

TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

<p>Consultant Job Title: Technical Jr. Analyst for the Corporate-level Emissions Registry of the National Platform for Climate Transparency of Panama</p> <p>Work location: Home-based with meetings at the Ministry of Environment, taking into consideration the national government protocols for the COVID-19 pandemic.</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- e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; and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

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 17th, 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 Technical 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 Technical Coordination of the program. Responsibilities include:

- Assist the Technical Coordination in the continuous updating of the technical tools of the program: Technical Standard, Calculation Tool, including its user manual, and Greenhouse Gas Declaration format, which will be part of the National Climate Transparency Platform.
- Assist the Technical Coordination with the annual development of documents related to emission factors to be used in the RTH programs and also in the Registry of Mitigation Actions.
- Assist the Technical Coordination in the annual recruitment processes of organizations.
- Assist the Technical Coordination with the development and execution of the strategic plan of RTH Corporate Carbon by 2030, including the design of the continuous review cycle.
- Member of the technical support group for the day-to-day management of the program and support for organizations with interest and/or registered in the First Fifty Carbon Neutral Organizations Declaration and / or Corporate RTH – Carbon and the integration of the program within the PNTC.
- In charge of the continuous improvement of the program's documentation about the calculation tool and all related processes.
- In charge of the continuous improvement of the manual for the use of the calculation tool.
- Oversee the process of review, evaluation and archiving of documentation of the organizations that register and report its RTH Corporate – Carbon information within the Platform. Responsible of ensuring the proper maintaining an organized record, standardized review process, and a file storage for all assigned organizations within the Platform.
- Focal point before the verification bodies 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 verifiers in the RTH Corporate virtual module within the platform and management of all related processes, including induction workshops.
- Support for technical coordination with the preparation and execution of the improvement plan.
- Assist the technical coordination with the design and implementation of the certification program for carbon footprint verifiers at the organizational level.
- Technical leader of the workshops, and training sessions related to the calculation tool and technical aspects in Corporate RTH – Carbon module.
- Continuous improvement of the modules of the RTH Corporate-Carbon virtual module of the platform, related to the calculation tool and technical aspects of the program.
- Co-lead the development, implementation and continuous improvement of the program's internship and professional practices program, including a registration and management module in the program's virtual platform and the corresponding chapter in the program's procedures manual.
- Lead the development of other technical documents necessary to ensure continuous improvement of the program.
- Supervisor of the annual carbon footprint report of the Ministry of the Environment.
- Supervision of interns, university students and volunteers of the technical coordination.
- Serve as a representative of RTH Corporate - Carbon before the media and events with internal and external actors.
- Any other task that the technical coordination of RTH Corporate - Carbon considers necessary for the proper management of the program.

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

- Focal point before organizations or individuals with experience in the development of action plans for carbon neutrality at the organizational level 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 organizations or individuals with experience in the development of action plans for carbon neutrality at the organizational level in the RTH Corporate virtual module and management of all related processes, including induction workshops.
- 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.

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.	Deliverable 1: Report on the Stakeholder Mapping and data provision gaps.	15/06/2021 – 31/12/2021
	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.	

Reporting structure:

The Technical Jr. Analyst will report to the Chief Technical Advisor and the Technical 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 Technical Jr. Analyst will be under the overall guidance and report to the Chief Technical Advisor and the Technical 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 or civil engineering, or another highly technical and mathematics intensive degree. (Required)
- Certified in GHG Inventories at the organizational level by an internationally recognized body. (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. Knowledge of other levels of carbon footprint management will add value to the applicant's profile.
- 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: