

Terms of Reference



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GENERAL INFORMATION

Title: Expert for the Assessment of Servicing Component under the HCFC Phase-out Management Plan Project Implementation at Beneficiary Enterprises (National Expert)

Project Name: HCFC Phase-out Management Plan (HPMP)

Report to: UNDP Indonesia Programme Officer

Duty Station: Home-based

Expected Places of Travel: Jakarta (2 days), Bogor (2 days), Depok (2 days), Tangerang (2 days), Bekasi (2 days), Medan (3 days), Semarang (3 days), Surabaya (3 days)

Duration of Assignment: 50 days, including site visits, workshops, data analysis and report writing within 4 (four) months

REQUIRED DOCUMENT FROM HIRING UNIT

v	TERMS OF REFERENCE
5	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select : 1. Junior Consultant 2. Support Consultant 3. Support Specialist 4. Senior Specialist 5. Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT , please select : 6. Junior Specialist 7. Specialist 8. Senior Specialist
v	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

v	CV
v	Copy of education certificate
v	Completed financial proposal
v	Completed technical proposal

Need for presence of IC consultant in office:

- ☒ Partial (project related meetings/ workshops),
☐ Intermittent,
☐ Full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No
Equipment (laptop etc): ☐ Yes ☒ No
Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

Signature of the Budget Owner:

I. BACKGROUND

Indonesia's HCFC Phase-out Management Plan (HPMP), for compliance with the 2013 and 2015 control targets for HCFC consumption according to the Montreal Protocol, was approved in the 64th Meeting of the Executive Committee held in July 2011. The total funding approved for implementation of HPMP in Indonesia is US \$ 12.69 million. For the implementation of HPMP project components, a performance-based agreement between the Executive Committee of the Multilateral Fund and Government of Indonesia. This is set-out in Annex 1 to this document.

The HPMP comprises of a combination of interventions such as investment projects for technology transfer, policies and regulations, technical assistance, training, awareness, communications and management, coordination and monitoring in various HCFC consuming sectors, to be implemented during 2012 to 2018, consistent with the provisions of the performance-based agreement between the Executive Committee of the Multilateral Fund and Indonesia.

UNDP has been designated as the lead implementing agency and the World Bank and UNIDO have been designated as cooperating agencies for the project. The table below presents details project components that are allocated to the different agencies as per HPMP of Indonesia – Stage I project document.

Table 1
Agency-wise responsibility under HPMP of Indonesia – Stage I

Implementing Agency	Particulars
UNDP	<ul style="list-style-type: none">• Sector plan for HCFC phase-out in refrigeration and air-conditioning (RAC) sector.• Project Management and Coordination.
The World Bank	Foam sector plan.
UNIDO	Group project for 4 enterprises in the foams sector.

Source: HPMP of Indonesia-Stage I

Upon successful completion, the plan will result in net sustainable reductions of 80.78 ODP tons in the national HCFC consumption by 2018, contributing to Indonesia's compliance with the control targets for consumption of HCFCs. In addition, the project will result in net CO₂-equivalent direct emission reductions of about 1.5 million tons annually from 2015.

Actions to limit the growth of HCFC consumption in the Servicing Sector will need to be prepared and implemented as well. Accordingly, in order to understand the situation of Servicing Sector, it is necessary for the project to conduct a thorough assessment. It is to ensure that the phase-out actions are carried out on time and remain sustainable, targeted policy and regulatory actions, management and coordination and awareness programmes will also need to be implemented.

References:

1. ozone.unep.org
2. www.multilateralfund.org
3. www.unep.org/ozonaction/AboutTheBranch/MultilateralFundPortfolio
4. http://www.undp.org/content/undp/en/home/ourwork/environmentandenergy/focus_areas/ozone_and_climate.html

Objective

The objective of this activity is to assess, identify and recommend appropriate interventions for the preparation and implementation of HCFC phase-out in Servicing Sector (HPMP Stage II) for achieving 2020 HCFC phase-out targets and targets beyond 2020.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Scope of Services

