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**Recruitment of National Consultant for
Preparation of the Proposal for HCFCs
Phase-out
Management Plan (HPMP) Stage II**

Work Description

The National Consultant in close coordination with the National Ozone Unit of the Ministry of Mahaweli Development and Environment will prepare the HPMP Stage II proposal to be submitted to the 1st ExCom meeting of 2020 of the Multi-Lateral Fund of the Montreal Protocol. The preparation of Stage II proposal is an extension of Stage I overall strategy prepared in 2005. In addition, the consultant will liaise between the government officials, UNDP and the other stakeholders of the programme, to ensure effective coordination, progress monitoring and reporting.

Contract Modality: Individual Contract (IC)

Duty Station/s: Colombo with travel within Sri Lanka as necessary

Application Deadline: 23rd of May 2019 (Sri Lankan time)

Please refer the next page for the full Terms of Reference for the position.

Qualified Sri Lankans are invited to email the CV along with cover letter to consultants.lk@undp.org to reach UNDP on or before 23rd May 2019. Applicants should complete the financial proposal and send it separately on or before the stipulated deadline.

**Head of Procurement
United Nations Development Programme
202-204 Baudhaloka Mawatha
Colombo 07
Sri Lanka.**



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TERMS OF REFERENCE

Preparation of the Proposal for HCFCs Phase-out Management Plan (HPMP) Stage II

Job title:	Technical Expert for the Preparation of Sri Lanka's HCFC Phase-out Management Plan (HPMP) Stage II
Duty station / Location:	Colombo, Sri Lanka
Application Deadline:	23 rd May 2019
Type of Contract:	Individual Consultant (National)
Languages Required:	English
Starting Date:	27 th of May 2019
Duration of Assignment:	27 th of May 2019 to 30 th of May 2020
Location	Colombo with travel within Sri Lanka as necessary

Background

Sri Lanka's HCFC Phase-out Management Plan (HPMP) Stage I, for compliance covering the programme period 2012 to 2020, controls the targets for HCFC consumption under the Montreal Protocol. HPMP Stage I was approved in the 62nd Meeting of the Executive Committee held in December 2010. This contains an overall country's strategy for meeting the required HCFC phase-out schedule through to 2030 when substantive HCFC use in Article 5 countries including Sri Lanka, is expected to be reduced. In implementing the Stage I, a list of regulatory and administrative control measures is outlined including imposition of mandatory quotas on the import of HCFCs set at the consumption freeze (average of 2009/2010) level in 2013 and a follow-up 10% reduction in 2015, as well as other control measures related to controlling the import of HCFCs.

The HPMP comprises of a combination of interventions such as technical assistance for adoption of HCFC free alternatives and minimizing HCFC consumption in manufacturing and servicing of refrigeration and air-conditioning equipment, strengthening of reclamation centre, training for service technicians and customs/enforcement officers, awareness, communications and management, coordination and monitoring in various HCFC consuming applications. These activities are being implemented since 2012 to 2020, consistent with the provisions of the performance-based mentioned above. Successful completion of the plan 2012-2020 will result in reduction of HCFC consumption from 13.9 Ozone Depleting Potential (ODP) tons in 2016 to 9.14 ODP tons in the year 2020. The HPMP implementation in Sri Lanka is supported by UNDP as the lead agency (for investment component) and United Nations Environment Programme (UNEP) as cooperating agency (for non-investment component).

The Ministry of Mahaweli Development and Environment, Sri Lanka in collaboration with the United Nations Development Programme is looking for suitable National Expert to prepare a comprehensive management plan for HPMP Stage 2. The HPMP proposal will incorporate the strategy and action plan for Sri Lanka for compliance with the 2025 control targets, which is

targeted for submission to the Executive Committee of the Multilateral Fund, at its 85th meeting in May 2020. It will include proposals for both investments implemented by UNDP and non-investment component led by UNEP.

