

TERMS OF REFERENCE – INDIVIDUAL CONSULTANT

Consultant Job Title: Junior – Inventory, Mitigation and Cross Cutting Specialist Work location: Ministry of Environment, Panama City, Panama General Expertise: Climate change and environmental affairs Category: Programme Management Contractor: Wetlands International, Panama. Executing Entity, CBIT Project.	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- e) weak and outdated institutional arrangements for cross-sectoral climate planning, data collection, and sharing; and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 Junior – Inventory, Mitigation and Cross Cutting Specialist will conduct the following activities, as well as others deemed necessary in the course of the project development:

Ultimate Result of the Service:

- Support in the development of guidelines and procedures to ensure the methodologies for GHG Inventory and Mitigation Actions and Cross cutting issues for the National Framework for Climate Transparency of Panama are consistent with UNFCCC.
- Support in the planning of tasks for holding meetings, workshops, and activities with stakeholders to obtain the products related to GHG Inventory, Mitigation Actions, and Cross Cutting issues for the National Framework for Climate Transparency of Panama.
- Support in the preparation of technical reports and documentation related to meetings, workshops, and activities to obtain products related to GHG Inventory, Mitigation Actions and Cross Cutting issues for the National Framework for Climate Transparency of Panama.
- Support in obtaining the information required, comparison of other platforms to propose improvements to the development of the National Framework for Climate Transparency of Panama.
- Support the management of technical data records.

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

Outputs	Deliverables	Delivery Period (dd/mm/yyyy)
Monthly reports on the progress of the work assignments and the deliverables completion.	Deliverable 1.5: Two consultation workshops conducted throughout the project period (2 workshop reports)	15/12/2021 – 31/03/2022
	Deliverable 5.1: Web curriculum developed for capacity building program	01/01/2022 – 28/02/2022
	Deliverable 5.2: Training of 100% of key stakeholders for project implementation, successful implementation of one round of capacity building.	01/04/2022 – 15/06/2022
	Deliverable 5.3: Publication of Platform user guides.	01/02/2022 – 28/02/2022

Reporting structure:

The Junior – Inventory, Mitigation and Cross Cutting Specialist 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: **15/12/2021** To: **15/06/2022** (6 months 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 \$ 7,600 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 per year	\$US 1,200.00	6 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:

- Graduate degree in areas relevant to environmental science, climate change, and natural resources (required).

PROFESSIONAL:

- A minimum of 1 year of proven professional experience in developing GHG Inventories (required) and mitigation actions (desired).
- A minimum of 6 months of proven professional experience, performing tasks of planning topics about climate change (required) at a national scale (desirable).

- Knowledge about the United Nations Framework Convention of Climate Change (UNFCCC), National Communications and Biennial Update Reports (required).
- Knowledge about the Paris Agreement, and its applicability under the Article 13 for the development of the National Framework for Climate Transparency of Panama (required).
- Participation in climate change workshops nationally and internationally (desirable).

LANGUAGE:

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

SPECIAL KNOWLEDGE AND SKILLS:

PROFESSIONALISM:

- Knowledge of climate change issues according to the UNFCCC and / or Studies in sciences related to the environment from the perspective of climate change.
- Demonstrated ability to understand technical concepts that include the use of the 2006 IPCC Guidelines and transparency aspects of the Paris Agreement.
- Proven relationship skills with public and private sector officials.
- Knowledge and understanding of climate change planning.
- 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.
- 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.

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. Monitors and adjusts plans and actions as necessary; uses time efficiently.
- Ability to analyze complex technical documents (data) and technological knowledge based on data.
- Excellent communication, articulation, coordination and teamwork skills to achieve the agreed objectives, facing challenges constructively.

OTHERS:

- Candidates must be based in Panama City and have with full time availability (required);
- Candidates with Panama nationality will have priority - parity of experience and knowledge;
- Candidates 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: