



Annex -1-

Terms of Reference (TOR)

Project Name: Preparation of HCFC Phase-out Management Plan (HPMP) for Lebanon for post 2015 targets

Reference Number: 00091604

Subject: Foam Expert – Short term consultancy for providing technical assistance and expert services at the national level in the Foam (Rigid) sector for preparation of Lebanon’s HCFC Phase-out Management Plan (HPMP) Stage-2

1. Background

The XIXth Meeting of the Parties to the Montreal Protocol in September 2007, through its Decision XIX/6, adopted an accelerated phase-out schedule for HCFCs. The first control is the freeze on production and consumption of HCFCs which would be from 01 January 2013, at the Baseline Level (average of 2009 and 2010 consumption levels). The second control step is the reduction of 10% from the Baseline Level on January 1, 2015. The third target is for the year 2020 and amounts to 35% reduction from the baseline. For achieving 2013 and 2015 targets, the Executive Committee of the Multilateral Fund approved funding amounting to US \$ 2.49 million for implementation of HPMP Stage-1 of Lebanon in its 64th Meeting. The current preparation activity relates to development of strategy and action plan for achieving 2020 control targets and in case necessary, post 2020 control targets.

This project will cover establishment of the national team and related institutional arrangements, review of existing regulatory and policy framework, information dissemination and industry interaction, data collection and validation on the baseline in each HCFC consuming industrial sector, data analysis, technology selection taking into account climate change impacts, prioritization of sectors for interventions, estimation of incremental costs and associated technical assistance needs including interventions needed for service sector and stakeholder consultations. The project will result in the preparation of a comprehensive HPMP (Stage-2) for Lebanon, which will incorporate the strategy and action plan for Lebanon for compliance with the post 2015 control targets, which is targeted for submission to the Executive Committee of the Multilateral Fund, at its 75th Meeting in December 2015.

2. Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Scope of Work

The purpose of the consultancy is to provide technical assistance and expert services at the national level in the Foam (Rigid) sector for preparation of Lebanon's HCFC Phase-out Management Plan (HPMP) Stage-2

General tasks

Under the direct supervision of the National Ozone Unit (NOU) and in close coordination with the Ministry of Environment and the UNDP Country Office, the consultant should undertake the following tasks:

- 1) Review the survey findings of enterprises by sector primarily relating to consumption of HCFCs, baseline equipment data, technology choices etc.
- 2) Prepare draft national strategy and action plan for the foam sector for achieving national 2020 HCFC control targets and beyond.
- 3) Identify technology options for different end-user applications based on available technology choices in foam sector after assessment of technical requirements of industries for conversion from HCFCs to the available and eligible alternatives in the foam sector.
- 4) Develop project interventions including funding levels, timelines for implementation and technical assistance / capacity building needs for achieving targets identified above. This will take into consideration Executive Committee policies relating to eligibility, project funding components etc.
- 5) Provide background information that would support the NOU, in obtaining commitment from the enterprises in participating in HPMP Stage-2 project activities for conversion from HCFCs.
- 6) Develop policy and regulatory interventions for foam sector for phasing-out HCFCs based on targets identified above.

Expected Outcomes:

- Draft national strategy and action plan for the foam sector for achievement of Stage-2 compliance targets including technology conversion projects for all Foam manufacturing enterprises.
- Interim progress reports as per below workplan
- Final report

3. Qualifications Required

Title: Foam Expert

The consultant should possess the following experience and qualifications:

- Knowledge and experience in the HCFC consuming sectors/Industrial foam sector at the national and/or international level.
- Previous experience in carrying out similar reports is an asset.
- Demonstrated experience in Montreal Protocol activities.
- Experience in working with government departments and international organizations is an asset.
- Relevant experience of not less than 10 years.

Competencies

- Ability to prepare substantive reports and strategies related to technology, policy and costs in a clear and concise manner.
- Knowledge and understanding of the Montreal Protocol programme in Lebanon and relevant policies and regulations is an asset.
- Good command of English; Arabic is an asset.
- Good organizational and analytical skills.
- Good communication and coordination skills.

Education

- Bachelor degree in Chemical, Industrial or Mechanical Engineering or related sciences.

4. Duration of contract

The overall duration of the assignment covered by this ToR is 45 man-days spread over a period of 2 calendar months from the date of contract signature. The assignment is expected to start on 01 June 2015.

The consultant is responsible to cover all logistic and travel (to and/or within Lebanon) expenses related to the implementation of his tasks throughout this contract.

Proposed work plan

Deliverables	Duration from contract signature	Month 1				Month 2			
		1	2	3	4	1	2	3	4
Detailed workplan	1 week	x							
Interim Progress report 1	1 month				x				
Interim Progress report 2	6 weeks						x		
Final report	2 months								x

5. Deliverables:

The deliverables and payments include the following:

	Payment	Deliverables	Potential dates
1	20%	Detailed work plan describing the activities and timelines	One week after contract signature
2	30%	Progress report 1	End Month 1 after contract signature
3	50%	Final report	End Month 2 after contract signature

6. Reporting

All deliverables should be handed out in three hard copies as well as one soft copy (word format and excel format for tables). If relevant, copies of high resolution maps and graphics should also be handed out to the project management team.

During the fulfillment of the assignment, the consultant will ensure regular communication with the project team, and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.