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## TERMS OF REFERENCE (TOR)

### LEAD CONSULTANT FOR THE NATIONAL ACTION PLAN (NAP) FOR THE IMPLEMENTATION OF THE ROTTERDAM CONVENTION

<b>Title :</b>	Consultant for the Development of Malaysia's National Action Plan (NAP)
<b>Project:</b>	Preparation of National Action Plan (NAP) for the Implementation of Rotterdam Convention in Malaysia
<b>Location :</b>	Kuala Lumpur, Malaysia
<b>Vacancy Type :</b>	-
<b>Application Deadline :</b>	11 August 2014
<b>Additional Category</b>	Environment and Energy
<b>Type of Contract :</b>	Individual Contractor
<b>Post Level :</b>	-
<b>Languages Required :</b>	English
<b>Indicative starting Date :</b>	1 September 2014
<b>Duration of Initial Contract :</b>	10 man-month
<b>Expected Duration of Assignment :</b>	12 months

## INTRODUCTION

Implementation of Rotterdam Convention is one of the work areas under the SAICM to enhance protection of human health and the environment. By realizing the importance of the Rotterdam Convention, Malaysia has ratified the Rotterdam Convention on 4 September 2002, and numerous efforts have been carried out by Malaysia to fulfill the obligation as a Party under the convention. This includes, *inter alia*, to incorporate Annex III chemicals of the Rotterdam Convention into the Customs (Prohibition of Imports) Order 2008 and Customs (Prohibition of Exports) Order 2008. To date, final regulatory decisions of Malaysia for all the Annex III chemicals can be found at the Rotterdam Convention website ([www.pic.int](http://www.pic.int)). Despite efforts by Malaysia in implementing Rotterdam Convention, the stocktaking study on regulatory

decisions for Annex III chemicals, including import, export, transport, use and disposal of these Annex III chemicals, as well as the national action plan for the implementation of the Rotterdam Convention, are still absent. Unlike the Stockholm Convention on Persistent Organic Pollutants, where Malaysia has obtained financial supports from GEF to prepare the National Implementation Plan (NIP) for the Stockholm Convention in year 2005. At present there are no financial assistant from international organizations for the implementation of Rotterdam Convention. Taking the opportunity under the SAICM Quick Start Programme, Malaysia has requested financial support from the international organization for the implementation of the National Action Plan of the Rotterdam Convention. The output of this project is to develop the National Action Plan (NAP) for Rotterdam Convention.

## **SCOPE OF WORK**

The primary jobscope is to develop a National Action Plan for the Malaysia for submission to the Rotterdam convention. The consultant is also expected to facilitate the coordination work among stakeholders including organizing seminars/workshops/training courses and delivering effective presentations.

The consultant will be required to:

- Prepare, write and develop the Inception Report for approval by MNRE based on the discussions and meetings with stakeholders
- Provide review and analysis on existing regulations/guidelines/reports in Malaysia that related to Rotterdam Convention.
- Provide review and analysis on existing regulations/guidelines/reports in other countries (such as European Union) that related to Rotterdam Convention.
- Conduct and provide analysis on interviews/meetings/discussions with stakeholders from government, industries and NGOs.
- Based on the findings from the review and interview above, carry out, prepare, write and provide analysis on Situation and Scenario (including gap) analysis for Rotterdam implementation in Malaysia (to be assisted by technical consultants - as and when necessary)
- Based on the findings from situation and scenario analysis above, prepare, write and develop the National Action Plan (NAP) for the Implementation of Rotterdam Convention in Malaysia (to be assisted by technical consultants - as and when necessary)
- Prepare and develop two (2) training modules (for industrial outreach): (i) Initiatives of chemicals management at the global arena; and (ii) Import chemicals to Malaysia: What should industry do and their preparedness for Rotterdam convention
- Work closely with the Ministry of Natural Resources and Environment (NRE), Department of Environment (DOE), Pesticides Board (PB) and Department of Occupational Safety and Health (DOSH), Ministry of International Trade and Industry

(MITI) and UNDP in finding most feasible solutions for implementation of Rotterdam convention in Malaysia

- Prepare and present findings, analysis and recommendation of the technical outputs to the TWGNAP, NSC or any other relevant meetings as required by the Project Manager
- Participate and work closely with MNRE and UNDP in any of the policy dialogue and consultations needed for Rotterdam convention
- Prepare, write and support in preparing progress report as required by UNDP, SAICM Secretariat and the Government as and when necessary.
- Prepare and submit any financial transaction and reports including any request for funding from UNDP to Project Manager for clearance

## **METHODOLOGY**

The Lead Consultant will be focusing on the technical aspects of the project. The person shall report to the Project Manager according to the agreed reporting period and will be based at MNRE's office in Putrajaya.

