

UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE – TOR

for Framework Agreement (LTA)

SENIOR EXPERT in MONTREAL PROTOCOL IMPLEMENTATION



1. Background:

The United Nations Development Programme (UNDP) is one of the 4 (four) Implementing Agencies (IA) designated by the Multilateral Fund (MLF) to implement the Montreal Protocol's Ozone Depletion Substances (ODS) phase-out projects.

Under this International Treaty, the Article 5 countries committed to phase-out its ODS consumption. Furthermore, the Kigali Amendment was adopted by the 28th Meeting of Parties to the Montreal Protocol on 15 October 2016 in Kigali, Rwanda. Under the amendment, countries committed to cut the production and consumption of HFCs by more than 80 percent over the next 30 years. This phase down schedule will avoid more than 80 billion metric tons of carbon dioxide equivalent emissions by 2050 —avoiding up to 0.5°Celsius warming by the end of the century. Earlier ratifications to the Kigali Amendment is a priority issue under the Montreal Protocol, as well as an important action of the international community to strengthen momentum to the climate change.

On the other hand, at the 79th Meeting of the Executive Committee (ExCom) for the Implementation of the Montreal Protocol, held from July 3rd to 7th of 2017, the members had reached an agreement after deliberation, under the Decision 79/46, to provide support for the early ratification process of the Kigali Amendment. ExCom decided to approve **enabling activities** for Article 5 Parties on the following basis: (i) Countries would be allowed the flexibility to undertake a range of **enabling activities** to help their national ozone units to fulfil their initial obligations with regard to HFC phase-down in line with the Kigali Amendment; (ii) Enabling activities could consist of, but were not limited to: a. Activities to facilitate and support the early ratification of the Kigali Amendment; b. Initial activities identified in paragraph 20 of decision XXVIII/2, including country-specific activities aimed at initiating supporting institutional arrangements, the review of licensing systems, data reporting on HFC consumption and production, and demonstration of non-investment activities, and excluding institutional strengthening, as addressed in decision 78/4(b); c. National strategies that contained the activities in sub-paragraphs a. and b. above; (iii) Funding for the preparation of national implementation plans to meet initial reduction obligations for the phase-down of HFCs could be provided, at the earliest, five years prior to those obligations, after a country had ratified the Kigali Amendment and on the basis of guidelines to be approved in the future; (iv) Funding for stand-alone initial investment projects could be provided in accordance with the provisions of decision 79/45.

2. Long Term Agreement Disclosure

UNDP at its own discretion showed interest to enter into a non-binding Framework/Long Term Agreement (LTA) as a result of this Individual Contract process under the following conditions:

- a) The supplier/contractor shall provide the types of services, goods and/or deliverables, quoted in this bidding, which shall be reflected in a non-binding Long Term Agreement in the form attached hereto as the "Model Long Term Agreement for the Provision of Goods and/or Services to the United Nations office on Drugs and Crime/ United Nations Development Programme".
- b) UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this arrangement.
- c) In the event of any advantageous technical changes and/or downward pricing of the Goods and/or Services during the duration of this Agreement, the Supplier/Contractor shall notify UNDP immediately. UNDP will consider the impact of any such event and may request an amendment to the Long Term Agreement.

3. Duties and Responsibilities:

The Senior Expert will work with UNDP, under the direct coordination of the UNDP MPU Regional Programme Coordinators in portfolio development regions, and will guide other MPU (International and National) Experts serving the countries of , Chile, Colombia, Costa Rica, Cuba, El Salvador, Jamaica, Panama, Paraguay, Peru, Trinidad and Tobago and Uruguay.

4. Key deliverables

- Preparation of National Implementation plans for the Kigali amendment.
- Assist in the preparation, update or revision of customs code for HFCs
- Conduct trainings for National Ozone Offices for the implementation of the Kigali amendment
- Conduct missions to Chile, Colombia, Costa Rica, Cuba, El Salvador, Jamaica, Panama, Paraguay, Peru, Trinidad and Tobago and Uruguay.
- Specific activities/reports related to the implementation of the Montreal Protocol.

5. Activities/Products to be implemented under this LTA

- (i) Support the countries and their national ozone units to the identify enabling activities to fulfil their initial obligations with regard to HFC phase-down in line with the Kigali Amendment; Enabling activities could consist of, but were not limited to:
 - a. Activities to facilitate and support the early ratification of the Kigali Amendment;
 - b. Initial activities identified in paragraph 20 of decision XXVIII/2, including country-specific activities aimed at initiating supporting institutional arrangements, the review of licensing systems, data reporting on HFC consumption and production, and

- demonstration of non-investment activities, and excluding institutional strengthening, as addressed in decision 78/4(b);
- c. National strategies that contained the activities in sub-paragraphs a. and b. above.
- (ii) Develop an analysis framework that allows the diagnosis of the country's strengths and weaknesses for the implementation of the Kigali agreement with relation to:
- Current Legal Framework for the implementation of the Montreal Protocol
 - Institutional framework related to the implementation of the Montreal Protocol
 - System for trade control of ODS and HFCs
 - Customs capabilities in the control of ODS and needs for the control of HFCs
 - Training of technicians in RAC
 - Guidelines for a certification process for maintenance technicians in RAC
 - National Initiatives on Climate Change and its relationship with Kigali
 - National initiatives on WEEE and energy efficiency
 - Environmental management of new substances (properties, life cycle, national technical standards, etc.)
- (iii) Support the ozone unit of each country in the preparation of a work plan to improve or build capacities for the implementation of the Kigali agreement
- (iv) Support ozone units in the implementation and development of all Montreal Protocol related activities such as HPMP development, Verification Reports, etc.

