

TERMS OF REFERENCE

1. DENOMINATION

International consultant, expert in Environmentally Sound Management (ESM) of PCBs with emphasis on destruction and disposal/decontamination technologies, storage, packaging, marking and labeling and transboundary movement of PCBs waste

Project: 00087582 – Integrated and Environmentally Sound Management of PCBs in Ecuador.

Duration: 40 days

2. PROJECT BACKGROUND

One of the goals established within Ecuador's National Plan (2013-2017) is the progressive reduction of the country's polychlorinated biphenyls until complete elimination. To achieve this goal the Ministry of Environment in conjunction with UNDP and GEF created the Project "Integrated and Environmentally Sound Management of PCBs in Ecuador" (PCBs Project).

The PCBs Project Management Unit (PMU) aims at strengthening the institutional and regulatory framework, management and environmentally sound storage of PCBs wastes and its disposal. Among the various activities necessary for the fulfillment of the objectives, it is necessary to improve the knowledge on PCBs that exists in the country, on a technical and scientific level, to strengthen institutional capacities. In this context, it was also necessary to hire an international expert to share his/her specific knowledge on the subject through a training for trainers, aimed at technical personnel of electrical companies and government officers, which can then disseminate such knowledge.

3. JUSTIFICATION

To strengthen PCBs management, the Project has planned some activities, such as a pilot project for the elimination of PCB including all stages of ESM of these compounds, as well as their collection, storage, packaging, marking, labeling, transboundary movement and disposal. This last stage may require a possible export of PCBs wastes in the absence, so far, of an adequate local treatment.

The Project has also planned training workshops (aimed at those responsible for the main seaports of Ecuador-SENAE, electrical companies, staff from the Ministry of Environment-MAE), lectures at universities, preparation of regulations and guidelines. Because the accomplishment of these activities requires some staff with specific knowledge on the subject, it is necessary to acquire this knowledge through training with an expert on the issue.

In the course of fulfilling the ESM of PCBs, MAE through the Project for Integrated and Environmentally Sound Management of PCBs has considered the need to hire an international PCBs expert to train country's technicians to subsequently, disseminate the knowledge among more stakeholders involved in the management of PCBs in Ecuador.

These ToRs detail the specifications guiding the work of the technical expert on ESM of PCBs.

4. OBJECTIVES

4.1. General Objective

Collaborate on the process of knowledge transfer for the ESM of PCBs in all its stages, with specific focus on destruction and decontamination technologies, storage, packaging, marking and labelling and transboundary movement of PCBs waste, considering the recommendations of the competent international bodies (International Maritime Organization-IMO, the "Recommendations on the Transport of Dangerous Goods Model Regulations of the United Nations"-Orange Book, ADR, etc.).

4.2. Specific Objectives

- Design and facilitate a training program on ESM of PCBs, which must be agreed by the PMU, prior to the realization of the workshop.
- Train technicians and government officials, including the PMU, in all phases of the ESM of PCBs, especially on destruction and decontamination alternatives, storage, packaging, marking, labeling and transboundary movement of PCB wastes.

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- Develop a Workshop Report, focusing on observations and recommendations for a proper management of PCBs according to the Ecuadorian reality.

5. FUNCTIONS

- Develop a program for the training workshop and adapt the materials and tools for the training on ESM of PCBs for the specific issues of destruction and decontamination alternatives, storage, packaging, marking and labelling and transboundary movement of PCB wastes.
- Develop a workshop program (5 days, 8 hours per day), at national level to train some staff that will subsequently disseminate the knowledge gained on the ESM of PCBs nationwide.
- Accompany the process of developing and evaluating capabilities on ESM of PCBs, during the period of this contract.
- Assess training workshop participants to determine the knowledge gained.
- Give a lecture at a public university in the country (included as part of the 5 days workshop), on the topic related to ESM of PCBs prearranged with the project.
- Develop a Workshop Report, with observations and recommendations according to the reality of Ecuador.
- Delivery of training certificates to workshop attendants.

