



TERMS OF REFERENCE

Job title:	Team of two national consultants (refrigeration and air-conditioning specialists, one acting as team leader and one acting as technical expert)
Type of contract:	Individual Contracts (ICs)
Assignment type:	National Consultants
Section/unit:	Environment, Energy and Climate Change Cluster
Duty station:	Chisinau, Republic of Moldova
Languages requirement:	Fluency in Romanian and Russian is required (English is an asset)
Project name:	HCFCs Total Phase-out management plan, 3 rd stage, 1 st tranche
Contract duration:	October 2022 – May 2023 (32 working days for Team leader and 25 working days for Technical expert)
Payment arrangements:	Lump sum contract (payments linked to satisfactory performance and delivery of outputs)
Evaluation method:	Desk review of shortlisted candidates

I. BACKGROUND

The Republic of Moldova is Party to the Vienna Convention for the Protection of the Ozone Layer (Vienna, March 22, 1985) and Montreal Protocol (MP) on Substances that Deplete the Ozone Layer (Montreal, September 16, 1987) since 1996. In this line, the country has committed to gradual phase-out of ozone depleting substances (ODS) such as hydrochlorofluorocarbons (HCFCs) mostly because of their high Global Warming Potential (GWP) and the significant climate benefits this would generate. Linked to the schedule for HCFCs phase-out (and the concern about HFCs), is the need for continued development of alternative substances and low or zero GWP energy efficient technologies that would minimize environmental impacts, in particular impacts on climate, as well as meeting other health, safety and economic considerations.

On 27 June 2014, the European Union (EU) and the Republic of Moldova signed the Association Agreement (AA), which is applied since 1 September 2014. The Parliament of Moldova ratified the AA on 2 July 2016'. Article 95 from the AA specifically refers to the cooperation between the two Parties in the area of climate change and ozone layer protection.

Chapter 17 of the National Action Plan on Moldova - EU Association Agreement for 2014-2019 includes actions to be implemented for environment protection. Measures related to ozone depleting substances include elaboration and approving of the National Phase-out plan for Hydrochlorofluorocarbons (HCFCs) for the period 2016-2040.

The Republic of Moldova is categorized as an Article 5 Party (developing country) under the Montreal Protocol with a low-volume consumption of chlorofluorocarbons (CFCs). Historically, ozone depleting substances (ODS) and, more specifically, HCFC consumption has occurred solely through their import and use in the refrigeration servicing sector. No HCFC production capacity is established in the country.

The Government of the Republic of Moldova has committed to follow the Montreal Protocol phase-out schedule for HCFCs. Consequently, the Programme for Phase-out of the Hydrochlorofluorocarbons (HCFCs) for 2016-2040 and Action Plan for its implementation during 2016-2020 (GD No. 856 dated July 13, 2016) has been elaborated by the National Ozone Unit (NOU) of the Ministry of Agriculture, Regional Development and Environment (MoARDE) in order to define the Government's commitment and plan to meet the HCFC phase-out obligations, which it has assumed as a Party to the MP under Decision XIX/6 of the 19th Meeting of the Parties, accelerating the phase-out of consumption of the hydrochlorofluorocarbons (HCFCs) in both Article 5 and non-Article 5 countries. Article 5 countries have been requested by the ExCom to adopt a staged approach to the implementation of their HCFC Phase-out Management Plans (HPMP).

HPMP Stage I program (2011-2015) was formulated with approval of the preparatory assistance at the 55th Executive Committee meeting in July 2008, and then approved for the Republic of Moldova at the 63rd Executive Committee meeting held in April 2011. The HPMP aimed at the 10% HCFC reduction from the estimated (2009/2010) baseline of 1,0 ODP tones of HCFC-22 used in the RAC servicing sector, as an overall objective by 2015, and comprised a combination of interventions such as policies and regulations, technical assistance, training, awareness and communications and management, coordination, and monitoring in the RAC sector.

Implementation of HPMP Stage I resulted in net sustainable reduction of 18% from the baseline in the national HCFC consumption in 2015, contributing to Moldova's compliance with the 2013 and 2015 control targets for HCFCs.

HPMP Stage II for the Republic of Moldova for the period 2016-2020 aimed to reduce HCFC consumption by 35 percent of the baseline (1,0 ODP tones).

The present HCFCs Phase-Out Management Plan – **Stage III** encompasses the current HCFCs consumption situation in the Republic of Moldova and the strategy, actions and support needed to achieve total phase-out in 2030 allowing for the 2.5% servicing tail during the period 2030-2040. It has been prepared by the national Montreal Protocol Unit (MPU) with the support of UNDP, acting as lead implementing agency and UNEP, acting as a cooperating agency, and has gone through national stakeholder consultation process to agree on the format of MLF assistance needed to accomplish HCFCs phase-out. It is intended to serve as a direct implementation instrument of the country's policy and commitment to meet its obligations under the Montreal Protocol.

