



GENERAL INFORMATION

Title: Baseline Assessment Consultant

Project Name: Implementing Enabling Activities for the ratification of the Kigali Amendment

Reports to: Programme Specialist, UNDP

Duty Station: Jamaica

Expected Places of Travel (if applicable): Jamaica

Duration of Assignment: 45 non-consecutive working days

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR; CV and Signed P11
X	Sample of previous work
X	Completed Technical Proposal
X	Completed financial proposal

I. BACKGROUND

In 1993, the Government of Jamaica acceded to the Vienna Convention for the Protection of the Ozone Layer and its Montreal Protocol on Substances that deplete the Ozone Layer and has ratified all the previous Amendments to the Montreal Protocol. The country is currently taking significant steps towards the ratification of the Kigali Amendment to the Montreal Protocol on substances that deplete the ozone layer, 2016 (Kigali Amendment), which is a significant stride in the fight against climate change.

The Parties to the Montreal Protocol had adopted the Decision XXVIII/2 related to the Kigali Amendment to phase down hydrofluorocarbons (HFCs), which are powerful greenhouse gases. A request was made in paragraph 20 of the Executive Committee to include the enabling activities to be funded in order to support the Article 5 countries¹ in the process of

¹ <http://ozone.unep.org/en/article-5-parties-status>

ratification of the Kigali Amendment. In its 79th meeting, the Executive Committee for the Implementation of the Montreal Protocol (ExCom), under the Decision 79/46, decided to provide funding for the implementation of the enabling activities required to support these parties in the ratification process for the early implementation of the Kigali Amendment; based on the country's hydro-fluorocarbons (HFC) baseline consumption. The country will have the flexibility to undertake a range of enabling activities to help the National Ozone Unit to fulfil the country's initial obligations with regards to HFC phase-down in line with the Kigali Amendment.

The Government of Jamaica has a well-established Legal and Institutional Framework to implement the Montreal Protocol commitments. Notwithstanding, the new Kigali Amendment will bring additional challenges to determine: (a) the national requirements and needs for the ratification of this Amendment, (b) the establishment of a sound foundation to undertake future work towards its implementation and (c) help to bolster the efforts of the Government of Jamaica in the fight against global warming.

It is against this background that UNDP is seeking to engage a consultant on behalf of the Government of Jamaica to develop a baseline assessment of all products entering the country that contain Hydro-fluorocarbons (HFCs) including equipment used in the Refrigeration and Air Conditioning (RAC) sector.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the guidance and supervision of the Programme Specialist, the Consultant will undertake a baseline assessment to determine the country's annual importation of Hydro-fluorocarbons (HFCs).

Specifically, the consultant will carry out the following tasks:

- *Submit an **inception report** clearly detailing the methodology to be employed to undertake the scope of work below along with a detailed work plan. This report should also include a sample of all tools to be used during the consultancy.*

- *Prepare and submit a **draft baseline report** based on data collected from key stakeholders including the Jamaica Customs Agency, Ministry of Health the Bureau of Standards Jamaica and the Statistical Institute of Jamaica among others. The report should detail:*

- Document the main products including RAC equipment being imported into the country which contain HFCs over a 5-year period (2013-2018).*
- The labelling standards for imported products containing HFCs.*
- The consumption Energy of equipment containing HFCs*
- Identify the gaps in the documentation by the Jamaica Customs Agency of imported*

products including RAC equipment containing HFCs at ports of entry

- v. *An indication of the quantity of HFCs imported annually over a 5-year period (2013-2018) and any associated trends.*
- vi. *The importers of products containing HFCs and the intended sectors within which these products will be/are being used.*
- vii. *Make recommendations regarding:*
 - a. *The equipment (type and quantities) required to assist the Officers (Jamaica Customs, Ministry of Health, Bureau of Standards, National Environment and Planning Agency) to easily identify and test for products containing HFCs*
 - b. *Learning interventions required to ensure international best practices are adopted by these agencies related to accurately collect, report and monitor the quantity of HFCs entering the country and their intended usage*
 - c. *Strengthening of the inter-agency network governing the importation of HFCs*