1. Review data collected during HPMP Stage-I on servicing sector and update the same on:
 - 1.1. Distribution of service sector,
 - 1.2. HCFC free technical options available and in use for RAC sector,
 - 1.3. Institutional mechanisms that would support projects and monitor implementation in RAC servicing sector,
 - 1.4. Public-private partnership available for RAC servicing sector,
 - 1.5. Regulations for controlling and monitoring HCFCs particularly in the context of RAC sector.
2. Review technical assistance provided to RAC sector during CFC phase-out project implementation and identify pros and cons of such support in the context of HCFC phase-out. This should include activity level assessment of such support and evaluate their relevance in the context of HCFC phase-out.
3. Hold sub-regional consultations in identified consumption pockets consuming large quantities of HCFCs in servicing on industry structure and needs for HCFC consumption reduction in service sector.
4. Estimate quantities of HCFCs consumed in RAC applications based on best estimate of populations and unit consumption levels for servicing in different applications. This also needs to be linked with consumption levels reported by the National Ozone Unit (NOU).
5. Identify interventions for assisting HCFC phase-out in servicing sector for achieving 2020 HCFC phase-out targets and targets beyond 2020. This would include, but not be limited to:
 - 5.1. Training programs for service technicians on adopting practices for reducing HCFC consumption.
 - 5.2. Equipment support to service technicians' training institutions and support that could be provided by private business enterprises in RAC equipment servicing.
 - 5.3. Strengthening certification mechanism for service technicians including servicing equipment using flammable refrigerants.
 - 5.4. Technical support for maximizing recovery and reclamation of HCFC refrigerants.
 - 5.5. Retrofit programs and/or incentive scheme for faster replacement of HCFC based RAC equipment and adoption of HCFC free low-GWP alternatives

The above interventions need to take into account existing project activities that are addressing one or more of the above (e.g., Refrigerant Management Project activities) under HPMP Stage-I to avoid duplication.

6. Estimate the total funding support needed for assisting service sector in HCFC phase-out. This would include support from Multilateral Fund Secretariat (MFS), support through public-private partnerships and support from Government.
7. Estimate direct and indirect GHG emission impact of the above interventions.
8. Develop a project document for service sector HCFC phase-out for HPMP Stage-II based on the above and in line with policies and procedures of the Multilateral Fund. The policy relating to Stage-II which is being negotiated as of 73rd Meeting of the Executive Committee will be communicated by NOU and UNDP for inclusion of relevant information to the consultant.
9. Assist NOU and UNDP in consultations with the key stakeholders for finalization of the document and negotiations with the secretariat/Executive Committee.

Estimated time for the assignment

The total number of man days is estimated to be 50 days including site visits, workshops, data analysis, report writing and finalization.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Expected Outputs and Deliverables:

The content of the report would be finalized in close consultation with NOU and UNDP.

Deliverables/ Outputs	Estimated Number of Working Days	Completion Dateline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Work Plan	3 working days	30 July 2015	UNDP Indonesia Programme Officer and UNDP Regional Adviser
2. Draft of Proposal	37 working days	30 September 2015	UNDP Indonesia Programme Officer and UNDP Regional Adviser
3. Finalized Proposal	10 working days	30 October 2015	UNDP Indonesia Programme Officer and UNDP Regional Adviser

III. WORKING ARRANGEMENTS

Institutional Arrangements

The consultant is mainly expected to provide his/her expertise on relevant issues.

Duration of the Work

The total number of man-days is estimated to be 50 days

Duty Station

Home-based

Travel Plan

In detail will be submitted by the consultant with these following conditions:

Area to visit	Number of days	Remarks
1. Jakarta	2	
2. Bogor	2	
3. Depok	2	
4. Tangerang	2	
5. Bekasi	2	
6. Medan	3	
7. Semarang	3	
8. Surabaya	3	
Total	19	

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant is expected to have the following qualifications:

1. At least Master (S-2) degree on relevant focus areas.
2. At least 8 years of experience in assessment, monitoring and verification activities of sectoral projects (AC, Refrigeration, Foaming, Fire Fighting, Chemicals).
3. Good understanding on Ozone Layer Protection (Montreal Protocol) programme.
4. Technical knowledge on servicing, product and manufacturing process.
5. Be fluent in English (written and verbal), and Bahasa Indonesia.
6. Should not have current assignments from KLHK for providing consultancy or any other inputs to this project.

IV. EXPECTED RESULTS

A report on the assessment of Servicing of Refrigeration and Air Conditioning Sectors.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract should 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 weight (70%);

* Financial Criteria weight (30%);

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		
<ul style="list-style-type: none"> • Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> 1. At least Master (S-2) degree on relevant focus areas. 2. At least 8 years of experience in assessment, monitoring and verification activities of sectoral projects (AC, Refrigeration, Foaming, Fire Fighting, Chemicals). 3. Good understanding on Ozone Layer Protection (Montreal Protocol) programme. 4. Technical knowledge on servicing, product and manufacturing process. 		15 15 15 20
<ul style="list-style-type: none"> • Criteria B: Brief Description of Approach to Assignment 		35