

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 21 November 2019

Country: Thailand

Description of the assignment: Kigali Amendment Technical Consultant

Duty Station: Home based with travel to Suva, Fiji.

Project name: UNDP- BRH- MPU

Period of assignment/services (if applicable): 16 December 2019– 30 June 2020 (maximum of 80 working days)

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

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=88803

1. BACKGROUND

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 80th Meeting of the Executive Committee of the Montreal Protocol, held in November 2017, approved Fiji's Enabling Activity plan to support the ratification of the Kigali amendment.

The United Nations Development Programme (UNDP) is the designated implementing agency for implementing the enabling activities for Fiji and provides the required technical and programmatic support for preparation and implementation of enabling activity as approved.

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

Scope of Work

The Consultant will work under the supervision of the Senior Environment Officer, Ozone Depleting Substances Unit, Department of Environment, Government of Fiji and Programme Officer, UNDP, and is expected to deliver the followings:

- Support development of technical assessment report on the current and future demand of HCFCs and HFC
 - Make visits to enterprises (to understand the current & future demand of HCFCs and HFCs consumption/requirements, hold meetings with stakeholders, review existing materials
 - Liaise with the National Ozone Unit (NOU) and Legal consultant to incorporate his/her inputs in the draft report.
- Report on review of existing Licensing and permitting system in view of HCFC phase-out and HFC phase down developed and finalized
 - Study the existing license and permit system and prepare a report on the existing system *vis-à-vis* changes required in view of the Kigali amendment.
 - Liaise with NOU and Legal consultant to incorporate his/her inputs in the draft report.
- Support preparation of report on the assessment of coordination mechanism with regulatory authorities for monitoring and enforcement
 - Organize meetings with NOU and other government officials as required.
 - Review the report prepared by the national consultant on the Technical Assessment on current and future demands of HFC consumption and provide global perspective.
- Assist UNDP/NOU in activities related to the implementation of the Enabling activities and Hydrofluorocarbon Phase-out Management Plan (HPMP)
 - Organize and conduct meetings with UNDP, companies, equipment suppliers and other stakeholders to understand the issues and challenges.
 - Organize and conduct various awareness programmes for government as well as public to create awareness about Kigali amendment.
 - Design and develop outreach material for capacity building of various stakeholders for the Kigali amendment.
 - Prepare reports containing the activities done, the outcomes, conclusions and recommendations on the overall HFC phase down enabling activities
 - Assist NOU in activities related to HPMP II preparation
 - Coordinate with UNDP Fiji and Montreal Protocol Unit (MPU) Bangkok for the activities as required

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) Bachelor's degree in Engineering, Environmental Science, Administration, or related field

Experience:

-) At least 5 years of working experience in work related to the Montreal Protocol is required.
-) Experience of working with government, NGO or UN. Experience in the Pacific countries would be an asset.
-) Provision of support in organization of workshops and/or preparation of workshop materials
-) Experience in preparation and execution of technical reports. Experience in such

- preparation related to Montreal Protocol will be an added value.
-) Working experience pertinent to environment-related field in developing countries in will be an added advantage.

Language:

-) Proficiency in English (with ability to write reports, carry-out meetings, conduct seminars and perform trainings in English)

Competencies:

Corporate:

-) Demonstrates integrity by modelling 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;
-) Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Technical:

-) Ability to analyses policy documents and make constructive policy suggestions;
-) Strong interpersonal, communication and diplomatic skills, ability to work in a team;
-) Capacity building skills and flexibility depending on the public;
-) Demonstration of commitment to the Project's mission, vision and values;
-) Good writing and reporting skills;
-) Good presentation skills;
-) Ability to work under pressure and stressful situations, and to meet tight deadlines.

Professionalism:

-) Works toward creative solutions by analyzing problems carefully and logically – inspires and fosters innovation by highlighting innovative;
-) Shares knowledge and is willing to provide support to others who request advice or help;
-) Facilitates meetings effectively and efficiently;
-) Resolves conflicts as they arise.

Client Orientation:

-) Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
-) Maintains strong relationships with partners and clients.

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

Contract Duration: 16 December 2019 – 30 June 2020 (maximum of 80 working days)

Duty Station: Home- based with three missions (5 days each) to Suva, Fiji (tentatively January 2020, March 2020 and May 2020).

5. FINAL PRODUCTS

The consultant is expected to achieve the following outputs:

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will work under the supervision of the Senior Environment Officer, Ozone Depleting Substances Unit, Department of Environment, Government of Fiji and Programme Officer, UNDP.

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 shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.:

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;
-) The financial proposal shall specify an all-inclusive¹ daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
-) Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Technical Criteria for Evaluation (Maximum 70 points)

-) Criteria 1- Relevant education background– Max 15 points
-) Criteria 2- Years of experience on the Montreal Protocol - Max 15 Points
-) Criteria 3- Experience in working with government, NGO, or UN, especially in the Pacific countries – Max 10 points
-) Criteria 4- Experience in preparation and execution of technical report/ workshops – Max 15 points
-) Criteria 5- experience pertinent to environment-related field in developing countries– Max 10 Points
-) Criteria 6- Proficiency in English- Max 5 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for interview and Financial Evaluation respectively.

