Lead the process of recruiting organizations for the declaration.
- Responsible for the day-to-day management of the declaration and support for interested and / or registered organizations.
- Review, evaluation and archiving of documentation of the organizations that register and report to the Declaration of the First 50, including an action plan.
- Responsible for keeping an organized record, a standardized review process, and a file for all organizations.
- Focal point of the program before the organizations part of the declaration and as such will be responsible for handling all correspondence and queries related to the declaration from its participants, with the assistance of the technical support group of the technical coordination.
- Responsible for the improvement and continuous updating of the declaration module on the RTH Corporate virtual platform.
- Responsible for the organization of technical and communicational meetings and workshops with the members of the declaration.
- Responsible for the preparation of the annual report of the declaration.
- Co-lead the continuous improvement of the chapter corresponding to the declaration in the technical standard, the program procedures manual and update of the guide for the development of action plans.
- Any other task that the Operational Coordination of RTH Corporate - Carbon considers necessary for the proper management of the declaration.

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

**Expected Deliverables:**

**Main responsible for the following deliverables:**

- Deliverable 1: Report on the Stakeholder Mapping and data provision gaps.
- Deliverable 2: Define the elements of the MRV for the corporate and municipal Reduce Your Footprint programs.

- Deliverable 3: Design of integration of the RTH Registry into the Platform and approved by the technical committee.
- Deliverable 4: Web curriculum developed for capacity building program.
- Deliverable 5: Training of 100% of key stakeholders for project implementation, successful implementation of one round of capacity building.

Outputs	Deliverables	Delivery Period (dd/mm/yyyy)
Monthly reports on the progress of the work assignments and the deliverables completion.	<b>Deliverable 1:</b> Report on the Stakeholder Mapping and data provision gaps.	01/06/2021 – 31/12/2021
	<b>Deliverable 2:</b> Define the elements of the MRV for the corporate and municipal Reduce Your Footprint programs.	
	<b>Deliverable 3:</b> Design of integration of the RTH Registry into the Platform and approved by the technical committee.	
	<b>Deliverable 4:</b> Web curriculum developed for capacity building program.	
	<b>Deliverable 5:</b> Training of 100% of key stakeholders for project implementation, successful implementation of one round of capacity building.	

#### Reporting structure:

The Operational Jr. Analyst will report to the Chief Technical Advisor and the Operational Coordinator of RTH Corporate-Carbon.

How are the outputs to be delivered?

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

4. **Duration of contract** (dd/mm/yy) From: 01/06/2021 To: 31/12/2021 (extendable based on performance)

5. **Location of service:** Home-based with meetings at the Ministry of Environment, taking into consideration the national government protocols for the COVID-19 pandemic.

#### 6. Terms of payment for satisfactory completion of contract.

The Operational Jr. Analyst will be under the overall guidance and report to the Chief Technical Advisor and the Operational Coordinator of RTH Corporate-Carbon, 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 \$ 7,200 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	\$US 1,200	A monthly payment 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 monthly activities reports and supervisor's confirmation of satisfaction, as outlined in the Terms of Reference.

9. **Travel.** APPLICABLE  NOT APPLICABLE

Details of travel if applicable:  Arranged by WI if needed  Self ticket Itinerary:

## ADMINISTRATIVE DETAILS

### 11. Qualifications Required

#### ACADEMIC:

- High School Diploma (Required)
- Completion of at least 80% of coursework of a degree in environmental, civil, or industrial engineering, or another highly technical and mathematics intensive degree. (Required)

#### PROFESSIONAL:

- Excellent understanding of global climate change issues in mitigation and carbon pricing, as well as Panama's climate targets in the NDC (required).
- An internship of at least 6 months with an environmental or climate-focused organization (Required).
- Previous knowledge and experience working on issues that relate to the carbon footprint management at the corporate level.
- Previous knowledge and experience working on issues that relate to carbon pricing instruments.
- Previous knowledge and experience working with public engagement events and the organization of technical workshops.

#### LANGUAGE:

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

#### SPECIAL KNOWLEDGE AND SKILLS:

##### PROFESSIONALISM:

- Demonstrated ability to understand technical concepts that include the use international protocols for GHG management, transparency aspects of the Paris Agreement and NDCs (especially those of Panama).
- 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 and manage conflicting priorities.
- Shows pride in work and achievements.
- Demonstrates professional competence and mastery of subject matter. The professional is conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- Knowledge of IT tools, such as Microsoft Office.

##### TEAMWORK:

- Experience in teamwork.
- Works collaboratively with colleagues to achieve organizational goals by soliciting input by genuinely valuing others' ideas and expertise; showing willingness to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect his/her 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 have 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: