



TERMS OF REFERENCE

Job title:	Team Leader to undertake a study that would identify the number of interested/eligible companies willing to participate in an incentive programme for scaling up the low-GWP refrigerants technologies in supermarket and cold storage sectors.
Duty station:	Chisinau, Republic of Moldova
Project reference:	HCFCs Total Phase-out management plan, 3 rd stage, 1 st tranche
Contract type:	Individual Contract (IC)
Duration of assignment:	May 2023 – December 2023 (50 working days)

1. 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 Environment (MoE) 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 to reduce HCFC consumption by 35 percent of the baseline (1,0 ODP tones), at a total funding level of US\$ 174,500 was approved by decision 74/47 (a)(iv) of the 77th Executive Committee to the Multilateral Fund for the Implementation of the Montreal Protocol meeting. Total phase-out of consumption of HCFC-22 agreed to be achieved under HPMP Stage II constitutes 35% from the baseline by 2020.

According to the HCFCs Phase out Management Plan schedule for the second stage the HCFCs will be phase out and R-134a (the main HFC alternative used in RAC sector) will be gradually replaced by new generation of natural refrigerants (blends of hydrocarbons, ammonia blends with hydrocarbons, oils, etc., and carbon dioxide).

The activities to be implemented during stage II of HPMP include a). non-investment component - regulatory and control measures, technical capacity for the servicing sector, awareness activities, and project monitoring and management, as well b). investment component - strengthening of HCFC re-use system and demonstration of new technologies in commercial sector (natural refrigerants).

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. Its architecture includes both non-investment and investment components, as presented in the table below.

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 storage sectors via local assembly.

2. OBJECTIVE

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 National Consultant (a Team leader) for undertaking a study that would identify the number of interested/eligible companies willing to participate in an incentive programme for scaling up the low-GWP refrigerants technologies in supermarket and cold storage sectors; based on results of the study, develop and implement an awareness programme for promoting the phase-out of HCFCs and scaling up the low-GWP refrigerants technologies in respective sectors providing technical and consultative expertise related to the development and implementing the new technologies demonstration programme on natural refrigerants.

Also, to promote the phase-out of HCFCs and scaling up the low-GWP refrigerant technologies (hydrocarbons, CO₂ and other low-GWP refrigerants as alternatives to HCFCs) through public awareness activities: organize meetings for enterprises in the relevant sectors (supermarkets and cold storage sectors) and three awareness raising workshops (20-25 participants each) on the incentive programme for scaling up the low-GWP refrigerants technologies in relevant sectors, including end-users, suppliers and importers of equipment, refrigerants technicians and decision makers from respective sectors and production of technical brochures on alternative refrigerants.

3. 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 leader, with the support of a technical expert and 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) Undertaking a study that would identify the number of interested/eligible companies willing to participate in an incentive program for scaling up the low-GWP refrigerants technologies in supermarket and cold storage sectors;
- 2) To develop and implement an awareness program for promoting the phase-out of HCFCs (based on results of the study (from 1 task)) and scaling up the low-GWP refrigerants technologies in respective sectors providing technical and consultative expertise related to the development and implementing the new technologies demonstration program on natural refrigerants (supporting the technical specifications for ODS alternative technologies on natural refrigerants demo projects);
- 3) Promote the phase-out of HCFCs and scaling up the low-GWP refrigerant technologies (hydrocarbons, CO₂ and other low-GWP refrigerants as alternatives to HCFCs) through public awareness activities:
 - a) organize meetings for enterprises in the relevant sectors (supermarkets and cold storage sectors);
 - b) organize three awareness raising workshops (20-25 participants each) on the incentive program for scaling up the low-GWP refrigerants technologies in relevant sectors,

- including end-users, suppliers and importers of equipment, refrigerants technicians and decision makers from respective sectors;
- c) production of technical brochures on alternative refrigerants.