6. Duration

The Contract (LTA) will enter into effect upon signature by both parties, expected for 2 (two) years of duration and can be extended up to 1 (one) additional period of 1 (one) year up to a maximum of 3 (three) years. With a total of 480 days over the entire duration of the contract.

7. Duty Station

Home based, with missions to Chile, Colombia, Costa Rica, Cuba, El Salvador, Jamaica, Panama, Paraguay, Peru, Trinidad and Tobago and Uruguay, as mentioned in the Key Deliverables and detailed in Para 9 below.

8. Fees

The consultant will receive payment based on his/her daily fees, for the maximum of 720 days under this assignment.

The candidate shall quote his/her services on a *per diem amount* basis or professional daily fees for services based on the deliverables identified below. All other mission travel related costs and other foreseeable mission related expenses must be quoted separately from the professional fee.

Missions which were not foreseen below shall be paid to the consultant as per IC Rules and Principles.

A Best value for Money approach will be used in the evaluation of the applicants, and will lead to a combined score for technical capabilities and the financial offer.

9. Expected Missions

In order to prepare his(er) financial offer, the consultant should quote two (2) 5-day missions of five (5) days each (10 mission days total) to each country listed below, using their respective capitals as reference:

Country	Mission 1	Mission 2
Chile	5 days	5 days
Colombia	5 days	5 days
Costa Rica	5 days	5 days
Cuba	5 days	5 days
El Salvador	5 days	5 days
Jamaica	5 days	5 days
Panama	5 days	5 days
Paraguay	5 days	5 days
Peru	5 days	5 days
Trinidad and Tobago	5 days	5 days
Uruguay	5 days	5 days

10. Core Competencies

Corporate:

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

Technical:

- Ability to analyses policy documents and make constructive policy suggestions;
- Strong interpersonal, communication and diplomatic skills, ability to work in a team;
- Capacity building skills and flexibility depending on the public;
- Demonstration of commitment to the Project's mission, vision and values;
- Good writing and reporting skills;
- Good presentation skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.

Professionalism:

- Works toward creative solutions by analyzing problems carefully and logically – inspires and fosters innovation by highlighting innovative;
- Shares knowledge and is willing to provide support to others who request advice or help;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise.

Client Orientation:

- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Maintains strong relationships with partners and clients.

11. Qualifications and Requirements:*Education*

- First-level university degree in Engineering or relevant environmental discipline.
- Masters or advanced degree in relevant field desirable;
- Certification or equivalent diploma Internal auditor of ISO systems/14001, desirable

General Experience:

- Working experience of at least 10 years with activities in the environmental area;
- At least 5 years of experience as a Consultant for National Ozone Offices / or work in National Ozone Offices on issues directly related to the Montreal Protocol policies and agreements
- At least 05 years of experience in Preparation and execution of National Plans for the implementation of Montreal Protocol related projects.

Communication Skills:

- Proficiency in English and ability to write reports, carry-out meetings, conduct seminars and perform trainings.
- The ability to write reports, carry-out meetings, conduct seminars and perform trainings in Spanish is desirable.

ANNEX I - CRITERIA AND METHOD OF EVALUATION

Individual consultants will be evaluated based on Combined Scoring method [Technical (70%); Financial (30%)] taking into consideration the combination of the applicants' qualifications and financial proposal.

Technical /Educational and Professional) Background (TS): 60% + Interview 10%= 70% total technical score. Only the candidates that score 36 or more points on their technical / educational and professional) background, will be invited for an interview.

Evaluation Criteria	Max Points
	70
Education	
First-level university degree in Engineering or relevant environmental discipline.	10
Masters or advanced degree in relevant field desirable;	10
Certification or equivalent diploma Internal auditor of ISO systems/14001 is desirable	5
General experience	
Working experience of at least 10 years with activities in the environmental area.	10
At least 05 years of experience as a Consultant for National Ozone Offices / or work in National Ozone Offices on issues directly related to the Montreal Protocol policies and agreements.	5
At least 05 years of experience in Preparation and execution of National Plans for the implementation of Montreal Protocol related projects.	10
Communication Skills	
Proficiency in English and ability to write reports, carry-out meetings, conduct seminars and perform trainings.	5
The ability to write reports, carry-out meetings, conduct seminars and perform trainings in Spanish is desirable.	5
Interview	
Interview	10

- a) Financial Proposal (30%): Based on their assessed technical capabilities, the candidates will receive the standard format that they must fill out to submit their financial offer.

ANNEX II

TEMPLATE OF LONG TERM AGREEMENT FOR THE PROVISION OF SERVICES

TO THE UNITED NATIONS DEVELOPMENT PROGRAMME

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its headquarters at 1 UN Plaza, New York, NY 10017 (hereinafter “UNDP”) and _____ (hereinafter called “Contractor”) with its headquarters at _____.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Proposal[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties) hereby agree as follows:

Article 1: SCOPE OF WORK

1. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto (“Services/Terms of Reference”), as and when negotiated by UNDP headquarters or a UNDP country office and reflected in a contract for professional services, in the form attached hereto as Annex 2.
2. Such Services shall be at the discount prices listed in Annex 3. The prices shall remain in effect for a period of two years from Entry into Force of this Agreement.
3. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for two years.

Article 2: CHANGES IN CONDITION

4. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

5. The Contractor will report quarterly to (or whenever required by) UNDP on the Services provided to UNDP, including its country offices.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

6. The standard UNDP General Conditions for Professional Services, attached as Annex 4, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

Article 5: ACCEPTANCE

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.

8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS
DEVELOPMENT PROGRAMME

Date: _____

Date: _____