Terms of Reference (TOR) for the Facilitator of Panama’s NDC Partnership Plan

BACKGROUND

Context
The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. Nations signal their commitments to the Paris Agreement through Nationally Determined Contributions (NDCs) - each country’s strategy to cut its own greenhouse gas emissions and build resilience against the negative effects of a changing climate. The Partnership advances the goals of the Paris Agreement by bringing together nearly 200 countries and institutions in new ways to accelerate NDC implementation and enhance ambition over time. The Partnership’s work through 120 partners supporting almost 80 countries produces many examples of impact, lessons learned and ideas for the future. The Partnership is governed by a Steering Committee, co-chaired by two country representatives. The Partnership’s work is facilitated by a Support Unit based at World Resources Institute in Washington DC and the UNFCCC Secretariat in Bonn, Germany. UNOPS supports the NDC Partnership and its Support Unit through the Water, Environment and Climate (WEC).

The Government of Panama became a member of the NDC Partnership on December 22, 2016 and takes pride in being a net carbon sink country. Panama submitted its First NDC September 2016 and its updated NDC on December 2020. Currently, the Ministry of Environment, under the leadership of the Directorate of Climate Change is in the process of developing and implementing its NDC2 and "National Socioeconomic Strategy low in emissions and resilient to climate change by 2050" (LT-LEDS).

Considering Panama’s commitment to carbon negativity, enhanced coordination support to increase ambition in both of these policy instruments is key. Panama has had continued support from a facilitator for the past 2 years, this request seeks to extend this support for the upcoming year as inter-ministerial and international cooperation coordination become more pressing than ever to deliver on Panama’s commitments.
ROLES AND RESPONSIBILITIES

The role of the consultant is to support the NDC Partnership’s Focal Points from the Ministry of Environment, the Ministry of Economy and Finance, and the National Secretariat of Energy of Panama in the implementation of the NDC Partnership Plan, development of NDC2 and LT-LEDS.

The incumbent will serve as the NDC Partnership’s interface in the country and operate as a liaison between the Government counterparts and other NDC Partnership members. The role is one of coordination and supportive facilitation. He/she plays a key role in ensuring the smooth implementation of the Country Engagement Process, by supporting ongoing coordination efforts between the Support Unit of the NDC Partnership, the various partners of the Partnership, and the Government of Panama.

The incumbent will be embedded in the Ministry of Environment. He/she will be responsible for strengthening national coordination in terms of resource mobilization and monitoring the implementation of the Partnership Plan. He/she will support the focal points of the Partnership in their daily tasks of developing and implementing the Partnership Plan, NDC2, LT-LEDS and other forms of support to the NDC implementation. Monthly and Quarterly country updates will be produced by the NDC Coordinator and Government will share quarterly updates to wider stakeholders. He/she will need to bring his/her own laptop to the ministry’s duty station.

Working on behalf of the government, the consultant plays a central role in ensuring the engagement and coordination of key state and non-state actors needed for the successful completion of the mentioned objective. The following responsibilities are part of the embedded incumbent role:

**Coordination and communication with key stakeholders**

1. Support communication between the Panamanian government and the NDC Partnership and ensure relevant communication are shared with relevant national, international, and local level stakeholders.
2. Facilitate periodic coordination and information exchange among partners in the country, with the aim of leveraging and mobilizing their respective advantages in support of the Partnership Plan.
3. Support Focal Points in organizing, planning and preparing any required in-country exchanges and coordination meetings among national and international stakeholders, as part of the implementation of the NDC Partnership Plan. The consultant will document these exchanges, providing focal points with information highlights, agreed steps and division of responsibilities and timelines. The exchanges may include sectoral ministries, private sector actors, subnational government officials, civil society, international cooperation partners, etc.
4. Monitor Partnership Plan activities and progress in NDC implementation, support NDC2 development and strengthen coordination for the development of the LT-LEDS.
5. Represent the government and focal point(s), as requested, in workshops, meetings and other strategic events at the national and international level for the Panamanian climate agenda.

**Operationalization of NDC Partnership Plan**
6. Present the portfolio of government needs for the development of the Partnership Plan and NDC implementation.
7. Oversee the implementation of all activities defined under the NDC Partnership Plan in close collaboration with the NCP Partnership Focal Points in Panama;
8. Collaborate with the NDC Partnership Support Unit and the Focal Points to manage and update the Plan in the Online Partnership Plan Tool, ensuring information remains up to date and accessible for key stakeholders.
9. Identify implementing and development partners, compile their contact details (name of focal point, email address, telephone number) and follow up with them regarding their contribution to the Partnership Plan.
10. Contribute to the development of the Partnership Plan Narrative and its validation by the government.

