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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29/07/2014  
Reference: PN/FJI-20-14

**Consultancy Title:** HPMP Project Verification Reporting Independent Consultant (International)

**Period of assignment:** 15 August – 12 September 2014

**Duty Station:** Fiji and home-based

Consultancy Proposal should be mailed to C/-UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to [procurement.fj@undp.org](mailto:procurement.fj@undp.org) no later than 08 August 2014 clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted.

### 1. BACKGROUND

Fiji is strongly committed to environmental protection at the national, regional and global levels. UNDP is the designated lead implementing agency to implement Fiji's HPMP while UNEP is the designated cooperating agency.

### 2. SCOPE OF WORK

UNDP is therefore seeking qualified individuals as International Consultant for HPMP Project Verification Reporting. Refer to Annex I – Terms of Reference

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

The consultant is expected to have the following qualifications.

- 1.1. Must be a university graduate in the Environmental/Climate Change or related field.
- 1.2. Must have good understanding of Montreal Protocol policies and procedures particularly relating to HPMP and verification required for sectoral projects.
- 1.3. Must have at least 5 years' experience in monitoring and verification activities of sectoral projects, preferably UN funded projects.
- 1.4. Must have a good understanding of procedures followed for project implementation under Montreal Protocol.
- 1.5. Must have good understanding of national regulations and procedures relating to import-export of ODSs and industrial policies particularly relating to RACs in Fiji.
- 1.6. Fluent in English, written and oral.
- 1.7. Must not have current assignments with Government/Statutory, UNDP and/or UNEP for providing consultancy or any other inputs to this project.

### 4. EVALUATION CRITERIA

#### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30%

financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<ul style="list-style-type: none"> <li>University graduate in the Environmental/Climate Change or related field.</li> </ul>	5	5%
<ul style="list-style-type: none"> <li>Good understanding of Montreal Protocol policies and procedures particularly relating to HPMP and verification required for sectoral projects</li> </ul>	10	10%
<ul style="list-style-type: none"> <li>5 years' experience in monitoring and verification activities of sectoral projects, preferably UN funded projects</li> </ul>	30	30%
<ul style="list-style-type: none"> <li>Good understanding of procedures followed for project implementation under Montreal Protocol.</li> </ul>	10	10%
<ul style="list-style-type: none"> <li>Good understanding of national regulations and procedures relating to import-export of ODSs and industrial policies particularly relating to RACs in Fiji.</li> </ul>	15	15%
<b>Technical Criteria</b>	<b>70</b>	<b>70%</b>
<b>Financial Criteria – Lowest Price</b>	<b>30</b>	<b>30%</b>
<b>Total</b>	<b>100</b>	<b>100%</b>

## 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

**i) CV or P11 form including names of at least 2 referees**

**ii) Completed template for confirmation of Interest and Submission of Financial Proposal**

*(Financial Proposal which includes breakdown of professional fees, travel expenses to and from home and duty station (economy class) plus living expenses at the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy.)*

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.fj.undp.org](http://www.fj.undp.org))*

## Terms of Reference

**HPMP Project Verification Reporting  
Independent Consultant (International)**

**1. Introduction**

- 1.8. Fiji is strongly committed to environmental protection at the national, regional and global levels. This is evident in its progress as Party to the Montreal Protocol on Substances that Deplete the Ozone Layer where it became the first in the Pacific to prepare its phase-out management plan thereby controlling the use of hydrochlorofluorocarbons (HCFCs). While HCFCs are commercially useful as refrigerants and in air-conditioning, these substances are harmful when released into the air. HCFCs deplete the ozone layer that protects the Earth from harmful ultra-violet radiation thereby increasing the risk of skin cancer and eye cataracts. Fiji's HCFC Phase-out Management Plan (HPMP) was approved in the 65<sup>th</sup> Meeting of the Executive Committee held in December 2011 (i.e., Stage-I of HPMP). The HPMP will ensure that Fiji is in compliance with the 2013, 2015 and 2020 control targets for HCFC consumption under the Montreal Protocol. The implementation of Stage-I of HPMP has an approved total funding of US \$ 332,500. The implementation of individual HPMP project components is dependent on a performance-based agreement between the Executive Committee of the Multilateral Fund and Government of Fiji as set-out in Annex II.
- 1.9. The HPMP comprises a combination of the following interventions: technical assistance for adoption of HCFC free alternatives and minimizing HCFC consumption in servicing of refrigeration and air-conditioning equipment; training for service technicians and customs / enforcement officers; awareness; communications and management; and coordination and monitoring in various HCFC consuming applications. These activities are to be implemented during the period 2012 to 2020, consistent with the provisions of the performance-based agreement between the Executive Committee of the Multilateral Fund and Government of Fiji and upon fulfilling the administrative criteria.
- 1.10. Once the HPMP is successfully implemented, the result is a reduction of HCFC consumption from 8.44 ODP tons in 2013 to 5.49 ODP tons in the year 2020.
- 1.11. UNDP is the designated lead implementing agency to implement Fiji's HPMP while UNEP is the designated cooperating agency.
- 1.12. As per clause 5(b) of the Agreement between the Government of Fiji and the Executive Committee of the Multilateral Fund for the Reduction in Consumption of Hydrochlorofluorocarbons also known as the HPMP Agreement, the Targets specified in HPMP agreement have to be independently verified, unless the Executive Committee decides that such verification is not required. In the 71<sup>st</sup> meeting of the Executive Committee, USD 30,000 was approved for undertaking the verification for the calendar year 2013 (MLF no. FIJ/PHA/71/PRP/25). The verification report needs to be submitted along with the request for second tranche of funding to the Multilateral Fund Secretariat (MFS).
- 1.13. This TOR provides details of the objective, scope of services, time plan and qualifications of the consultant that is required to undertake the verification activities.

