

TERMS OF REFERENCE

National Consultant to develop a new certification system pursuant to the EU F-Gas Regulation for the service refrigeration and air-conditioning technicians

Job Title:	National Consultant
Duty Station:	Chisinau, Moldova
Reference to the project:	HCFC Phase-out Management Plan (HPMP), stage 1
Type of Contract:	Individual Contract (IC)
Expected workload	40 working days
Duration of Assignment:	May-July 2014

I. BACKGROUND

The XIXth Meeting of the Parties to the Montreal Protocol in September 2007, through its Decision XIX/6, adopted an accelerated phase-out schedule for HCFCs. The 54th Meeting of ExCom in April 2008, through Decision 54/39, adopted guidelines for preparation of HCFC phase-out management plans. These guidelines provided indicative outline and contents of the HCFC phase-out management plans, which are essentially based on earlier guidelines developed and followed for the Terminal Phase-out Management Plan (TPMP) (RMPs/TPMPs/SPPs/NPPs). The decision featured the following key elements:

- a) Adoption of a staged approach to implementation of the HCFC phase-out management plans within the context of an overall national strategy. The first stage would focus on compliance with the 2013 freeze and 2015 reduction targets. The second stage would focus on HCFC phase-out in compliance with the future reduction control targets;
- b) Commitments to achieving the 2013 (freeze at the 2009/2010 baseline level) and 2015 (10% reduction) control milestones through performance-based agreements.

The HCFC Phase-out Management Plan (HPMP) for the Republic of Moldova for the period 2011-2015, stage 1 has been prepared by the National Ozone Unit of the Ministry of Environment of the Republic of Moldova to meet obligations that the Republic of Moldova has assumed as a Party to the Montreal Protocol. At the 63rd ExCom meeting in December 2010, the HPMP-stage I for Moldova was approved for implementation.

The primary focus of the HPMP-stage 1 is on the actions required to achieve the immediate phase target of a 2013 freeze at the baseline (determined by the average consumption of HCFCs in 2009 and 2010) and the subsequent 10% reduction of the baseline by 2015.

The HPMP is the first stage of the long term strategy directed to meeting the 2020 (35 % baseline reduction) and 2025 (67,5% baseline reduction) phase out targets & ultimately complete elimination of HCFCs consumption in 2040.

II. Project description

The activities included in the HCFC Phase-out Management Plan (HPMP) implementation project for the Republic of Moldova for the period 2011-2015, stage 1 are meant to support the country in achieving a 10 per cent reduction in HCFCs consumption by 2015.

The action plan for 10%-reduction of the HCFCs consumption in the Republic of Moldova includes:

- Regulatory measures consisting of:
 - o Harmonization of legislation with the EU legislation, (F-Gas Regulation);
 - o HCFC chemical import quotas, permits and environmental taxation;

- o Bans on specific HCFCs equipment;
- o Reporting system for the servicing sector.

The following policy instruments will be implemented through modifications of the existing Regulation on ODSs and alternative refrigerants as follows:

- Mandatory two-level training and certification of technicians will be gradually introduced;
- Mandatory logbooks for users of the equipment containing more than 3 kg of charge (HCFCs);
- Development of the electronic, web-oriented reporting system.
- Technical Capacity Development:
 - o Training and certification of approx. 50 technicians (acc. to the EU Regulations No. 842/2006 and No. 303/2008), with supply of basic service equipment (20 sets of service equipment):
 - Portable recovery machines capable of dealing with HCFCs and HFCs;
 - Double stage vacuum pumps;
 - Required multiuse cylinders;
 - Leak detectors; and
 - Basic service tools.
 - o Support to improve knowledge base at vocational schools;
 - o Support to National Refrigeration Association (Web-site, Workshops, Service tools);
 - o Training of 25 Customs officers, update of training materials and the supply of modern multigas identifiers (in order to detect and prevent illegal trade of ODSs and equipment with ODSs).
- Monitoring of activities: (timely implementation of the HPMP components, interacting with major stakeholders and interested parties, and providing feedback on the effectiveness of the proposed measures to achieve project objectives).

