

ANNEX III

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

**Ross Mountain
Resident Representative
United Nations Development Programme
Arab African International Bank Building
Riad El Solh Street, Nejme, Beirut 2011 5211
P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a foam expert under the project Preparation of HCFC Phase-out Management Plan (HPMP) for Lebanon;
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate :
☐ A total lump sum of _____
[state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;

- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[p/s. check the appropriate box]*:

☐

Sign an Individual Contract with UNDP;

☐

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- k) I hereby confirm that *[check all that applies]*:

☐

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

		Name of Institution/	Contract	Contract

Assignment	Contract Type	Company	Duration	Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes [pls. check all that applies]:

- ☐ CV or Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

APPENDIX a

BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Breakdown of Cost by Deliverables

Deliverables	Percentage of Total Price (Weight for payment)*	Potential dates	Amount in USD
Deliverable 1: Detailed work plan describing the activities and timelines	20%	One week after contract signature	
Deliverable 2: Progress report 1	30%	End of Month 1 after contract signature	
Deliverable 3: Final report	50%	End of Month 2 after contract signature	
Total Amount in USD	100%		

**Basis for payment tranches*

Full Name and Signature:

Date Signed:

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.