**2. Objective**

The objective of the assignment is to develop a verification report that will verify that HCFC consumption for the year 2013 (as specified in row 1.2 of Appendix 2A of the HPMP agreement of Fiji) has been achieved.

**3. Scope of Services**

- 3.1. The consultant will confirm the HCFC consumption for the year 2013, based on processes followed for monitoring and reporting for HCFC import and exports in Fiji. This will include HCFCs and HCFC blends.

For this, the standard procedures followed for calculating consumption under Montreal Protocol need to be followed i.e., Consumption = Production + Imports – Exports.

- 3.2. The consultant will confirm that the implementation of licensing and quota system, is satisfactory at the national level and has ensured compliance with HPMP targets. This will include the documentation of process and institutions involved, procedures associated with collecting data from importers, and mechanisms for monitoring and controlling the overall HCFC consumption limits to remain within national compliance targets. This will also include the review of process followed for monitoring and reporting of sales of ODSs to fishing vessels.
- 3.3. The consultant will review and report on the implementation of HPMP activities relating to project monitoring and coordination and submission of reports to other Government stakeholders and international agencies.

Specific contents of the verification report are listed in Annex III.

#### **4. Reporting**

The time plan for the reporting of this work are:

Completion of the 1 <sup>st</sup> draft verification report	-	29th August 2014
Completion of the final verification report	-	5 <sup>th</sup> September 2014

The verification report will be reviewed and finalized in close consultation with the Government of Fiji (Department of Environment) and UNDP.

#### **5. Payment Schedule**

- 5.1 25% of the contract amount will be paid upon submission and acceptance of a signed contract and work plan reflecting timeframe of the reporting deliverables by 11<sup>th</sup> August July 2014.
- 5.2 40% of the contract amount will be paid upon submission and acceptance of the 1<sup>st</sup> draft verification report by 29<sup>th</sup> August, 2014.
- 5.3 35% of the contract amount will be paid upon the response to addressing comments from UNDP in the final verification report by 5<sup>th</sup> September 5th, 2014.

#### **6. Reference documents (illustrative and not exhaustive)**

- 7.1 Agreement between UNDP and Government of Fiji for HPMP – Stage-I.
- 7.2 HPMP document submitted for the consideration of the 65<sup>th</sup> Meeting.
- 7.3 National regulations relating to ODS supply and demand along with relevant Government orders etc.
- 7.4 Other meeting reports and progress reports relating to HPMP activities during the period 2012 and 2013
- 7.5 RAC Association Constitutions

## **Annex II**

(HPMP Agreement of Fiji attached separately)

### Annex III

#### Procedure to be followed and verification report content

##### Coverage of verification

The verification should review national legislation, policies and procedures on ODS imports/exports, such as:

- *Channel of communication between Government (the licensing authority) and customs;*
- *Authorized list of importers/exporters and, where available, distributors;*
- *Conditions of issuing licenses;*
- *Administrative procedures and documentation;*
- *System of monitoring and reporting on exports of ODS;*
- *Sanctions or penalties to be imposed on violation of legal regulation;*
- *Mechanisms and capacity for prosecution and enforcement*
- *National system of harmonized custom codes in order to identify ODSs and ODS mixtures;*
- *Procedures to be applied in case of suspicious shipments; and*
- *Sampling or other identification methods used.*

The verification should review official statistics on imports/export. It should compare quotas issued versus actual quotas used.

The verification should review a representative sample of reports from importers/exporters, and where available of distributors.

The verification should review the follow up on the recommendations from previous verifications, if any.

The verification should conclude the exercise by discussing conclusions and recommendations.

##### Data needed for the verification

The following information should be available for the purpose of the verification:

- *List of authorized importers/exporters, and where available, distributors;*
- *ODS imports quotas and exports license issued;*
- *Actual ODS imports and exports;*
- *National policies and procedures on ODS imports and exports;*
- *Government enforcement structure for ODS imports and exports/re-exports; and*
- *Documents such as licenses, trade names, code numbers, and labelling, to be presented to customs by importers and exporters of ODS.*

##### Verification document coverage

The final verification document should:

- *Describe the detailed steps and procedures taken to conduct the verification;*
- *Summarize all aspects of national legislation, policies and procedures designed to ensure achievement of the consumption targets in the MYA; and*
- *Provide detailed data demonstrating and confirming that the consumption target in the MYA was achieved.*