6. EXPECTED PRODUCTS

The expected products will be:

- Workshop structure (syllabus) validated by PMU prior to the beginning of the event. It must contain as a minimum: training objectives, agenda, schedules, modules and contents, workshop methodology and bibliography of reference for each topic.
- Document containing all the materials and tools used in the workshop.
- Training, for up to 35 people for 5 days 8 hours/day to be performed in Ecuador, the workshop will include visits to a transformer's maintenance and storage plant of equipment and PCB wastes, which will be organized by the PMU.
- Lecture at a public university in the country (included as part of the 5 day workshop), on the topic related to ESM of PCBs prearranged with the project.
- Workshop Report on ESM of PCBs, which validates the personnel trained and synthesizes the main findings, conclusions and recommendations for PCB management in the country.

7. SCHEDULE

The workshop shall be performed according to the following criteria:

OBJECTIVE	PRODUCTS TO BE DELIVERED	ACTIVITIES BY PRODUCT	TIME (DAYS)			
			15	25	30	40
Collaborate on the process of knowledge transfer for the environmentally sound management of PCB in all its stages, with specific focus on collecting, storing, packaging, marking, labeling, transboundary movement and disposal considering the recommendations of the competent international bodies (International Maritime Organization-IMO, the "Recommendations on	Workshop structure (syllabus)	Submit a document containing the structure of the workshop (syllabus) on magnetic media and editable format, which includes training objectives, agenda, schedules, modules and contents, workshop methodology and bibliography.	X			
	Workshop tools and materials	It must be delivered on magnetic media and in editable format; all materials and tools, for the development of the workshop, shall be evaluated and approved by the PMU prior to the start of event.		X		
	Training workshop	Training, for up to 35 people for 5 days 8 hours / day to be performed in Ecuador, the workshop will include visits to a transformer's maintenance and storage plant of equipment and PCB wastes, which will be organized by the PMU. Lecture at a public university in the country (included as part of the 5 day workshop), on the topic relating to ESM of PCBs prearranged with the project.			X	

OBJECTIVE	PRODUCTS TO BE DELIVERED	ACTIVITIES BY PRODUCT	TIME (DAYS)			
			15	25	30	40
the Transport of Dangerous Goods Model Regulations of the United Nations"- Orange Book, ADR, etc.).						
	Workshop Report and delivery of training certificates.	Workshop Report on ESM of PCBs, which validates certifies the personnel trained and synthesizes the main findings, conclusions and recommendations for PCB management in the country.				X

8. COORDINATION AND SUPERVISION

The consultant will work under the direct supervision of the PMU. The PMU will be responsible for directly supervising the work of trainer and to review reports, training materials and tools, in addition; the PMU will be responsible for:

- Ensure compliance of the training schedule previously agreed,
- Provide the facilities for training,
- Provide simultaneous translation of any language into Spanish, if necessary,
- Broadcast the event to stakeholders/participants and confirm their attendance,
- Logistics (coffee break and lunch) for all participants and trainer, during the event to be held,
- Confirm the University in which the consultant will give a lecture on the PCB topic,
- Transportation for field visits to be conducted.

The chosen expert/trainer will be responsible for his/her transport to Ecuador and logistics (local transport, food and lodging), and he/she will include those costs in their quotation for all the days he/she stays in Ecuador and that are attributed to the workshop of PCB.

9. CONTRACT DURATION

The contract will run for 40 days from the signing of the contract.

10. PLACE OF WORK

The consultant shall perform his/her functions in the city of Quito. Areas for training workshop with suitable accommodation and modern amenities will be determined and provided by the PMU.

