

Terms of Reference

Job Title:	National Consultant on preparation of a HCFC Phase-out Management Plan (HPMP), second (2 nd) stage for Moldova
Project Reference:	Preparation of HCFC Phase-out Management Plan (HPMP) – second (2 nd) stage
Duration of Employment:	June – August 2015, up to 30 days
Contract type:	Individual Contract
Duty Station:	Chisinau, Moldova

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 (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 Ozone Depleting Potential.

The XIX meeting of the Parties to the Montreal Protocol in September 2007, through its Decision XIX/6¹ adopted an accelerated phase-out schedule for HCFCs. Furthermore, it is intend to fulfill the requirements of the Executive Committee (ExCom) of the Multilateral Fund for the Implementation of the MP (MLF) respecting and submission of a HCFC Phase-out management plan (HPMP) applied to Article 5 countries seeking MLF financial support

The 54th Meeting of the Executive Committee in April 2008, as per document UNEP/OzL.Pro/ExCom/54/53² and ExCom Decision 54/39³, adopted guidelines for the preparation of HPMPs, consistent with decision XIX/6. These guidelines included an indicative outline and content of the HPMPs, which are essentially based on earlier guidelines developed and followed for the Terminal Phase-out Management Plan (TPMP) (RMPs/TPMPs/SPPs/NPPs). The decision has 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 HCFC consumption 2013 freeze and 2015 reduction targets. The second stage will focus on HCFC phase-out in compliance with the future reduction control targets.
- b) Commitments to achieving the 2013 and 2015 control milestones through performance-based agreements.

¹ http://ozone.unep.org/Meeting_Documents/mop/19mop/MOP-19-7E.pdf, Page 33

² <http://www.multilateralfund.org/files/54/5453.pdf>

³ <http://www.multilateralfund.org/files/54/5459.pdf>, Page 43, Annex XIX.

Consistent with the recommendations of the ExCom guidance, a staged approach to the HPMP is taken based on consumption baseline to be determined by the average consumption officially reported in 2009 and 2010. It involves presentation of a long term strategy directed to meeting the 2020 (35% baseline reduction) and 2025 (67,5% baseline reduction) phase-out targets and ultimately elimination of HCFC consumption in 2030.

The initial HPMP, Stage I for Moldova was approved at the 63rd ExCom meeting in December 2010. The first control step was the freeze on production and consumption of HCFCs at the baseline levels by 01 January 2013, and the second control step is the reduction by 10% from the baseline level in 2015.

With respect to preparation for HPMP – stage II, the 71st ExCom agreed to related funding guidelines for Article 5 countries (decision 71/42)⁴.

Preparation of a HCFC phase-out management plan (stage II) was approved at 72nd Meeting of the Executive Committee of the Multilateral Fund in May of 2014. The project is being implemented jointly by United Nations Development Programme (UNDP) and United Nations Environment Programme (UNEP). The aim of the project is to develop HPMP, Stage II proposal focusing on compliance with the Montreal Protocol targets.

The implementation of Preparation of a HPMP, Stage II has an approved total funding of USD 30,000 and will be developed in line with the guidelines for the preparation of HCFC Phase-out Management Plan (HPMP). The level of project preparation funding is based on the amount of remaining HCFC consumption eligible for funding for Article 5 countries with 0 to 5 ODP tonnes (Moldova with 1.0 ODP tonnes).

The HPMP, Stage II, is focused on collection of information inputs in consultation with the industry/private/public sectors and design of future national interventions for Moldova to meet 2020/35% HCFC phase-out obligations. Stage II HPMP would address phase-out of HCFC consumption mainly in the refrigeration and air-conditioning servicing sector.

The expectation is that the HPMP, Stage II would define a long-term strategy that provided an overall direction with a list of critical actions a country would undertake to achieve 2020/35% HCFC phase-out.

The project will result in the preparation of a comprehensive HPMP, Stage II for the Republic of Moldova, which will incorporate the strategy and action plan for the Republic of Moldova for compliance with the post 2015 control targets, which is targeted for submission to the Executive Committee of the Multilateral Fund, at its 75th Meeting in December 2015.

In order to achieve the expected results of the project, UNDP is currently seeking a qualified national consultant to develop in close coordination with the National Ozone Unit (NOU) under the Ministry of Environment the UNDP investment component for the Republic of Moldova HPMP, Stage II.

II. Scope of work and responsibilities

The overall objective of the assignments is to support MoE/NOU in preparation and endorsement process on the HPMP, Stage II, for timely finalization and submission to the ExCom as well as in responding to comments on HPMP, Stage II from MLF/ExCom.

In light of the above mentioned the scope of services under this TOR is as following:

⁴ <http://www.multilateralfund.org/71/default.aspx>

- Review of existing national policies, regulations, legislative and instructional framework on control, monitoring and reporting of ODS import and consumption, including amendments related to HCFC consumption.
- Review relevant policies and decisions of the Multilateral Fund for the Implementation of the Montreal Protocol related to the Decision XIX/6 for accelerated HCFC phase-out.
- Review the results (preliminary results) of the survey on HCFC and verify the HCFC available/used/consumed in servicing refrigeration sector.
- Discuss the strategy and concept of the investment activities in view of existing framework (rules and decisions of the MLF) with the NOU (MoE), UNDP Country Office, IA.
- Formulate the chapter on investment component of the HPMP according to relevant guidance for the preparation of HPMP. The component should fit with overall HPMP document as an organic part of it.
- Assist the NOU in Moldova to prepare HPMP Stage II (2015-2020) project submission.
- Assist the NOU in Moldova in the course of discussions of the project (draft) with the Secretariat of the Montreal Fund for the Implementation of the Montreal Protocol.