•Present draft baseline report to stakeholders for validation. *This presentation session will be organized by UNDP (date, venue, time); however, the consultant will be expected to provide a list of the relevant stakeholders to be invited at least two weeks in advance.*

•Compile and submit a Final Report *which should be an update of the draft report above and should also including the findings of the validation session described above.*

All reports should be submitted using the UNDP cover page (template is on the UNDP website) and developed with respect to the following chapters:

- *List of acronyms and abbreviations*
- *Table of Contents, including list of annexes*
- *Executive summary (maximum 2 pages)*
- *Introduction (including purpose, objectives and scope)*
- *Description of the assignment*
- *Approach and methodology*
- *Findings (including limitations)*
- *Summary and explanation of findings and interpretations*
- *Recommendations*
- *Lessons learned*
- *Conclusions*
- *Annexes including (comprehensive list of stakeholders; Sign-in sheets of each consultation; list of key reference documents, sample of tools used to gather data etc.)*

Deliverables/ Outputs	Estimated number of working days	Percentage	Proposed Submission deadline
Deliverable 1: Inception report detailing the methodology to undertake the scope of work, sample of tools, detailed work plan	5	10%	8 February 2019
Deliverable 2: Draft baseline report	25	45%	25 March 2019
Deliverable 3: Stakeholder presentation of findings and validation session	5	35%	16 April 2019
Deliverable 4: Final Baseline Report	10	10%	30 April 2019

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will report to the UNDP Programme Specialist and work in close collaboration with the National Ozone Unit at NEPA. As Manager of the contract, the UNDP Programme Specialist will provide quality assurance and oversight for the assignment. The substantial technical review and final approval of deliverables by the consultant will be performed by the project's Technical Working Group. Payments will be made upon receipt and approval of deliverables by UNDP Jamaica. All work/documents associated with this consultancy is the property of UNDP and must be submitted before final payment will be made.

Duration of the Work

The consultancy will be for 45 non-consecutive working days over a three-month period. In order to ensure timely completion of all deliverables, it is critical that all deliverables be completed within the specified time period.

As outlined in the institutional arrangement section above, each deliverable is required to undergo an approval process via key stakeholders prior to payment. Please allow a period of ten (10) business days to facilitate all requisite approvals.

Duty Station

The duty station for the contract assignment will be Kingston, Jamaica. The consultant may be required to travel from time to time within Jamaica as required.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's degree in Natural Sciences, Environmental Chemistry, Environmental Management or other relevant field.

Experience:

- At least seven years of working experience in environmental management, climate change or environmental chemistry;
- At least five years' experience working to support the engagement of a diversity of stakeholders in issues of environmental management;
- At least five (5) years' experience conducting assessments of a similar nature
- Experience in producing national reports as documented by a sample of work.

Language Skills:

Strong oral and written communication skills demonstrated by sample of work

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

- Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 49 points will be considered for the Financial Evaluation

Technical Evaluation Criteria

Academic Qualifications: 10%

- Master's degree in Natural Sciences, Environmental Chemistry, Environmental Management or other relevant field – 10%

Skills and Experience – 40 %

- At least seven years of working experience in environmental management, climate change or environmental chemistry **10%**
- At least five years' experience working to support the engagement of a diversity of stakeholders on issues of environmental management using participatory methodologies (focus groups, interviews and surveys etc.) **10%**;
- Minimum of 5 years' experience conducting assessments (at least 2 assessments) – **10%**
- Strong communication skills including report writing and presentation (demonstrated by sole authorship of at least three (3) reports) – **10%**

Competencies 20%

- Excellent command of the English Language and drafting ability as demonstrated by technical proposal – 20%

Points awarded as follows:

- Clarity (4 points)
- Specificity (4 points)
- Language (4 points)
- Feasibility (4 points)
- Approach to work (4 points)

Total Technical Score 70%

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

TOR Approved by:

Name:

Richard Kelly R. Kelly

Title:

Programme Specialist

Date:

7 January 2019.