The action plan for achieving the total HCFCs phase-out in 2030, allowing for the 2.5% servicing tail during the period 2030-2040, will include:

- Strengthening of the HCFCs Recover, Recycle and Reuse equipment system and application of good refrigeration practices and procedures in the RAC services sector;
- Technology support to RAC sector, formal technical education institutes and centres and Inspectorate for Environment Protection;
- Develop and implement a new technologies demonstration programme on natural refrigerants in commercial and cold stores sectors via local assembly.

Therefore, in order to implement investment component of the HCFCs Total Phase-out management plan, 3rd stage, 1st tranche project, UNDP is seeking for a Team of 2 National Consultants (a Team leader and 1 Technical expert) for develop Guidelines for the RRR scheme, for procedures and steps for equipment registration. Application of good refrigeration practices and procedures in the RAC services sector, within conducting of two training workshops for service technicians/equipment owners/operators/importers, to introduce the Guidelines for the RRR scheme, the safe use of low-GWP refrigerants; develop materials on good environmental practices for all refrigerant users in the country and distribution of kits for handling hydrocarbon refrigerants.

II. SCOPE OF WORK AND EXPECTED OUTPUTS

The overall objective of the assignment is to support the Ministry of Environment, respectively the national Montreal Protocol Unit of the P.I. "EPIU" and UNDP Country Office, to implement activities scheduled within the respective project.

The Team of 2 National Consultants (1 Team leader and 1 Technical expert), under the supervision of the national Montreal Protocol Unit of the P.I. "EPIU" and UNDP Country Office, will have responsibility to carry out the following main tasks:

- 1) Develop Guidelines for the Recover, Recycle and Reuse (RRR) scheme, for procedures and steps for equipment registration and leak checks for service technicians and equipment owners/operators, as well as for an incentive system on low global warming potential technologies;
- 2) Develop materials on the good practices in refrigerant management and the safe use of flammable refrigerants;
- 3) Conduct two training workshops (at least 20 participants each) for service technicians/equipment owners/operators/importers, to introduce the Guidelines for the RRR scheme, the safe use of low-GWP refrigerants, the good practices in refrigerant management and the safe use of flammable refrigerants and to raise awareness on the incentive system on replacement of HCFCs and HFCs old equipment with low GWP technologies.

The **Team leader** is expected to deliver the following outputs per below identified timeline and anticipated workload:

No.	Key deliverables	Tentative deadline	Estimated number of working days
1.	<p>The Progress Report, including results of:</p> <ul style="list-style-type: none"> - First draft of the Guidelines for the RRR scheme, for procedures and steps for equipment registration and leak checks for service technicians and equipment owners/operators, as well as for an incentive system on low global warming potential technologies; - One training workshop conducted to service technicians/equipment owners/operators/importers, in order to introduce the First draft of Guidelines for the RRR scheme, the safe use of low-GWP refrigerants, the good practices in refrigerant management and the safe use of flammable refrigerants and to raise awareness on the incentive system on replacement of HCFCs and HFCs old equipment with low GWP technologies. 	By end of December 2022	15 w.d.
2.	<p>The Final Report with results of action, including the results of:</p> <ul style="list-style-type: none"> - Final version of the Guidelines for the RRR scheme, for procedures and steps for equipment registration and leak checks for service technicians and equipment owners/operators; - Develop materials on the good practices in refrigerant management and the safe use of flammable refrigerants; - Two training workshops conducted to service technicians/equipment owners/operators/importers, in order to introduce the First draft of Guidelines for the RRR scheme, the safe use of low-GWP refrigerants, the good practices in refrigerant management and the safe use of flammable refrigerants and to raise awareness on the incentive system on replacement of HCFCs and HFCs old equipment with low GWP technologies. 	By end of April 2023	17 w.d.

The **Technical Expert** are expected to deliver the following outputs per below identified timeline and anticipated workload:

No.	Key deliverables	Tentative deadline	Estimated number of working days
1.	The Progress Report, including results of: <ul style="list-style-type: none"> - Contribution to the first draft of the Guidelines for the RRR scheme, for procedures and steps for equipment registration and leak checks for service technicians and equipment owners/operators, as well as for an incentive system on low global warming potential technologies; - One training workshop conducted to service technicians/equipment owners/operators/importers, in order to introduce the First draft of Guidelines for the RRR scheme, the safe use of low-GWP refrigerants, the good practices in refrigerant management and the safe use of flammable refrigerants and to raise awareness on the incentive system on replacement of HCFCs and HFCs old equipment with low GWP technologies. 	By end of December 2022	12 w.d.
2.	The Final Report with results of action, including the results of: <ul style="list-style-type: none"> - Contribution to the Final version of the Guidelines for the RRR scheme, for procedures and steps for equipment registration and leak checks for service technicians and equipment owners/operators; - Contribution to development on materials on the good practices in refrigerant management and the safe use of flammable refrigerants; - Two training workshops conducted to service technicians/equipment owners/operators/importers, in order to introduce the First draft of Guidelines for the RRR scheme, the safe use of low-GWP refrigerants, the good practices in refrigerant management and the safe use of flammable refrigerants and to raise awareness on the incentive system on replacement of HCFCs and HFCs old equipment with low GWP technologies. 	By end of April 2023	13 w.d.