Objective:

To prepare a comprehensive HCFC phase-out (HPMP Stage II) strategy along with projects for refrigeration and air-conditioning sector (RAC) to achieve HCFC consumption phase-out targets up to the year 2025 for both investment and non-investment components.

Scope of services

The strategic implementation of HPMP Stage I would come to conclusion in 2020 and the country is required to submit a proposal for Stage II funding to commence HPMP activities to accomplish overall targets by 2025. The project proposal preparation is required to access funds for the implementation of HPMP Stage II (2020 to 2025) to reduce the HCFCs consumption by 67.5% in 2025. The scope of services would include:

1. Defining information needs and survey plan for data collection from RAC sector;
2. Designing of a questionnaire in consultation with UNDP/National Ozone Unit, Ministry of Mahaweli Development and Environment (MMD&E) for collection of data;
3. Organizing 3 sub-regional level workshops for information dissemination on HPMP activities and HPMP Stage-II preparation (1 at the inception of the process, 2 for the review of initial findings and final for the validation of Stage II proposal);
4. To conduct surveys (visits/online) of various chemical and equipment suppliers/importers and/or their representatives and relevant industry associations to identify current enterprises of HCFC-based products in the Foams (if any), Refrigeration and Air Conditioning manufacturing and servicing, Firefighting (if any), solvents (if any) and any other sectors where HCFCs are used and prepare a data bank. The collection of enterprise wise details should include (but not limited to) date of establishment, product manufacture/service, production/servicing capacity, baseline equipment, consumption of HCFCs for the past five years, choice of non- HCFC technologies, etc. based on questionnaire finalized. Base data collected in HPMP Stage-I should be reviewed with additional information available with National Ozone Unit (as available) while conducting the process of identification;
5. Collation and analysis of the data in terms of various parameters listed in the questionnaire and present the findings in sector and sub-sector wise as per the MLF guidelines for Stage II preparation;
6. To provide a review of the policies, ODS trade controls, customs and enforcement capacity building activities and assess what would be required under HPMP Stage-II in terms of policy development and further capacity building needs;
7. To indicate relevant linkages in terms of climate and energy efficiency linkages, and outreach and awareness activities that need to be made during the HPMP Stage-II

strategy implementation in line with the country context considering the upcoming implementation of HFC phase-down;

8. To prepare a draft strategy and action plan for each recognized sector, containing the technological and financial interventions needed, in order for each sector to comply with the 2025 control targets for HCFC consumption. This would be based on, amongst others, sector data on HCFC consumption, projections and policies/guidelines for Executive Committee for the respective sectoral projects;
9. Submission of interim draft sectoral strategy report to NOU, MMD&E/UNDP along with original copies of filled questionnaire;
10. Presenting the draft sectoral strategy in the concerned stakeholder's workshop;
11. Finalizing the strategy based on inputs from the workshop and from UNDP/NOU;
12. Submission of draft proposal to the NOU, MMD&E/UNDP for suggestions/ Comments;
13. Submission of Final report taking into account the suggestions/comments of NOU, MMD&E/UNDP to UNDP.

Expected Outputs

RAC servicing, fisheries and any recognized sector or sub-sector strategy for HCFC phase-out in refrigeration & air-conditioning sector for achieving 2025 HCFC phase-out targets in Sri Lanka.

DURATION OF THE WORK

The duration of this assignment is from 27th of May 2019 to 30th of May 2020 with the achievement of following set deliverable targets;

- HPMP Stage II draft proposal by 10th January 2020
- HPMP Stage II final proposal by 2nd March 2020

REQUIRED SKILLS AND EXPERIENCE

Education:

- Bachelor's degree in Mechanical or Electrical Engineering or related field. Masters' Degree or equivalent in relevant discipline will be preferred.

