

## Terms of reference



### GENERAL INFORMATION

*Title: HFC Licencing and Quota Framework Consultant*

*Project Name: Implementing Enabling Activities for the ratification of the Kigali Amendment*

*Type of Contract: Individual Consultant*

*Reports to: Programme Analyst, Capacity Development, UNDP Jamaica*

*Duty Station: Jamaica*

*Expected Places of Travel (if applicable): N/A*

*Duration of Assignment: Forty-five (45) non-consecutive working days over a three-month period*

### REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR; CV and Signed P11
X	Sample of previous work
X	Completed Technical Proposal
X	Completed financial proposal

### I. BACKGROUND

In 1993, the Government of Jamaica acceded to the Vienna Convention for the Protection of the Ozone Layer and Montreal Protocol on Substances that deplete the Ozone Layer and has ratified all the previous Amendments to the Montreal Protocol. The country is currently taking significant steps towards the ratification of the Kigali Amendment to the Montreal Protocol on substances that deplete the ozone layer, which is a significant stride in the fight against climate change.

In November 2017, at the 80th Executive Committee (ExCom) meeting, the country was provided with additional resources to undertake a project towards fulfilling its initial obligations under the Kigali Amendment (KA). In accordance with the Executive Committee Decision 79/46, the activities of this project support the ratification process and facilitate the registration and development of reporting tools, capacity building and the development of a national strategy towards the HFC phase down.

The Government of Jamaica has a well-established Legal and Institutional Framework to implement the Montreal Protocol commitments. Notwithstanding, the new Kigali Amendment will bring additional challenges to determine: (a) the national requirements to enable the ratification of this Amendment, (b) the establishment of a sound foundation to undertake future work towards its implementation thereby supporting Jamaica's fight against global warming.

It is against this background that UNDP on behalf of the Government of Jamaica is seeking to engage a consultant to develop a proposal for a licensing and quota framework for HFC in Jamaica.

## II. *SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES*

### Scope of Work

Under the guidance and supervision of the UNDP Programme Specialist, the consultant will be expected to develop a proposal for the establishment and allocation of an HFC Licensing Framework in Jamaica and possible quotas to import HFCs and their blends ensuring compliance with the Kigali Amendment as it relates to CO<sub>2</sub> equivalents. This will include an analysis of current and future requirements of the market, based on different sectors. The consultant will also be required to indicate possible alternatives in each sector and make an estimation of the future consumption of each of the HFCs and their blends current and future, as alternatives.

Specifically, the consultant will carry out the following tasks:

- Submit an **inception report** clearly detailing:
  - The methodology to be employed to undertake the scope of work below along with a detailed work plan.
  - The report should also include a sample of all tools to be used during the consultancy.
- Complete an **HFC consumption report** broken down by sector and substance (HFC and blends) based on data collected from key stakeholders. The report should provide:
  - An analysis of the current consumption of HFC per sector and subsector
  - A five to 10 year forecast of the anticipated growth and future consumption of HFC per sector as it relates to the type of refrigerant(s) consumed and possible alternatives, including HFC and HCFC blends
  - An estimation of the rate of replacement of old systems by new systems with different alternatives
  - An estimation of the future needs of HFC per sector and per substance in metric tonnes and CO<sub>2</sub> tonnes

- Prepare and submit a **draft licensing and quota framework** based on data collected from key stakeholders, which provides:
  - A licensing and quota system that considers the replacement of HFC
  - The possible introduction of other blends of HFCs as alternatives
  - An analysis of the current and future requirements of the market including the possibility of new importers with new HFC alternatives
  - An outline of the requirements of each importer to access a license, the process of acquiring same and any possible restrictions associated with the license
  - An analysis of each sector and the possible alternatives in each and make recommendations of the future consumption of each of the HFCs and their blends (both current and future) as alternatives
  - A proposal on how to allocate the license and possible quotas to import HFC and their blends complying with the Kigali Amendment as it relates to CO2 equivalent.
- **Present findings to key stakeholders for validation** This presentation session will be organized by UNDP (date, venue, time); however, the consultant will be expected to provide a list of the relevant stakeholders to be invited at least two weeks in advance.
- Submit a **final Licensing and quota framework**, including an update of the draft report based on recommendations and feedback provided at the validation session.

#### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Percentage payment	Review and Approvals Required ( <i>Indicate designation of person who will review output and confirm acceptance</i> )
<b>Deliverable 1:</b> Inception report documenting methodology to be used in undertaking the consultancy, including a sample of all relevant tools	5	10%	UNDP
<b>Deliverable 2:</b> Consumption report	15	35%	UNDP
<b>Deliverable 3:</b> Draft Licensing and Quota framework	15	35%	UNDP
<b>Deliverable 4:</b> Host stakeholder presentation of findings and validation session	2	10%	UNDP
<b>Deliverable 4:</b> Final Licensing and Quota Framework	8	10%	UNDP
<b>Total</b>	<b>45 days</b>	<b>100%</b>	

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The consultant will report to the UNDP Programme Specialist and work in close collaboration with the National Ozone Unit. As Manager of the contract, the UNDP Programme Specialist will provide quality assurance and oversight for the assignment. The substantial technical review and final approval of deliverables by the consultant will be performed by the project's Technical Working Group. Payments will be made upon receipt and approval of deliverables by UNDP Jamaica. All work/documents associated with this consultancy is the property of UNDP and must be submitted before final payment will be made.

#### **Duration of the Work**

The consultancy will be for 45 non-consecutive working days over a three-month period. In order to ensure timely completion of all deliverables, it is critical that all deliverables be completed within the specified time period.

As outlined in the institutional arrangement section above, each deliverable is required to undergo an approval process by key stakeholders prior to payment. Please allow a period of ten (10) business days to facilitate all requisite approvals.

All deliverables should be developed and submitted with respect to the following chapters:

- List of acronyms and abbreviations
- Table of Contents, including list of annexes
- Executive summary (maximum 2 pages)
- Introduction (including purpose, objectives and scope)
- Description/overview of the assignment
- Approach and methodology
- Findings (including limitations)
- Summary and explanation of findings and interpretations
- Recommendations
- Lessons learned
- Conclusions

In addition, the final Licensing and Quota Framework report should contain the following annexes:

- Comprehensive list of all stakeholders engaged during the consultancy
- Sign-in sheets of any consultation (where applicable)
- List of key reference documents

Any other relevant material

**IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS****Academic Qualifications:**

Post Graduate Degree (Masters) in Natural Sciences, Environmental Chemistry, Environmental Management, or related Social Sciences.

**Years of experience:**

- At least five years' experience working in the Refrigeration and Air Conditioning sector
- Demonstrated knowledge of Jamaica's licensing and quota system
- At least five years' experience working in environmental management, climate change, environmental chemistry or related areas
- At least five years of experience working with diverse stakeholders on issues of environmental management, climate change, international conventions and protocols
- Demonstrated experience conducting assessments/producing national reports (demonstrated by sole authorship of at least three (3) reports)
- Knowledge of Montreal Protocol relates issues and its environmental policy will be an asset
- Experience in working with government and/or development partners is an advantage.

**Competencies**

- Proven ability to collect, verify and analyse information and to finish and present work with a high degree of accuracy and technical quality.
- Demonstrates excellent communication skills in English – oral and written in order to communicate complex, technical information to both technical and general audiences.
- Demonstrates professional approach with strong work ethic
- The consultant should be highly motivated and capable for working independently.

**Language skills:**

- Fluent in English with excellent oral and written communication skills.
- Strong experience with writing reports

## V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

- Cumulative analysis

*When using this weighted scoring method, 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 49 points will be considered for the Financial Evaluation*

### Technical Evaluation Criteria

#### **Academic Qualifications: 10%**

- Post Graduate Degree (Masters) in Natural Sciences, Environmental Chemistry, Environmental Management, or related Social Sciences – 10%

#### **Skills and Experience – 45 %**

- At least five years' experience working in the Refrigeration and Air Conditioning sector - 5%
- Demonstrated knowledge of Jamaica's licensing and quota system – 10%
- At least five years' experience working in environmental management, climate change, environmental chemistry or related areas –10%
- At least five years' experience working to support the engagement of a diversity of stakeholders on issues of environmental management climate change, international conventions and protocols 10%;
- Demonstrated experience conducting assessments/producing national reports (demonstrated by sole authorship of at least three (3) reports) -10%
- Experience in working with government and/or development partners is an advantage
- Knowledge of Montreal Protocol relates issues and its environmental policy will be an asset

**Competencies 15%**

- Excellent command of the English Language and drafting ability as demonstrated by technical proposal – 15%

Points awarded as follows:

- Clarity (3 points)
- Specificity (3 points)
- Language (3 points)
- Feasibility (3 points)
- Approach to work (3 points)

Total Technical Score 70%

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**

**APPROVAL**

Denise Antonio

Resident Representative

Date: 02-Feb-2021