4. EXPECTED DELIVERABLES

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>Deliverable 1: The Progress Report, including the results of:</p> <ul style="list-style-type: none"> - First assessment of the number of interested/eligible companies willing to participate in an incentive program for scaling up the low-GWP refrigerants technologies in supermarket and cold storage sectors; - One awareness raising workshop (20-25 participants) on the incentive program for scaling up the low-GWP refrigerants technologies in relevant sectors, including end-users, suppliers and importers of equipment, refrigerants technicians; - Developing of technical brochures on alternative refrigerants in supermarket and cold storage sectors. 	By end of July 2023	Up to 15 working days
2.	<p>Deliverable 2: The Final Report, including the results of:</p> <ul style="list-style-type: none"> - Undertaking a study that would identify the number of interested/eligible companies willing to participate in an incentive program for scaling up the low-GWP refrigerants technologies in supermarket and cold storage sectors; - Develop and implement an awareness program for promoting the phase-out of HCFCs and scaling up the low-GWP refrigerants technologies in respective sectors providing technical and consultative expertise related to the development and implementing the new technologies demonstration program on natural refrigerants (supporting the technical specifications for ODS alternative technologies on natural refrigerants demo; - Meetings for enterprises in the relevant sectors (supermarkets and cold storage sectors); - Two awareness raising workshops (20-25 participants each) in order to promote the incentive program for scaling up the low-GWP refrigerants technologies in relevant sectors, including end-users, suppliers and importers of equipment, refrigerants technicians. 	By end of December 2023	Up to 35 working days

5. ORGANIZATIONAL SETTING

Management Arrangements: The recruited national consultant 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 (MoE), for substantive aspects of the assignment.

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

6. CONFIDENTIALITY

Materials provided to the Consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

7. FINANCIAL PROPOSAL

Lump-sum contracts

The financial proposal shall specify a total **lump sum amount**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees, taxes, travel costs, accommodation costs, communication, and the number of anticipated working days).

Travel

All envisaged travel costs (if applicable) must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

8. QUALIFICATIONS AND SKILLS REQUIRED:

Academic Qualifications:

- University degree (Bachelor or Master) in a relevant field, such as Engineering, Economy, Environmental Sciences, or any related qualification.

Years of experience:

- At least five years' experience with activities in engineering, engineering related to RAC sector, business, environmental science, or other relevant fields.
- At least three years' experience in undertaking similar assessments (development of studies);
- Experience in leading teams of national consultants and coordinating similar activities;
- Experience in assignments related to 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;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is a very strong advantage.

Competencies:

- 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 team work skills;

Language:

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

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.

9. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal, explaining why he/she is most suitable for the work, including past experience in similar assignments, providing a brief information on above qualifications and methodology on how he/she will approach and conduct the work (if applicable).
2. Signed and filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal;
3. CV with at least three names for a reference check.

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, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

10. EVALUATION

Initially, individual consultant will be short-listed based on the following minimum qualification criteria:

- University degree (Bachelor's or Master) in a relevant field, such as Engineering, Economy, Environmental Sciences, or any related qualification.
- At least five years' experience with activities in engineering, engineering related to RAC sector, business, environmental science, or other relevant fields.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 – 60% (300 pts);
 - Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 60% score of the technical evaluation (at least 300 points) would be considered for the Financial Evaluation.

For Team leader

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University degree (Bachelor's or Master) in a relevant field, such as Engineering, Economy, Environmental Sciences, or any related qualification.	(Bachelor - 30 pts., Master – 40 pts.)	40
At least five years' experience with activities in engineering, engineering related to RAC sector, business, environmental science, or other relevant fields.	(5 years –40 pts, more than 5 years – up to max. 70 pts, 10 pts – for each additional year)	70
At least three years' experience in undertaking similar assessments (development of studies).	(3 years –20 pts, more than 3 years – up to max.60 pts, 10 pts – for each additional year)	60

Criteria	Scoring	Maximum Points Obtainable
Experience in leading teams of national consultants and coordinating similar activities;	(10 pts. for each assignment up to max. 30 pts)	30
Experience in assignments related to 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	(15 pts. for each assignment up to max. 30 pts)	30
Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is a very strong advantage	(15 pts. for each assignment up to max. 30 pts)	30
Excellent command of Romanian and good command of Russian is required for this assignment, English is an asset	(Romanian and Russian – 5 pts each; English – 10 pts)	20
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	No – 0 pts., to one group – 10 pts., to two or more groups – 20 pts.	20
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).