

TERMS OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Provision of technical support for the development of Ghana's HPMP Stage II project proposal
Project/Program Title:	Preparation of a HCFC phase-out management plan (stage II)
Post Title:	International Consultant: Ghana HPMP Stage II Preparation
Consultant Level:	Senior Specialist
Duty Station:	Home-based
Expected Places of Travel:	N/A
Duration:	15 working days
Expected Start Date:	

I. BACKGROUND / PROJECT DESCRIPTION

The Montreal Protocol on Substances that Deplete the Ozone Layer of which Ghana is a signatory to was designed to reduce the production and consumption of ozone depleting substances such as Hydrochlorofluorocarbons (HCFCs), to reduce their abundance in the atmosphere, and thereby protect the earth's fragile ozone Layer.

Ghana's consumption of HCFCs is in the servicing of refrigeration and air conditioning equipment. Historically, Ghana has consumed significant quantities of HCFC-22 used to repair and service residential, commercial and industrial refrigeration and air conditioning equipment. Following the phase-out of the consumption of CFCs in the domestic and commercial refrigeration equipment, significant quantities of HCFC-containing blends have been introduced and their use continues to grow. It has therefore become imperative that strategic measures are taken to reduce and eliminate the use of such ODS containing equipment from the Ghanaian market to protect the climate and to ensure Ghana's compliance with the Montreal Protocol of which it is a signatory to.

As part of the implementation of the HPMP Stage 1, key results achieved includes the following: establishment of legislation for effective HCFC phase-out; establishment of three refrigeration centres of excellence to provide training services to refrigeration practitioners; certification of eleven centres to safely convert AC equipment from HCFCs to Hydrocarbon alternatives and the establishment of an incentive programme for end users to retrofit their facilities to HCFC alternatives. Through these key interventions, Ghana's consumption of HCFCs has experienced a progressive and regular decrease since 2010, which has allowed the country to remain in compliance with its Montreal Protocol obligations regarding HCFCs.

The HPMP Stage II Preparation project shall therefore review the HPMP Stage I strategy and amend it based on the outcome of Stage 1. It will analyze the necessary support to be brought in order to implement a functional certification system for refrigeration technicians in Ghana. An analysis of the specific phase-out targets by substance will also be conducted, in order to meet upcoming obligations. The expected output from this project will be the HPMP Stage 2 Strategy documents.

This will be a major step in ensuring Ghana's continuous compliance with the Montreal Protocol through specific activities design to reduce the consumption of Ozone depleting substances in the country.

II. SCOPE OF WORK AND EXPECTED DELIVERABLES

This consultancy shall provide general technical guidance for the development of the proposal documents. These tasks will be undertaken in close coordination with responsible officers in UNDP and the EPA National Ozone Unit (NOU).

Below is the scope of the assignment.

- Review and provide technical inputs into data collected by the National Consultancy Team
- Review and make inputs into proposal documents to ensure high technical quality and compliance with expectations of the Multilateral Fund.
- Lead the development of the overall strategy for the implementation of the Ghana HPMP Ste II
- Support and provide inputs during the review process by the MLF Secretariat.

Deliverables:

No.	Deliverables / Outputs	Estimated deadline	Review and Approvals Required
1	Technical inputs provided for the finalisation of the HPMP Stage 2 strategy and proposal	30 January 2021	UNDP/ EPA NOU
2	Support to responses to the MLF Secretariat	28 March 2021	UNDP/ EPA NOU

III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- Duty station: Home based
- The consultant will report to the UNDP Ghana's Programme Specialist in the Environment and Climate Cluster and the Head of EPA's National Ozone Unit (NOU).
- Payments will be made upon satisfactory delivery of outputs, and acceptance and confirmation from UNDP and EPA NOU on outputs delivered.

IV. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECTIVE IC

- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;

V. DURATION OF THE WORK

- The Consultant is expected to work for 15 working days

VI. REQUIRED QUALIFICATIONS OF THE IC

Education:

- Master's degree or higher in a relevant environmental field such as chemicals management.

Experience:

- Minimum 10 years professional experience in the provision of technical and financial assistance to developing countries (otherwise known as Article 5 Parties of the Montreal Protocol) to phase out their production and consumption of ozone depleting substances;
- Previous proven experience in supporting the preparation, implementation or evaluation of Montreal Protocol UNDP projects is an asset;
- Demonstrated knowledge of institutional, regulatory, and legal framework related to the cooling sector in Ghana;
- Previous experience related to development of plans and/reports related to the refrigeration and cooling sector, and specifically for submission to Montreal Protocol Institutions;

Language:

- Fluency in English is required

Functional Competencies:

- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Skills in facilitating meetings effectively and efficiently;
- Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback.
- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Skills in facilitating meetings effectively and efficiently;
- Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback
- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Core Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment

VIII. EVALUATION CRITERIA

The individual consultant will be evaluated based on a cumulative analysis taking into consideration the combination of the qualifications, experience, technical and financial proposal.

The award of the contract shall be made to the individual consultant after the offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received a high score out of a pre-determined set of weighted technical (desk reviews based on CV) and financial criteria specific to the solicitation.
- Technical Criteria - 70% of total evaluation; Financial Criteria - 30% of total evaluation

Technical criteria (70%):

Education: 30pts

Experience: 70pts

- Minimum 10 years professional experience in the provision of technical and financial assistance to developing countries (otherwise known as Article 5 Parties of the Montreal Protocol) to phase out their production and consumption of ozone depleting substances: 35%
- Previous proven experience in supporting the preparation, implementation or evaluation of Montreal Protocol UNDP projects is an asset: 20%
- Demonstrated knowledge of institutional, regulatory, and legal framework related to the cooling sector in Ghana: 10%
- Previous experience related to development of plans and/reports related to the refrigeration and cooling sector, and specifically for submission to Montreal Protocol Institutions: 5%

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Education		30
▪ Experience		70
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedules:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Technical inputs provided for the finalization of the HPMP Stage 2 strategy documents	Yes	70%

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
2 nd Installment	Support to development of responses to the MLF Secretariat	Yes	30%

X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

This TOR is cleared by:

Name: Paolo Dalla Stella

Designation: Programme Specialist, Environment and Cluster Unit

Signature: _____

Date Signed: _____

This TOR is approved by:

Name: Silke Hollander

Designation: Deputy Resident Representative

Signature: _____

Date Signed: _____