Experience:

- Minimum experience of 5 years in Refrigeration & Air Conditioning sector;
- Good understanding of Montreal Protocol policies and implementation of interventions in different sectors;
- Possess the understanding of national regulations and procedures relating to import-export of ODSs and industrial policies particularly relating to RACs in Sri Lanka;

- At least 5 years of work experience in Montreal Protocol related activities. Experience in UN system or the government department is desirable;
- Proven track record of designing and development of projects;
- Experience in managing and overseeing evaluations, assessments, studies etc.

Language Requirements:

Good oral and written communication skills in English as well as Sinhala and / or Tamil are required.

CORE COMPETENCIES

Corporate

- Demonstrates integrity and fairness, by modelling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Promotes the vision, mission and strategic goals of UNDP.

Functional

- Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
- Strong analytical and synthesis skills;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills;
- Experience in reports production;
- Ability to write in a clear and concise manner;
- Excellent human relations, coordination, planning and team work skills
- Sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Ability to facilitate the achievement of qualitative results, despite operational challenges.
- Excellent computer skills especially Word, Excel and Power Point.

Knowledge Management and Learning

- Ability to strongly promote and build knowledge products;
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;

- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

How to Apply

- Applicants require to send their applications to consultants.lk@undp.org on or before 23rd May 2019.

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position;
- **Updated CV** to include qualifications/competencies and relevant past experience in similar projects and contact details of 3 professional referees who can certify your competencies, professionalism, quality of writing, presentation and overall suitability to this TOR;
- Individual Consultants will be evaluated based on a combination of factors including cover letter, the credentials on offer and brief interview (optional), and the offer which gives the **best value for money for the UNDP**;
- Please send the Financial Proposal separately to the following e-mail address: consultants.lk@undp.org stating the vacancy number/position in the subject line.

Financial Proposal

All Inclusive Lump Sum Fee: LKR

Amount in words: LKR

Note: Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in his/her **“All Inclusive Lump Sum Fee”** including his/her consultancy and professional fee, travel (economy class flights is required to and from the Duty Station) honorarium, board and lodging, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. UNDP will only pay for any unplanned travel outside of this TOR and Duty Station on actual basis and on submission of original bills/invoices and on prior agreement with UNDP officials. Daily per diems and costs for accommodation/meals/incidental expenses for such travel shall not exceed established local UNDP DSA rates.

For an Individual Contractor who is 65 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required travel under the TOR, a full medical examination and statement of fitness to work must be provided. Such medical examination costs must be factored in to the financial proposal above. Medical examination is not a requirement for individuals on RLA Contracts.

Payment for Services

Payments will be based on milestones certified by the UNDP Programme Quality/Design Analyst.

Payment Milestones will be as follows:

Deliverable	% Out of All-Inclusive Lump Sum	Time Line (from contract date)
Deliverable 1: Inception reports for project proposal preparation clearly describing the approach, methodologies, limitations, activities, outputs and work plan, and a monitoring and evaluation plan including indicators for the consultancy period.	25%	2 Weeks
Deliverable 2: Brief report of the progress of implementation of the agreed work plan in the inception report including a summary of stakeholder consultations, lessons learnt and RAC sectors/subsectors to be highlighted.	25%	12 Weeks
Deliverable 3: Submission of draft HPMP-Stage II proposal focusing on compliance with the reduction targets beginning from 2020-2025, based on data and information collected during the process.	30%	33 Weeks
Deliverable 4: Final submission of HPMP Stage II proposal by to UNDP incorporating comments and suggestions for improvement by NOU and UNDP by 2 nd March 2020.	10%	42 Weeks
Deliverable 5: Support in addressing and finalizing document based on comments from MLF Secretariat.	10%	54 Weeks

Evaluation

Applications will be first screened and only candidates meeting the minimum criteria will progress to the pool for short listing. Shortlisted Candidates will be then assessed and scored against the following evaluation criteria noting that an interview will be conducted to the shortlisted candidates.

1. Technical Criteria weight: [70%]
2. Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical Evaluation would be considered for the Financial Evaluation.