## **EXPECTED OUTPUTS**

Corresponding to the scope of work, the consultant is expected to produce:

- Expected outputs as below:
  - Inception Report (in Year 1)
  - Situation and scenario analysis report
  - NAP report (draft and final report)
  - Two training modules
  - Project progress report as required
  - Financial progress report as required

## **DURATION**

The consultancy is for 200 days over a period of 12 months.

## **DELIVERABLES AND TIMELINE**

The consultant will be responsible for the delivery, content, technical quality and accuracy of the reports and training materials. All deliverables shall be submitted to UNDP Malaysia and the focal point for the Rotterdam Convention in MNRE.

## **TERMS OF PAYMENT**

The fee is payable upon satisfactory completion and acceptance of the deliverables by Project Management Unit and UNDP Malaysia. Breakdown of deliverables and percentage is in annex 1.

## **COMPETENCIES**

### **Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards,
- Promotes the vision, mission, and strategic goals of UNDP, and partner organizations,
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability,

### **Functional Competencies:**

- Excellent knowledge of energy efficiency,
- Demonstrates strong analytical skills,
- Promotes team work, contributes towards building team consensus,
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback,
- Consistently approaches work with energy and a positive, constructive attitude,
- Excellent teamwork and leadership skills,

### **Development and Operational Effectiveness**

- Ability to apply technical guideline production procedures,
- Ability to analyze technical requirements in energy efficiency and energy management applications,
- Ability to apply organizational policies and procedures,
- Strong analytical skills.

### **Management and Leadership**

- Focuses on impact and result for the client and responds positively to feedback,
- Supports teams effectively and shows conflict resolution skills,
- Consistently approaches work with energy and a positive, constructive attitude,
- Demonstrates strong oral and written communication skills,
- Builds strong relationships with clients and external actors,
- Remains calm, in control and good humored even under pressure,
- Demonstrates openness to change and ability to manage complexities.

## **EXPERTISE AND EXPERIENCE REQUIRED**

The consultant should ideally have the following expertise and experience:

### ***Professional Experience***

- Minimum 5 years of relevant professional experience, international experience will be an advantage,
- Master's Degree or equivalent in Science, Engineering, Chemicals management or other equivalent disciplines

- Knowledge on Rotterdam Convention, Stockholm Convention, Basel Convention, Strategic Approach to International Chemicals Management (SAICM) and Globally Harmonised System of Classification and Labelling of Chemicals (GHS) will be preferred.
- Knowledgeable in policies, procedures and chemical management of Malaysia is an advantage,

### **Education Requirement**

Master's Degree or equivalent in Science, Engineering, Chemicals management or other equivalent disciplines.

Excellent command of office software, such as word processors, spreadsheets, databases,

### **Language Requirement**

Proficient in English. Proficiency in Bahasa Malaysia will be an added advantage.

### **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individuals must submit the following documents/information to demonstrate their qualifications:

1. Proposal on how your qualifications and experience can lead towards the successful deliverable of this assignment within the required timeframe, and provide a brief methodology on how you will approach and conduct the assignment;
2. Financial Proposal as provided. Alternatives are allowed;
3. Personal CV including areas of expertise and past experience in similar projects and at least three (3) references in the format of UN Personal History Form (P11 form). The UN Personal History Form (P11) is available at:  
<http://www.undp.org.my/uploads/p11%20personal%20history%20form.doc>.

### **NOTE**

Please save and upload all documents (proposals and P11 Form) into one PDF file.

For clarification, please email to [procurement.my@undp.org](mailto:procurement.my@undp.org) with the reference number MyIC\_2014\_043