Main Tasks:

The National Consultant under supervision of the National Ozone Unit (ME), UNDP Country Office in Moldova and UNDP/MPU Programme Coordinator for Europe and CIS will have responsibility to carry out the following main tasks:

1. Review of country's policy and legislation relevant to HCFCs phase-out and propose the new supporting policy and legislative measures according to the MP schedule for phase out of HCFCs:
 - Review needs on additional actions for introduction of low GWP alternatives to HCFCs into the country in terms of safety/application standards, economic incentives.
 - Make an overview and propose activities regarding necessity of the investment measures to be introduced in HPMP, Stage II.
 - Make an overview and propose activities regarding the capacity building needs and propose actions for HPMP, Stage II.
 - Assess roles/responsibilities of the RAC association and identify needs and activities to be proposed for HPMP, Stage II.
 - Review the current situation for safe handling of refrigerants, containment, recovery and recycling and reuse of recovered refrigerants in the republic. Propose activities for HPMP, Stage II if required.
2. Review of data inventory/collected data on present and historical HCFC consumption by enterprises, sector, sub-sectors and applications, list of HCFC users segregated by sector/sub-sector, historical (production where applicable) consumption and import/export data by sector/sub-sector, projected growth trends after 2015 and required reductions in HCFC consumption for meeting the 2020 reductions, by sector/sub-sectors.
3. Organize discussions for developing strategies for compliance with 2020 reduction with stakeholders, end-users, Ministry of Environment, Public Association of the Refrigeration Technicians experts/representatives, large importers of refrigerants, and importers of R&AC equipment operating on HCFC-22.
4. Elaborate sector-wise plans on HCFC phase-out and their integration into an overall draft National HPMP, Stage II proposal.
5. Participate in workshop with key national stakeholders, Implementing Agency (UNDP&UNEP), technical experts, key representatives of the national scientific and technical university and industry/agriculture

representatives to discuss sector-wise plans on HCFC phase-out and summarization of proposed recommendations.

6. Prepare a draft for HPMP, Stage II of UNDP investment components for the Republic of Moldova.

7. Assist the NOU in Moldova in discussions of the project (draft) with the Secretariat of the Montreal Fund for the Implementation of the Montreal Protocol.

III. Deliverables and timeframe

Nr	Deliverables	Tentative timeframe
1.	<u>Inception Report</u> including the results of: <ul style="list-style-type: none"> – Review of country's policy and legislation relevant to HCFC phase-out and propose the new supporting policy and legislative measures according to the MP schedule for phase-out; – Review needs in additional actions for introduction of low GWP alternatives to HCFCs into the country in term of safety/application standards, economic incentives; – Make an overview and propose activities regarding necessity of the investment measures to be introduced in HPMP, Stage II; – Make an overview and propose activities regarding the capacity building needs and propose actions for HPMP, Stage II; – Assess roles/responsibilities of the RAC association and identify needs and activities to be proposed for HPMP, Stage II; – Review the current situation for safe handling of refrigerants, containment, recovery and recycling and reuse of recovered refrigerants in the republic. Propose activities for HPMP, Stage II if required. 	July, 2015 (up to 5 days)
2.	Review of inventory data/data analyses; data cross-check and verification/validation Interim Progress Report	July, 2015 (up to 5 days)
3.	Stakeholder consultation workshop; discussion of summarized data and data analyses; summarization of workshop comments and recommendations Interim Progress Report	July, 2015 (up to 3 days)
4.	Preparation of sector-wise plans on HCFC phase-out, Stage II; integration into an overall draft National HPMP, Stage II proposal Interim Progress Report	July, 2015 (up to 5 days)
4.	Stakeholder consultation workshop; discussion of the 1 st draft of HPMP, Stage II; summarization of workshop comments and recommendations Interim Progress Report	July, 2015 (up to 3 days)
5.	Preparation of UNDP investment component final draft of HPMP, Stage II with input comments from key stakeholders Interim Progress Report	August, 2015 (up to 7 days)
6.	<u>Final Report</u> on performed assignment submitted	August, 2015 (up to 2 days)

IV. Timeframe

The timeframe for the assignment of the National Experts is planned from June through August 2015 and shall not exceed 30 working days .

V. Management arrangements

The National Consultant will work closely with the Ministry of Environment, under overall supervision of the National Ozone Unit Coordinator. The NOU will provide all needed support to national expert in order to facilitate the process. The expert will report to the Project Manager and UNDP assigned programme officer.

VI. Payment schedule

The payment for the services will be carried out in two installments upon submission and approval of deliverables, and certification by UNDP that services have been satisfactorily performed.

- 20% upon approval of the Inception Report;
- 80% upon approval of the Final Report.

VII. Requirements for experience and qualification

1. Academic Qualifications:

- Bachelor's degree in engineering (Mechanics, Refrigeration), Environmental Management, Chemical Hazardous Management or other relevant fields.

2. Years of experience:

- At least 5 (five) years of experience in drafting documents in the area of the Vienna Convention and Montreal Protocol on substances that deplete the Ozone Layer.
- At least 5 (five) years of experience in conducting ODS-related surveys/analyses.
- Experience of working with UNDP and /or other international organization on the identified area.

3. Competencies:

- Familiarity with ODSs issues under the Montreal Protocol and country programme on ODS phase-out in Moldova, legal requirements of the EU Regulation 842/2006, climate change issues, energy efficiency, and application of climate friendly alternatives, policy settings and legislation system in the Republic of Moldova.
- Skills to research, design, and produce quality knowledge products (reports, policy papers, research papers, etc.)
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

4. Language requirements:

- Good written/spoken Romanian and Russian languages is a requirement. Knowledge of English language is an asset.