



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POSITION TITLE: Consultant to assist in preparation of HCFC Phase out Management Plan stage II for Fiji

AGENCY/PROJECT NAME: UNDP- MPU

COUNTRY OF ASSIGNMENT: Home based with Two mission to Fiji

DURATION: 15 July 2019 to 14 July 2020

1) GENERAL BACKGROUND

The Montreal Protocol on Substances that Deplete the Ozone Layer has the objective to phase-out the ozone depleting substances (ODSs) that are released to the atmosphere. Under the Montreal Protocol, the A-5 countries are eligible to receive financial support to comply with the phase-out ODS consumption by deploying a series of technical assistance and industrial conversion projects, at country level, so producing and consuming sectors can abandon the use of these substances.

Being one of the 4 (four) Implementing Agencies (IA) designated by the Multilateral Fund (MLF), The United Nations Development Programme (UNDP) supports developing countries operating under its Article 5 (A-5) to implement the Montreal Protocol's ODS phase-out projects.

Fiji, a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer, intends to ratify the Kigali amendment to phase down the HFCs (Hydrofluorocarbons). The HCFC Phase-out Management Plan (HPMP) Stage I for Fiji was approved at the 63rd ExCom in 2011 for the period 2011 to 2020. With support of UNDP as lead implementing agency and UN Environment as cooperating implementing agency, the Government of Fiji is committed to achieve the 35% reduction by 1 January 2020.

As the HPMP Stage I will be completed in 2020, country is planning to develop an overarching HPMP Stage II to address remaining consumption post 2020, which is to be implemented from 2021 onwards. The ExCom at its 82nd meeting in December 2018 approved the preparation of HPMP Stage II for Fiji. The HPMP Stage II will be built on the achievements of HPMP Stage I to assist the country to achieve complete phase-out of HCFCs under the Montreal Protocol.

These Terms of Reference (TOR) identify and specify the scope of services required to support Fiji in preparation of its HPMP Stage II.

2) OBJECTIVES OF THE ASSIGNMENT

N/A

3) SCOPE OF WORK

The Consultant will work in close coordination with Senior Environment Officer, Ozone Depleting Substances Unit, Department of Environment, Government of Fiji, and the Programme Specialist UNDP will oversee the work. The consultant is expected to deliver the followings:

- J National data on HCFC consumption
 - In coordination with NOU and UNDP, plan data collection methodology including development questionnaire as per MLF guidelines. (MLF guidelines for proposal development is provided in Annex 4 to the Term of Reference)
 - The data collection would include
 - a. Import statistics of HCFCs and HFC based refrigeration and air-conditioning (RAC) equipment;
 - b. Import statistics of HCFCs and HFC and other refrigerant.
 - c. Inventory of installed HCFC and HFC-based RAC equipment;
 - d. Institutional and Policy review information;
 - e. Servicing sector information (including number of workshops, number of enterprises, number of training centers and curriculum, equipment available, certification system etc)
- J Analysis of data
 - Review of Progress of HPMP Stage I implementation and lesson learned from stage I
 - Analysis of data based on sub sector, chemical, geographical etc to understand the current use and consumption of HCFCs
 - Projection of HCFC consumption by substance and by sector from trends
- J Project proposal for HPMP II as per MLF guidelines
 - o Conduct stakeholder meetings to understand their perspectives of strategies to be proposed
 - o Develop proposal based on information collected covering (but not limited to)
 - Summery finding from survey
 - Assessment of challenges and need based on data analysis
 - Plan of implementation for stage II in phase out obligations including budget and timeline
 - Support in identification of suitable HCFC alternatives
 - o Assist NOU to organize national stakeholder workshop to present final report
- J Post submission support provided
 - o Assist NOU/UNDP in providing responses to management, donors as required and finalize the document as required
 - o Support in preparation of project document after the approval of the project

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 15 July 2019 – 14 July 2020

Duty station: Home based with two mission to Suva, Fiji. (5 days for each mission). Tentative mission dates are September 2019 and January 2020.

