

Terms of Reference

For the selection of an implementing partner in Panama for the project Building capacities for the implementation of the National Adaptation Plan at sectoral level in Panama

Foreword

The Ministry of Environment (MiAmbiente) and the United Nations Environment Program (UNEP) will be implementing the project “*Building capacities for the implementation of the National Adaptation Plan at sectoral level in Panama*” funded by the Green Climate Fund (GCF) from 2021 to 2024. To this end, they are seeking an eligible and qualified implementing partner for the delivery of specific outputs of the above-mentioned project.

The aim of these terms of reference is to call for interested organizations to present their candidacy following the specific requirements described below, in order to identify and select an implementing partner capable of providing the goods and/or services expected for this project.

Interested organizations must send their candidacy with all supporting documentation not later than **August 30th, 2020**. Responses must be submitted by electronic mail at the following addresses: marta.moneo@un.org and ophelie.drouault@un.org. The response mail must carry the subject line “Call for capacity building in the implementation of the National Adaptation Plan at the sectoral level in Panama.”

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I. Project description

a. General context

The aim of this project is to build sustainable country capacity and strengthen stakeholder engagement to plan, finance, implement, monitor, and report strategic adaptation processes and communicate knowledge about climate change adaptation. This main objective will be achieved through the following four outcomes:

1. **Adaptation planning governance and institutional coordination strengthened.** This outcome will aim at putting in place the required interinstitutional coordination mechanisms to ensure adaptation is mainstreamed into national and sectoral planning and existing policy and regulatory frameworks.
2. **Evidence basis produced to design adaptation solutions for maximum impact.** This will focus on providing and mainstreaming climate information to identify nationally determined long-term adaptation strategies and promoting science-based decision making in prioritized sectors.
3. **Private sector engagement in adaptation catalysed.** This will facilitate the participation of the private sector in the NAP Process through the creation of an enabling environment that catalyzes additional funding and creates awareness for the development of climate resilient business and investments plans; and
4. **Adaptation finance increased.** This last outcome will Design a **financial strategy** that enables a long-term implementation of the NAP Process through the engagement of different stakeholders and the elaboration of innovative financing schemes.

This project will prioritize the strengthening of the regulatory and planning framework of four economic sectors: Water Resources, Agriculture and Food Security, Health and Infrastructure and address adaptation mainstreaming mainly in three additional economic sectors: Energy, Human Settlements and Forestry and in the planning and management framework of three cross-sectoral themes: Biodiversity, Coastal Management and Sustainable Mobility.

b. Implementation arrangements

The project will be implemented by UNEP in partnership with MiAmbiente. The selected organization would be included in the project implementation through a cooperation agreement and its work would be supervised by the National Coordinator of the NAP Readiness Project in Panamá (UNEP).

II. Description of requested services and associated products

a. Overview of project's deliverables

The Project includes a certain number of specific deliverables: the table below is a fragment of the project's logical framework detailing specific deliverables that would require technical profiles.

Relevant outputs	Selected deliverables	Corresponding profiles
Outcome 1: Adaptation planning governance and institutional coordination strengthened		
Output 1.5: Capacity of policy- and decision-makers from relevant ministries and departments to mainstream adaptation planning strengthened to foster climate resilient development at	Guidelines for mainstreaming adaptation for national and local representatives	Expert team in Adaptation to climate change

Relevant outputs	Selected deliverables	Corresponding profiles
the national and local levels and across relevant sectors.		
Output 1.7 Establishment of a mechanism that enables relevant sectors to track adaptation progress, report advances and evaluate outcomes for future revision.	Monitoring, Reporting and Evaluation (MRE) framework to track adaptation progress and assess implementation of the Adaptation plans	Expertise in Monitoring and Evaluation
Output 1.10. The scope NAP process is enhanced through the establishment of a national adaptation and Research and Development (R&D) programme to better understand cross sectoral risks and identify new technologies and approaches to address them.	R&D plan on adaptation to climate change	Expert team in Adaptation Planification
<u>Outcome 2: Evidence basis produced to design adaptation solutions for maximum impact</u>		
Output 2.2: Updated information on climate scenarios, socio-economic projections, and climate change impacts for water resources, health, infrastructure and agriculture and food security sector are available.	Climate change scenarios: projected changes in climate variables and patterns, and a detailed description of the methodology used Climate Risk Assessments on ecosystem parameters and socioeconomic scenarios on economic assets related to four economic sectors (agriculture and food security, water, health and infrastructure) based on context sensitive methodologies	Expertise in the elaboration of climate scenarios and projections, social scenarios and climate change risk assessments.
Output 2.3: Nationally agreed adaptation strategies identified for water resources, agriculture and food security, health, and infrastructure sectors.	Validation process of identified long-term national adaptation strategies, including strategies for policy revision and harmonization for the implementation of adaptation strategies Economic appraisals for medium- to long-term adaptation strategies	Expert team in Adaptation Planification
Output 2.4: National Adaptation Plan and sector-specific adaptations plans for the water resources, agriculture and food security, health and infrastructure sectors developed.	One Cross-sectoral National Adaptation Plan and sector-specific adaptations plans for the water resources, agriculture and food security, health, and infrastructure sectors	Expert team in Adaptation Planification
Output 2.5: Adaptation planning in the Forestry, human settlements, and energy sectors and for the biodiversity, coastal systems, and sustainable mobility management is facilitated through the	Six guidelines to integrate adaptation planning into the regulatory framework and existing planning instruments	Expert team in Adaptation Planification

Relevant outputs	Selected deliverables	Corresponding profiles
development of adaptation planning guidelines.		
Outcomes 3: Private sector engagement in adaptation catalysed		
Output 3.1. Private sector engagement in adaptation planning and climate resilient investment is catalyzed	Communication material to engage the private sector in climate change resilient investment Climate scenario analyses assessment toolkit Private sector engagement strategy	Expert team in Adaptation Planification Expertise in Private Sector linkage.
Outcome 4: Adaptation finance increased		
Output 4.1. Long-term implementation of the National Adaptation Plan and sectoral Adaptation plans facilitated through the establishment of a Climate Change Adaptation financing strategy and the development of two Green Climate Fund concept notes.	Climate Change Financing Strategy Policy and legal harmonization analysis to identify entry points to support the NAP priorities and develop revision text and timeline for policy and legal revisions Two Concept notes for submission to the Green Climate Fund.	Expert team in Adaptation Planification Expertise in climate economics and finance.

b. Organization's participation in the project.

