

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 19 June 2019

Country: Thailand

Description of the assignment: Consultant to assist in preparation of HCFC Phase out Management Plan stage II for Fiji

Duty Station: Home-based with 2 mission to Fiji. Tentative mission dates are September 2019 and January 2020. Destinations shall be determined upon supervisor's approval.

Project name: UNDP- MPU

Period of assignment/services (if applicable): 15 July 2019 – 14 July 2020.

To apply for this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=85916

1. 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. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

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
 - Assist NOU to organize national stakeholder workshop to present final report
-) Post submission support provided
- Assist NOU/UNDP in providing responses to management, donors as required and finalize the document as required
 - Support in preparation of project document after the approval of the project.

3. REQUIREMENTS FOR EXPERIENCE 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.

Competencies:

Corporate

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional

Professionalism:

- Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner;

- Ability to establish and maintain effective working relations;
- Good interpersonal and networking skills;
- Ability to work under minimum supervision;
- Ability to work with multiple stakeholders from a wide range of disciplines and fields, from both developed and developing countries,

Communication:

- Effective written and oral communication skills;
- Supports and encourages open communication in the team and facilitates team work;

Development and Operational Effectiveness:

-) Results-driven and initiative-taking;
-) Ability to work under pressure and to meet deadlines;
-) Ability to plan and organise work and establish priorities;
-) Remains calm and in control even under pressure, and consistently approaches work with energy and a positive, constructive attitude;
-) Informed, sound, and transparent decision-making;
-) Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors on own initiative.

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

Contract Duration: 15 July 2019 – 14 July 2020 (please specify an estimated no. of working day in the “Confirmation of Interest and Submission of Daily Financial Proposal” as per [link](#):).

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

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. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

-) **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).
-) **Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
-) **Financial proposal**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Daily Fee

Consultant must send a financial proposal based on **Lump Sum Amount**. 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, 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. 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:

-) Deliverable 1: Completion of data collection methodology including questionnaire and plan of implementation: 20% of total contract amount
-) Deliverable 2: Conduct of workshop and submission and acceptance of draft Project proposal: 30% of total contract amount
-) Deliverable 3: Revision of proposal as per comments and resubmission and acceptance: 20% of total contract amount
-) Deliverable 4: Conduct of national stakeholder workshop and final draft submission and acceptance: 20% of total contract amount
-) Deliverable 5: Submission of Project document as per approval: 10% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

Cumulative analysis

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 qualified proposal received by UNDP for the assignment.

-) Only those applications which are responsive and compliant will be evaluated;

Technical Criteria for Evaluation (Maximum 70 points)

-) Criteria 1: Relevance in education background - Max 10 points;
-) 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
-) Criteria 3: Knowledge and working experiences related to the Montreal Protocol policies and procedures - Max 10 points;
-) Criteria 4: Knowledge of refrigeration market issues, refrigerant fluids and HCFC-alternatives is desirable - Max 10 points;
-) 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;
-) Criteria 5: Experience in developing reports, organizing technical workshops, stakeholder consultations for international organizations at regional/national level - Max 10 points;
-) Criteria 6: Proficiency in English - Max 5 points.

Only candidates obtaining a minimum of 49 points (70% of technical evaluation) would be considered for Financial Evaluation.