**Mobilization of resources for implementation**
11. Prepare request(s) for support to the NDC Partnership, including draft support letter, contact list, etc.
12. Support the government in following up on and mobilizing partner financing to close its support gaps to allow for NDC implementation as per the Partnership Plan.
13. Develop supporting information products (concept notes, terms of reference) regarding needs prioritized by the government to implement the NDC, including an action plan and financial strategy for NDC implementation, specialized strategies for mitigation, adaptation and joint mitigation-adaptation mechanism, studies focused on climate change impacts in key sectors, among others.
14. Work with the Support Unit to produce an overview of support gaps to inform internal prioritization and make available to partners.
15. Engage with partners, including at the local/subnational level, to link needs to services and resources in accordance with the Partnership Plan.
16. Assist the government in coordinating with key donors, partners, and funding mechanisms on aligning country programs and projects with the needs and gaps identified in the Partnership Plan -- including support to existing coordination mechanisms on climate change/NDC under the leadership of the Government.
17. Coordinate all stakeholders working for the PAF project, ensuring that all activities are coherent with each other and not overlapping.
18. Assist and provide guidance to International and Development Partners to align climate projects and programmatic objectives with the Partnership Plan.

**Capacity building of relevant stakeholders**
19. Support capacity development of the government, national authorities, and civil society to enable successful implementation of climate action in line with the development priorities of the country, including by convening stakeholders and catalyzing dialogue to coordinate climate action, align the climate agenda with sustainable development, and leverage necessary resources/support, as needed.
Tracking of Partnership Plan implementation progress
20. Monitor and assess implementation of the Partnership Plan and coordinate periodic reporting of partners to the NDC Partnership.
21. Prepare quarterly country update reports summarizing key insights and progress updates, challenges, and recommendations for the way forward.
22. Assess progress outcomes of the NDC Partnership in-country engagement and make recommendations for adjustments.

Organize and support NDC-related meetings as needed
23. If requested, facilitate national country specific multi-stakeholder NDC dialogues.
24. Support the government in preparing for NDC-related events such as COPs, regional climate weeks, national events, and other convenings relevant to showcase NDC progress and generate support for implementation of the NDC.
25. Respond to the NDC Partnership Support Unit operational requests including, but not limited to, periodical report of progress of the Partnership Plan, and liaising with the NDC Partnership Support Unit for vertical (national/regional/global) information-sharing, including both contributing to and accessing knowledge products;
26. Organize coordination meetings between the Support Unit and the government as needed.

Timeframe and Duty Station
The consultant will be based in the offices of the Ministry of Environment in Panama City, Panama. This position will have a duration of twelve (12) months with possibility of extension depending on performance and on availability of funds, with an anticipated timeline of August 1st 2023 through July 31st, 2024.

Deliverables
1) Annual work plan, including a methodological description, schedule, activities and expected results.
2) Quarterly Country Engagement Update Report, reflecting the progression of activities as per the implementation of the NDC Partnership Plan, RSLs, thematic call requests, and PAF implementation progress.
3) Updated NDC Partnership Plan, reflected in the Online Partnership Plan Tool.
4) Updated partner contact list for Panama.
5) Reports for coordination meetings facilitated periodically with partners supporting NDC Partnership Plan, RSLs, thematic call requests, and PAF, including inception, technical, validation and approval of workshops.
Reporting

The Facilitator will report to the NDC Partnership Country Engagement Specialist and Regional Manager, closely working and coordinating with the Ministry of Economy and Planning, Energy Secretariat and other government agencies.

Qualifications:

✓ Advanced degree in Natural Resource Management, Environmental Sciences, Engineering or Management, Economical Sciences, Social Sciences or relevant fields of study.
✓ Bachelor’s degree in related discipline in combination with an additional 2 years of relevant work experience may be accepted in lieu of an advanced university degree.

Professional experience:

✓ At least 5 years of relevant work experience in public, private or third sector institutions with a special focus on coordination and articulation of different actors and project management in climate change, environmental and natural resource management, development cooperation and related fields;
✓ Knowledge of Climate Change and Nationally Determined Contributions (NDCs), UNFCCC processes, the Paris Agreement, and Sustainable Development Goals (SDGs);
✓ Participation in the development of National Communications, Biennial Transparency Reports (BTRs), NDCs, etc.
✓ Demonstrated knowledge of governance, strategic planning, public policies, national plans, strategies, and policies related to environmental and climate change issues in Panama.
✓ Native Spanish speaking and writing skills, proficiency in English is an asset.
✓ Experience and relevant skills in the use of the Office suite (MS Word, Excel, Powerpoint, Project, etc.)

Skills:

- Excellent communication, articulation and coordination skills.
- Experience in project management;
- Meets goals and deadlines with quality and consistency;
- Works to deliver agreed goals, dealing with challenges in a constructive way;
- Excellent verbal and written communication in Spanish and English;
- Uses resources, methods, partners, and information effectively;
- Take initiative and lead processes;
- Proven ability to work under pressure and tight deadlines;
- Analyzes complex technical materials (including data) and makes them concise and relevant;
- Introduces complex conceptual ideas in practical terms to others;
- Adapts the communication to the specific public;
- Build informal networks internally and externally and visualize them as part of the value creation process;
• Demonstrates behaviors such as teamwork, knowledge sharing, and relationship maintenance;
• Encourages collaboration and improves performance.

How to Apply

To apply, please submit a complete application package that includes CV, cover letter and daily remuneration expectation to Nicolas Cisneros at nicolas.cisneros@ndcpartnership.org, copying ndcpaf@ndcpartnership.org at the NDC Partnership Support Unit by 11 August 2023, with the subject ‘Panama NDC Partnership In-country Facilitator Application’.