The organization will be in charge of conducting and supervising a certain number of activities, including government coordination processes, towards the delivery of the NAP outcomes and main objectives. It is **not** expected to have all the required skillset for the described products but must provide a verifiable record of expertise in the management and implementation of projects of similar nature and magnitude.

The selected entity will have to realize several recruitment and procurement processes, as described below:

- **Recruitment.** The entity is expected to recruit teams with expertise on:
 - Adaptation to climate change, with competences in adaptation planning, Ecosystem-based Adaptation, gender integration, indigenous communities and traditional knowledge, integrating sustainability in adaptation planning, integrating land use planning in adaptation planning, adaptation and mitigation synergies in adaptation planning
 - Adaptation Planification with competences in the NAP's four prioritized sectors: water security, food security, health, and infrastructure. The team is also expected to integrate experts in environmental law and gender integration
 - monitoring and evaluation
 - the elaboration of climate scenarios and projections
 - private sector linkage
 - climate economics and finance.
- **Procurement.** The selected organization would be involved in a series of cross-cutting activities throughout project implementation that will involve procurement processes for **online capacity courses, workshops and travel organization.**
- **Communication material.** The entity is expected to develop a series of communication products, that would form part of a wider communication and awareness raising campaign.

III. Documents required to participate to the selection process

a. List of documents

Interested organization must submit their submission package before **August 30th, 2020**, including the following documents:

1. Annex 1 properly filled.
2. Annex 2 properly filled, including the links or attachments to requested documents, such as the organisation's legal registration and the last financial audited reports.
3. Annex 3 properly filled.
4. A short statement of interest to become a partner for the implementation of this project, duly signed and dated (1 page maximum).
5. CVs of the organization's current coordination and technical team that would be involved in the management of this project.
6. The organization's operational manual
7. The organization's internal control framework, detailing the financial monitoring system to guarantee proper use of funds.

b. Description of annexes

- **Annex 1. Organisation's response form.**

This form must be completed with the organization's main information.

- **Annex 2. Due Diligence**

This table must be properly filled and sent with required documents, such as the organisation's legal registration and the last financial audited reports. The answers must show the adequacy of the organization's values and vision with the implementing entities and with the project's itself, including how gender equity is promoted throughout its work.

- **Annex 3. Organization's portfolio: description of projects**

The objective of this document is to demonstrate the organization's work in Panamá or Latin America and its experience in Climate Change Adaptation, Environmental, Ecosystem Based or Sustainable Development projects. Please add as many rows as necessary.

Annex 1. Organisation response form

ORGANISATION RESPONSE FORM

TO: _____ **FROM:** _____
EMAIL: _____ **TEL:** _____
SUBJECT: _____

To be filled by the Organisation (All fields marked with an ‘’ are mandatory)*

ORGANISATION INFORMATION
Organisation Name*:
Type of Organisation*:
Organisation Contact Person*:
Address*:
Telephone number*:
Email Address*:
Website:

Signature: _____ Date: _____

Name and Title: _____

Annex 2. Due diligence

Fill out the following table and annex all relevant documents that could support your application.

Criteria:	Yes/No	Supporting evidence:
1. Legal status and governance		
Does legal status reflect a not-for profit status?		Provide incorporation/registration document; and its governing documents (eg by-laws)
Has the entity been duly registered?		
2. Financial and administrative capacity		
Are its audited financial statements publicly available, showing sound financial management?		Please provide last audited reports
Does the entity have an accounting system that allows for proper recording of financial transactions from United Nations agencies?		
3. Operational capacity		
Does the entity have adequate infrastructure (e.g. furnished office space, ICT resources, warehouses) required for the project management unit?		
4. Already working with UNEP:		
Is it currently working with any part of UNEP as an implementing partner?		
5. Specific Technical Capacities		
Does the organization have relevant proven experience in implementing similar activities (e.g., at a similar level of technical complexity; access to relevant information sources/networks)?		<ul style="list-style-type: none"> - Consider fit / commitment to UNEP thematic priority. - Consider related certification, labeling, awards recognition.
Has the organization previously managed efforts at a similar scale		Please include this information in Annex 3

Criteria:	Yes/No	Supporting evidence:
of funding?		
Are there additional technical merits for partnering?		
7.Strategic Capacity		
Does the organizational mandate of the organization cover the purpose of the proposed activity?		Please describe alignment of mandate to the objectives of the project
Does the organization have an environmental or sustainability policy that reflects similar /complementary values to those of UNEP?		Please attach policy
Does the organization have positive feedback from working with UNEP, the UN and/or other intergovernmental organizations?		Please provide references from previous works or contact details who can provide references
Are there additional strategic merits for partnering?		

Annex 3. Organization's portfolio: description of projects

#	Name of the initiative	Start date and end	Description of objectives and main outcomes	Implementation partners	Initial budget and funding source	Geographical location	Implementation status	Reference contact details	Link (if relevant)
1	<i>Add more rows as necessary</i>								
2									
3									
4									
5									
6									