11. EXPERT/TRAINER PROFILE

Expert/trainer shall have the following capabilities and experience:

- 4th-level professional degree in chemistry, environment, hazardous waste management (POPs, PCBs) or similar.
- Professional experience of over 10 years on topics related to the handling of dangerous substances, Persistent Organic Pollutants (POPs).
- Specific experience in PCB management of at least 8 years.
- Experience in PCB management projects in Latin America and the Caribbean.
- Thorough knowledge of international conventions on chemical substances and/or hazardous waste (Stockholm, Basel and Rotterdam).
- Knowledge of international organizations and tools for PCB management and especially for the transboundary movement of hazardous wastes (IMO guidelines, UN, ADR, etc.).
- Experience as a trainer in several countries on the issue of ESM of PCB, specifically regarding destruction and decontamination alternatives, storage, packaging, marking and labelling and transboundary movement of PCB wastes.

12. PAYMENT

Payments will be made upon receipt and approval of products, as detailed in the following table:

Products	Time	Amount
Document with workshop structure (syllabus), appropriate materials and tools for training, according to the context of Ecuador on ESM of PCBs.	25 days	40%
Completing the training workshop and presentation of the Workshop Report with findings, conclusions and recommendations on the ESM of PCBs for Ecuador.	15 days	60%

13. RECOMMENDATIONS FOR THE PRESENTATION OF THE OFFER

To formalize the participation, send the following information to aplicaciones.ec@undp.org, with the reference "International consultant, expert in Environmentally Sound Management of PCBs with emphasis on destruction and decontamination technologies, storage, packaging, marking and labeling and transboundary movement of PCB waste"-:

In the application, the following documents shall be included:

- Personal CV or P11, indicating past experience and training on POPs, polychlorinated biphenyls (PCBs) and contact details (email and phone number) of the candidate and at least (3) professional references.
- Technical Proposal for a training workshop on ESM of PCBs, focusing on decontamination technologies, storage, packaging, marking and labeling and transboundary movement of PCB waste, considering the recommendations of the competent international bodies (IMO, UN, ADR, etc.). Additionally, the technical proposal must include a workshop schedule based on the topics required in accordance with the objectives and the methodology to address and complete the tasks on the established time.
- Brief description of why the consultant thinks that he/she is the best choice for the job.
- Economic Proposal indicating the total price for the required tasks, supported with a breakdown of expenses.

These ToRs are aimed at an individual consultant; company proposals and tenders presenting a work team will not be taken into account.

14. CRITERIA FOR SELECTING THE BEST OFFER

The methodology used is the so-called combined score. The technical proposals (P11 and technical offer) will weight a maximum of 70% and only the suppliers that meet the technical phase with a minimum score of 49/70 or more will continue to the review of economic proposal, which will weight a maximum of 30%.

The criteria for evaluation of P11 and technical offers are:

Rating parameter	Description and recommendations
Expert/Trainer Experience.	General Experience: <ul style="list-style-type: none"> 4th level professional degree in chemistry, environment, hazardous waste management (POPs, PCBs) or similar, Professional experience of over 10 years on topics related to the handling of dangerous substances, Persistent Organic Pollutants (POPs). (30 points).
	Specific Experience: Knowledge on: <ul style="list-style-type: none"> Specific experience in PCB management of at least 8 years, Experience in PCB management projects in Latin America and the Caribbean, Thorough knowledge of international conventions on chemical substances and/or hazardous waste (Stockholm, Basel and Rotterdam), Knowledge of international organizations and tools for PCB management and especially for the transboundary movement of hazardous wastes (IMO guidelines, UN, ADR, etc.), Experience as a trainer in several countries on the issue of ESM of PCB, specifically regarding destruction and decontamination alternatives, storage, packaging, marking and labelling and transboundary movement of PCB wastes. (70 points).

Rating parameter	Description and recommendations
General criteria	Methodology, agenda and implementation schedule: Understanding and fulfilling the requirements of the ToRs to meet training services in the required time will be taken into account. (80 points).
	Equipment and tools available: Materials and tools to be used in training, which will be reviewed by the PMU. (20 points).

Item	Percentage
CV (P11) (technical stage)	40%
Technical proposal (work plan, Schedule, methodology) (technical stage)	30%
Economic proposal	30%
TOTAL	100%