ABOUT THE NDC PARTNERSHIP

The NDC Partnership is a global coalition that works with national governments, international institutions, and civil society, to fast-track climate and development action. To date, the Partnership’s membership brings together more than 120 countries—developed and developing—and more than 85 institutions to create and deliver on ambitious climate action. Through the Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs to combat climate change and build a better future.

In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. These historic accords presented countries with an unprecedented opportunity to align the climate and sustainable development agendas to spur economic growth and improve the livelihoods of all people. Nations signal their commitments to the Paris Agreement through Nationally Determined Contributions (or NDCs)—each country’s strategy to cut its own greenhouse gas emissions and build resiliency against the negative effects of a changing climate. One of the unique value propositions that the NDC Partnership brings through its in-country work is leveraging the support from a consortium of partners towards a common objective set by the government.

The Partnership, through its Country Engagement process, engages directly with ministries and other stakeholders to assess climate related needs and identify opportunities for collaboration around these needs—across sectors, regions, and international partners. Through targeted and coordinated technical assistance, members of the Partnership support countries with, for example, policy and strategy formulation for NDC mainstreaming, development of NDC implementation plans and resource mobilization, NDC revision and enhancement, or green economic recovery post-pandemic.

BACKGROUND

Panama’s commitment to the Paris Agreement on Climate Change remains crucial amid the growing urgency to address climate risks at the national level. The ongoing climate crisis has heightened the challenges ranging from deforestation to coastal erosion and water scarcity, with significant impacts on biodiversity, tourism, and infrastructure.

To address these challenges, long-term strategies and national commitments, such as the National Determined Contribution (NDC), have been implemented, focusing on
increasing the country’s ambition through climate commitments oriented towards adaptation and mitigation.

In order to achieve NDC, the need to review and strengthen Panama's Climate Change Vulnerability Index is evident, especially considering ongoing climate changes and the continuous development of understanding associated risks. Although an assessment was conducted in 2021, it is essential to update to ensure that this index remains relevant and useful in planning and decision-making.

In this context, the Ministry of Environment of the Government of Panama has designed a project to achieve this objective and is seeking a consulting firm to lead and coordinate the update of the 2021 Climate Change Vulnerability Index.

**SCOPE OF WORK AND ACTIVITIES**

**Objective of the Assignment**

The overall objective of the project is to update Panama’s Climate Change Vulnerability Index, including: i) a clear understanding of the current and future challenges facing the country, ii) data to support the development of effective policies and strategies, and iii) enhancements to the country’s capacity to adapt to climate change impacts.

**Activities**

In close coordination and collaboration with government officials and supporting organizations. The activities the firm will carry-out include:

- Facilitating all administrative and monitoring requirements related to the contract.
- Contracting team of experts specified below.
- Supervising and coordinating the consulting team responsible for supporting data collection, analysis, and production of deliverables.
- Defining and overseeing roles and responsibilities, as well as providing the necessary support and direction to meet deadlines.
- Establishing and maintaining a clear and realistic work schedule to ensure the timely completion of project deliverables.
- Regularly monitoring of project implementation and taking corrective measures, if necessary, to meet established deadlines.
- Carrying out weekly coordination meetings with the consulting team and producing weekly progress updates for government counterparts and partner organizations.
- Proactively communicating with project stakeholders about issues that can affect deadlines and delivery commitments.
- Organizing workshops with key stakeholders to showcase and discuss progress, including logistics regarding, venues, materials, and catering.
- Submitting deliverables and any other information related to the implementation and payments of the project.
All activities listed above are indicative and are subject to change, depending on the circumstances.

**Key Deliverables**

The firm will develop and submit the following deliverables:

1. **Workplan and Methodology**
   Workplan of the project including Gaant chart. (activities must finish before June, 2024.)
   Establishment of the methodology to be used, based on a review of vulnerability calculation according to the IPCC and its updated assessment reports. This will include:
   - Identification of relevant indicators to measure climate vulnerability at the national level, including gender aspects, social, economic, and environmental dimensions.
   - Comprehensive analysis of the current policy, regulatory, and legal frameworks related to vulnerability and adaptation in Panama.
   - Survey other government initiatives and projects related to climate change adaptation to absorb information, best practices, and lessons learned.
   - Data Compilation and layer development: Collection of climatic and socio-economic information necessary for vulnerability analysis. Layers of information in formats compatible with the Latin American Profile v2, ensuring data coherence and consistency.

2. **Geospatial Database and guideline**
   Geodatabase of all cartographic products generated in the project following the guidelines of the Ministry of Environment. This will include:
   - Review of all available geospatial information at the national level, including demographic data, infrastructure data, natural resources, and other relevant data for climate change vulnerability.
   - Definition of the tables, fields, and relationships necessary to store and organize all layers of information used and generated during the project, following best practices in organization and documentation.
   - Developing all necessary cartography for the updating of the Vulnerability Index.
   - Integration and visualization of interactive geospatial information within the National Climate Transparency Platform.

