

NAP GLOBAL NETWORK TERMS OF REFERENCE

Early-Career Professionals to provide targeted support on Monitoring, Evaluation and Learning (MEL) for the National Adaptation Plan Process in Panama

May 2025–January 2026

The National Adaptation Plan (NAP) Global Network supports developing countries in advancing their NAP processes to help accelerate climate change adaptation efforts around the world. The Network was established in 2014 at the 20th session of the Conference of the Parties of the United Nations Framework Convention on Climate Change (COP 20) in Lima, Peru. Currently, the Network connects over 2,700 individual members in over 170 countries involved in developing and implementing NAPs. Financial support for the Network has been provided by Austria, Canada, Germany, Ireland, the United Kingdom, and the United States. The International Institute for Sustainable Development (IISD) hosts the Secretariat.

1. Background

The United Nations Framework Convention on Climate Change states that Parties shall “(b). Cooperate in and promote, at the international level, and, where appropriate, using existing bodies: (ii) The development and implementation of education and training programs, including the strengthening of national institutions ... in particular for developing countries.”

Engaging and empowering young professionals presents an important opportunity to strengthen their capacity for climate action. However, due to multiple barriers, youth often remain underrepresented in national-level decision-making processes.

To bridge this gap, the Early Career Professionals Program aims to enhance human and institutional capacities in partner countries by strengthening the skills and technical knowledge of early-career professionals to support the NAP process.

Within the structure of this program model, early-career professionals are placed in government host organizations, allowing them to work directly with decision-makers, develop key competencies, and contribute to specific tasks related to the NAP process.

The Early Career Professionals Program will foster intergenerational collaboration and deliver mutual benefits. For professionals, it offers valuable personal and professional development opportunities. For government institutions, it strengthens long-term capacity by developing a new generation of skilled climate change adaptation practitioners and policy-makers.

2. Objectives

General Objective

Through this program, the NAP Global Network and the Ministry of Environment of Panama are seeking to engage an early-career professional to support adaptation planning teams to advance the NAP process.

Specific Objectives

- **Strengthen the NAP monitoring architecture:** Support the implementation of systems to monitor the progress of adaptation actions established in the NAPs, ensuring that they align with other international processes and reporting frameworks, such as the UAE Framework for Global Climate Resilience.
- **Coordinate with MEL Team:** Work closely with Panama's MyE team to ensure that NAP indicators are integrated into the country's broader monitoring and evaluation efforts and contribute to the institutionalization of the NAP monitoring process.
- **Support reporting on adaptation in the Biennial Transparency Report (A-BTR):** Assist in preparing data and documentation for Panama's next A-BTR, with a focus on adaptation progress, indicators, and sustainability.
- **Enhance institutional coordination:** Support the articulation of the NAP monitoring system with other national processes and institutions, fostering inter-institutional coordination and enhancing data-sharing practices.

3. Activities

- **Support the development of a NAP MEL framework:**
 - o Contribute to the development of a robust monitoring framework for the NAP, ensuring that it includes clear, measurable indicators and data collection methodologies.
 - o Work with the MyE team to incorporate NAP-specific indicators into Panama's existing national monitoring systems.
- **Collect, analyze, and report on data:**
 - o Support the collection and analysis of data related to the NAP's progress, ensuring that the data is aligned with national indicators and international commitments, particularly under the Nature Pledge.
 - o Assist in the preparation of the A-BTR, ensuring that adaptation progress is clearly documented.
- **Manage the documentation of knowledge acquisition:**
 - o Assist in documenting lessons learned from the monitoring and reporting process in the NAPs, ensuring that the methodology and tools used are recorded for future reference.
- **Strengthen institutional coordination for MEL:**
 - o Facilitate collaboration with key government institutions, agencies, and stakeholders to align monitoring and reporting practices across sectors.
 - o Provide support for training and capacity building within the Ministry of Environment and other key agencies to enhance their capacity to track and report adaptation progress.

4. Expected Results

- **A strengthened NAP monitoring system:** A comprehensive and institutionalized monitoring system for the NAP that is aligned with Panama's national monitoring, evaluation and learning efforts and international reporting standards.

- **A-BTR readiness:** The Ministry of Environment will be well prepared to submit the upcoming Biennial Transparency Report with accurate and complete information on adaptation progress.
- **Increased institutional capacity:** Enhanced capacity within the Ministry of Environment and other key agencies for MEL on climate adaptation.
- **Sustainability of monitoring systems:** A sustainable framework for NAP monitoring, with clear pathways for its continued implementation and integration into Panama's climate governance

Payments will be made upon delivery of monthly reports and receipt of compliance from the NAP Global Network/IISD and the Ministry of Environment of Panama.

The work should consider gender equality and social inclusion (GESI). How this will be done should be detailed in the work plan and agreed upon in the inception phase.

6. Required Profile

A person with knowledge in climate change and monitoring of projects, with experience in designing and implementing systems for tracking project outcomes and fostering collaboration among multiple institutions and stakeholders.

MANDATORY

- A university degree in environmental studies, engineering, social sciences, public policy, international development, statistics, economics, or another related field.
- Volunteer or formal experience, preferably in the context of indicators, data collection methods, and analysis for adaptation or development programming.
- Knowledge of the NAP process and its goals, as well as the policy and institutional landscape related to climate change.
- Demonstrated ability to conduct thorough research, including qualitative and quantitative data collection and analysis.
- Strong writing and synthesis skills to produce briefs, reports, and summaries.
- Strong organizational and communication skills, with the ability to work in a collaborative, multi-disciplinary team.

DESIRABLE

- A certificate showing participation in the Academy for Young Leaders on Climate Change of Panama.
- A master's degree in a related field would be an asset.
- Ability to be based in Panama City and regularly attend in-person meetings at the Ministry of Environment.
- Knowledge in data analysis and reporting, with experience preparing technical reports and contributing to policy documents.
- A good understanding of GESI in relation to adaptation.

LANGUAGES

- An advanced level of Spanish is required.
- An advanced level of English is desired.

7. Reporting

The early career professional will report to the NAP Global Network through its Senior Policy Advisor, Mauricio Luna Rodríguez, and its Policy Advisor, Angela Prias Mahecha, and to the Climate Change Directorate of Panama through its Head of the Adaptation and Resilience Department, Katherine Martínez. Regular process updates will occur throughout the service period, providing opportunities for feedback and revision. To receive the corresponding payments, the NAP Global Network must approve the monthly reports.

8. Application process

ADMINISTRATIVE REQUIREMENTS

- a. CV (2 pages maximum)
- b. Letter of interest (2 pages maximum)

In the letter of interest and CV, you should explicitly indicate activities and experiences relevant to this work, describe how your selection could add value to this task, and provide insight into the technical approach that you will use to achieve the objectives of the contract.

To apply, send the administrative requirements to info@napglobalnetwork.org, with a copy to mluna@iisd.org and aprias@iisd.org. Please mention “NAP Early Career Program – MEL - Panama” in the subject line.

Application deadline: June 9th, 2025.

Start date: June 16, 2025.

End date: 8 calendar months after the start of the service.

Location: Ministry of Environment of Panama, Panama City



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