The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment; The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software, etc.) and must have access to a reliable internet connection; Payments will be made upon submission of a certification of payment form and acceptance and confirmation by the Senior Communications Specialist on days worked and outputs delivered.

5) FINAL PRODUCTS

Based on the aforementioned criterion of the tasks associated with this Terms of Reference (expected deliverables following UNDP guidelines on communications), the consultant will be responsible for:

Deliverables	Estimated Duration To Complete
- Completion of data collection methodology including questionnaire and plan of implementation	31 August 2019
- Conduct of workshop and submission of draft Project proposal	31 October 2019
- Revision of proposal as per comments of NOU, UNDP and UN Environment and resubmission	31 December 2019
- Conduct of national stakeholder workshop and final draft based on comments of stakeholders acceptable to NOU, UNDP and UN Environment	31 January 2020
- Submission of Project document as per approval	30 June 2020

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be in closed coordination and supervised by Senior Environment Officer, Ozone Depleting Substances Unit, Department of Environment, Government of Fiji, and the UNDP Programme Specialist.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

- Bachelor's degree in engineering, Environment and Administration or related field. Master's degree preferred.

Experience:

-) At least 5 years of working experience in the implementation of similar assignment in the air conditioning and refrigeration related area (e.g. survey, field research, study report). Experience in developing HPMP Proposal preferred.
-) Knowledge and working experiences related to the Montreal Protocol policies and procedures
-) Knowledge of market issues, refrigerant fluids and HCFC-alternatives is desirable;
-) Understanding of policy and technical issues related to the ODSs, alternatives to ODSs, export-import of ODSs will be an added advantage
-) Working experience in developing reports, organizing technical workshops, stakeholder consultations for international organizations at regional/national level is an added advantage.

Language:

- Excellent English communication skills and writing skill especially in writing reports, carrying-out meetings and conducting seminars.

8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 14 days.

9) PAYMENT TERMS

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs of mission planned, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. Any unforeseen mission will be paid by UNDP if required and approved by NOU and UNDP. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables	Payment (in percentage)
- Completion of data collection methodology including questionnaire and plan of implementation	20%
- Conduct of workshop and submission and acceptance of draft Project proposal	30%
- Revision of proposal as per comments and resubmission and acceptance	20%
- Conduct of national stakeholder workshop and final draft submission and acceptance	20%
- Submission of Project document as per approval	10%

10) REQUIRED DOCUMENTS

The following documents will be requested:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by

UNDP;

- b) **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. It is mandatory that the applicant shall provide the estimated number of working days, profession fee, other related costs in the Offeror's letter of Interest (as Annex 2 via the link on Job Advertisement).

If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

11) CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria will serve as basis for evaluating offers:

- The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical criteria for evaluation (*Max 70 points*);

- a. **Criteria 1:** Relevance in education background – **Max 10 points**;
 - b. **Criteria 2:** Professional experience working in the implementation of similar assignment in the refrigeration related area (e.g. survey, field research, study report)– **Max 15 points**;
 - c. **Criteria 3:** Knowledge and working experiences related to the Montreal Protocol policies and procedures – **Max 10 points**;
 - d. **Criteria 4:** Knowledge of refrigeration market issues, refrigerant fluids and HCFC-alternatives is desirable – **Max 10 points**;
 - e. **Criteria 5:** - Understanding of policy and technical issues related to the ODSs, alternatives to ODSs, export-import of ODSs will be an added advantage – **Max 10 points**;
 - f. **Criteria 6:** Experience in developing reports, organizing technical workshops, stakeholder consultations for international organizations at regional/national level – **Max 10 points**;
 - g. **Criteria 7:** Proficiency in English – **Max 5 points**;
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

12) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

13) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☒ Lumpsum ☐ Daily

14) Approval

This Terms of Reference is approved by:

Ms. Manisha Vipul Sanghani

Programme Specialist – Montreal Protocol and Chemicals Unit