3. **Validation workshops**
   - Presentation with Key Stakeholders (Chiriqui, Veraguas, Cocie and Panama City), including:
   - Interviews and consultations with experts and key stakeholders to gather feedback on the index design, including the gender approach.
Consultation and Expert Review: Submission of the index and the final document for review by climate change and gender experts to validate the quality and accuracy of the results.

4. Final Report of index

Final Draft Report: Preparation of a detailed document describing the methodology, findings, and recommendations of the index. The document should also include:

- Data and analysis conducted by consultants, consolidated to produce the final climate vulnerability index, including gender considerations.
- An embedded guide for interpreting results for each sector of the NDC.
- Gender perspective and considerations that are integrated into climate vulnerability assessment and analysis.
- Recommendations and strategies that are inclusive and equitable, considering the gender-specific needs and perspectives of the community.

Final Report: Including comments and recommendations from expert review, and dissemination activities.

PROJECT MANAGEMENT

This assignment will be managed closely by a project steering committee comprised of points of contact in the Climate Change Directorate of MiAMBIENTE and the NDC Partnership Support Unit. For policy alignment across sectors, additional departments in the Government of Panama will likewise be engaged throughout this assignment.

LOCATION AND CONTRACT TERMS

- Estimated start date: April-May 2024
- Estimated end date: June 2024
- The consultancy will be based in Panama City, Panama.

TEAM OF EXPERTS – REQUIREMENTS

Coordinator and Team Lead

- Holds a Master’s degree in environmental studies, natural resource management, public policy, or urban development.
- Has at least 10 years of working experience in climate change projects, including 4 years of specific experience working in government projects:
- Developing strategies to mitigate vulnerability to climate change.
• Evaluating vulnerability and risk to climate change at subnational level. Application of IPCC methodology
• Coordinating climate change and adaptation projects in Latin America, experience in Panama highly desirable.
• Preparation and validating of technical reports with high level governments officials and international organizations' staff, highly desirable.
• Fluency in Spanish and good command of English.

GIS Expert
• Holds a Master's degree and/or Postgraduate degree in Geography and Geographic Information Systems (GIS).
• Has at least 3 years of experience working in government projects with GIS software management, including:
  • Georeferencing orthophotos and satellite imagery.
  • Creating and digitizing maps and cartographic products from official sources.
  • Experience in geospatial data storage.
  • Proficiency in field survey tools (GPS).
  • Generating thematic maps
  • Geospatial data processing.
• Has specific experience managing geographic databases relevant to climate vulnerability assessment.
• Has specific experience working with geospatial information in the Latin American region and in Panama specifically.
• Fluency in Spanish and good command of English.

Junior Adaptation Associate
• Holds a Bachelor’s degree in environmental studies, natural resource management, or public policy.
• Has work experience in supporting development of climate change adaptation strategies in government projects.
• Has experience in adaptation analysis for the sectors of the Nationally Determined Contribution at the national level.
• Has experience with secondary research on climate risk, water footprint, and monitoring and evaluation system for adaptation.
• Has experience in organizing workshops and interviews with high-ranking government officials from ministries and state institutions in the country.
• Has experience supporting work in municipal vulnerability analysis.
• Has demonstrated experience preparing policy reports and strategies for review by government and international organizations.
• Fluency in Spanish and good command of English.
Junior Event Coordinator

- Has experience in event planning and coordination, particularly in organizing launch events for large-scale projects.
- Proven track record in managing logistics for events, including venue reservation, catering, and guest invitations.
- Has strong understanding of project management principles and ability to collaborate effectively with project coordinators and stakeholders.

- Has experience in conducting virtual and in-person meetings with key stakeholders to gather information and facilitate collaboration.
- Has general knowledge of climate change or environmental issues, preferably with previous involvement in related projects or initiatives.
- Fluency in Spanish and good command of English.

RFP PROPOSAL REQUIREMENTS

Prospective firms should submit:

- Description of proposed project management structure (lead team/project manager, subcontracted local experts, etc.)
- CVs of team members
- Examples of and references for similar previous work (with URLs and contact details)
- Proposed implementation approach/project monitoring plan
- A proposed budget with a breakdown of costs sufficient to assess reasonableness and compliance with our funder requirements.
- A proposed schedule for deliverables
- Demonstrated skills in managing and aligning diverse stakeholder groups, including development agencies, non-state actors / civil society, and others.
- Priority will be given to firms with established local presence or based in Panama.

SUBMITTING PROPOSALS

Please send your proposal to:

- Daniel Sanchez, Country Engagement Specialist for Latin America, and the Caribbean, NDC Partnership Support Unit: daniel.sanchez.5@ndcpartnership.org

All proposals and supporting documentation must be submitted by email to the contacts listed above by **c.o.b., Monday, April 17, 2024.**

Please use the following subject line for the email: Proposal – Climate Change Vulnerability Index Update for the Ministry of Environment in Panama.