III. INSTITUTIONAL ARRANGEMENTS

Management Arrangements: The contracted national consultants will work under the overall guidance of the Programme Analyst/Climate Change, Energy & Environment at UNDP Moldova and under direct supervision of the national Montreal Protocol Unit (MPU) of the Public Institution “Environmental Projects Implementation Unit”, in close collaboration with the staff of the Air and Climate Change Policies Division of the Ministry Environment (MoARDE), for substantive aspects of the assignment.

Reporting: The contracted National consultants will submit electronically the Progress and Final Reports in Romanian language, according to the agreed key deliverables timeframes. Before submission, the national consultants will discuss the draft key deliverables with the Coordinator of the national MPU, so that final deliverables reflect his/her comments.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

For the Team Leader position:

1. Academic Qualifications:

- University degree (Bachelor or Master) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification.

2. Years of experience:

- At least five years of experience with activities related to RAC sector, environmental science, or other relevant fields;
- At least three years of experience in undertaking similar assessments (development of Guidelines, related national surveys and/or inventories);
- Experience in leading teams of national consultants and coordinating similar activities;
- Experience in working with principles, legal and normative framework under the Vienna Convention on Ozone Layer Protection and Montreal Protocol, Kigali Amendment to Montreal Protocol, respectively with the United Nations Framework Convention on Climate Change and the Paris Agreement;
- Experience in producing knowledge products, reports and research papers;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is a very strong advantage.

3. Competencies:

- Knowledge of principles, legal and normative framework under the Vienna Convention on Ozone Layer Protection and Montreal Protocol demonstrated by previous assignments;
- Familiarity with the Vienna Convention on Ozone Layer Protection and the Montreal Protocol on Substances that Deplete the Ozone Layer, Kigali Amendment to Montreal Protocol, respectively with the United Nations Framework Convention on Climate Change and the Paris Agreement;
- Ability to analyse guidance documents, tools, and other resources related to environmental protocols/conventions;
- Strong analytical and reports (national reports, policy papers and research papers) writing skills;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Excellent human relations, coordination, planning and teamwork skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

4. Language requirements:

- Excellent command of Romanian and good command of Russian English is an asset.

For the Technical Expert position:

1. Academic Qualifications:

- University degree (Bachelor or Master) in a relevant field, such as Engineering (Mechanics, Refrigeration), Chemical Hazardous Management, Chemistry, Biology, Environmental Sciences, or any related qualification.

2. Years of experience:

- At least three years of professional experience in technical activities related to ozone layer protection, including the ozone depleting substances consumption accounting and assessment of mitigation actions for ODS and HFCs releases, will be an asset;
- At least one year of experience in undertaking similar assessments (development of Guidelines, related national surveys and/or inventories);
- Experience in working with the Vienna Convention on Ozone Layer Protection and the Montreal Protocol on Substances that Deplete the Ozone Layer, Kigali Amendment to Montreal Protocol, respectively with the United Nations Framework Convention on Climate Change and the Paris Agreement;
- Experience in producing knowledge products, reports and research papers;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is a very strong advantage.

3. Competencies:

- Familiarity with the Vienna Convention on Ozone Layer Protection and the Montreal Protocol on Substances that Deplete the Ozone Layer, Kigali Amendment to Montreal Protocol, respectively with the United Nations Framework Convention on Climate Change and the Paris Agreement;
- Ability to analyse guidance documents, tools, and other resources related to environmental protocols/conventions

- Skills to develop and produce quality knowledge products, reports and research papers, demonstrated by previous assignments;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Excellent human relations, planning and teamwork skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

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4. Language requirements:

- Excellent command of Romanian and good command of Russian is required for this assignment, English is an asset.

Proven commitment to the core values of the United Nations respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status. **Please mention in CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.**

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

V. PAYMENTS MODALITIES

The contracted National consultants will organize and facilitate the implementation of all activities as described above; their payments will be lump sum amount based, disbursed in two instalments per each contractor, upon submission and approval of deliverables and certification by the Coordinator of the national MPU that the services have been satisfactorily performed.

VI. APPLICATION PROCESS

Applicants shall submit the following documents:

- Offeror's Letter confirming interest and availability, including Financial Offer, according to Annex 2;
- CV, including information about experience in similar assignments;
- Brief description of why the individual considers him/herself as the most suitable for the assignment.

Important notice:

The applicants who have the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- A no-objection letter in respect of the applicant received from the government.
- The applicant is certified in writing by the government to be on official leave without pay for the entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

VII. ANNEXES TO THE TOR

Annex 2 – Offeror's Letter confirming interest and availability, including Financial Offer (template)

Annex 3 – Individual Consultant General Terms and Conditions