III. OBJECTIVE OF THE ASSIGNMENT:

The objective of this consultancy service is to develop a new certification system pursuant to the EU F-Gas Regulation for the service refrigeration and air-conditioning technicians, as part of the National Programme for the Phase-out of Hydrochloroflourocarbons (HCFCs) for the period 2013-2040 in the Republic of Moldova.

According to the existing regulations adopted in Moldova, technicians dealing with ODSs and/or HFCs are obliged to complete the training in the National Training Centre "Tehnofrig" of the Technical University of Moldova. However, under the current Regulations (Law 852-XV dated 14.02 2002), there is no distinction between technicians working with large-scale refrigeration units and having long experience in the field, and technicians that are at the beginning of their careers and are dealing with automotive small-scale air-conditioning units.

There is a strong need to introduce a new certification system which will clearly define the level of competence and will distinguish the expertise domain of each participant in the course. This measure will lead to moving the process of training and certification for technicians to a higher level, in line with international level requirements and to reduce emissions of ODSs, as it will limit the access to refrigerants of less competent service technicians.

IV. SCOPE OF WORK AND EXPECTED OUTPUTS

In accordance with activities and provisions of the HCFC Phase-out Management Plan the contractor will develop a new certification system pursuant to the EU F-Gas Regulation for the service refrigeration and air-conditioning technicians.

In order to achieve the objective, the contractor will:

- Develop new Curricula (theoretical and practical parts) according to legal requirements of the EU Regulation No. 303/2008 for training of technicians that must be certificated;
- Establish requirements for levels of certification categories in accordance with the EU F-Gas Regulation;
- Develop minimum requirements (theoretical & practical tests) as to the skills and knowledge to be covered by the Evaluation Body;
- Develop principles of competence of Evaluation Body and Certification Body that must be designed by the competent authorities of the country;
- Develop/design Certificate to personnel who has passed a theoretical and practical examination;
- Establish procedures for issuance, suspending and withdrawing of certificates.

V. DELIVERABLES

Deliverable	Deadline	No. of working days (estimated)
1. New Curricula (theoretical and practical parts) according to legal requirements of the EU Regulation No. 303/2008 for training of technicians that must be certificated	30 May, 2014	15
2. Established requirements for levels of certification (categories) in accordance with the EU F-Gas Regulation Established minimum requirements (theoretical & practical tests) as to the skills and knowledge to be covered by the Evaluation Body	30 June, 2014	15
3. Developed principles of competence of Evaluation Body and Certification Body that must be designed by the competent authorities of the country Developed Certificate (design) to personnel who have passed a theoretical and practical examination Established procedures for issuance, suspending and withdrawing of certificates	25 July, 2014	7
4. Final report	31 July, 2014	3

VI. TIMEFRAME

The timeframe for the assignment of the National Consultant is planned tentatively through May-July, 2014.

VII. ORGANIZATIONAL SETTING

The consultant will work closely with the Ministry of Environment, under overall supervision of the Project Manager. The Project will provide all needed support to the consultant in order to facilitate the process. The consultant will report to the Project Manager.

VIII. FINANCIAL ARRANGEMENTS

All candidates will be requested to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task). Payment will be made upon submission and approval of deliverables and certification by UNDP Moldova Programme Manager that the services have been satisfactorily performed.

IX. QUALIFICATIONS AND SKILLS REQUIRED

1. Academic Qualifications:

- Bachelors degree in education, science, engineering (Mechanics, Refrigeration) or any other relevant fields.

2. Years of experience:

- At least 5 (five) years experience in the relevant field.
- At least 5 (five) years experience in curriculum development, and course materials design and teaching aids, preferable related to technical, vocational and educational training.
- Experience with working in international assistance projects. Previous experience with UNDP is a very strong advantage.
- Experience in the usage of computers and office software packages (Ms Word, Excel, Outlook etc.).

3. Competencies:

- Good knowledge of refrigeration and air-conditioning sectors: current situation, trends and problems to be solved, familiarity with the Montreal Protocol and country programme on ODS phase-out in Moldova, legal requirements of the EU Regulation no. 842/2006.
- Demonstrate capacity of team-oriented work, excellent planning and organizational skills.
- Skills to research, design, and produce quality knowledge products (reports, policy papers, research papers, curricula, etc.).
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- Fluency in written and spoken Romanian and Russian. Knowledge of English will be a strong asset.