

## Terms of Reference

Job Title:	International Training Expert to develop and deliver a Training of Trainers course to Customs and Enforcement Officers on control and monitoring of Ozone Depleting Substances (ODS) import /export
Project Reference:	HCFC Phase-out Management Plan (HPMP) stage 1, tranche 1 verification report
Duration of Employment:	November - December 2015, up to 20 w/days, including one mission of 5 w/days to Moldova
Contract type:	Individual Contract
Duty Station:	Chisinau, Moldova

### I. Background

The Republic of Moldova is a party to the Vienna Convention (24 October 1996) and the Montreal Protocol (MP) on the Substances that Deplete the Ozone Layer (24 October 1996) and operates under Article 5 of the MP.

Moldova also ratified all amendments to the Montreal Protocol: the London and Copenhagen Amendments on 25 June 2001, and the Montreal on 24 May 2005 and Beijing Amendment on 5 December 2006.

The Government of the Republic of Moldova has as a general objective to follow the Montreal Protocol phase-out schedule for HCFCs. The Hydrochlorofluorocarbon Phase-out Management Plan or HPMP has been prepared to define the Governments commitment and plan to meet the obligations that it has assumed as a Party to the Montreal Protocol (MP) under Decision XIX/61<sup>1</sup> of the Nineteenth Meeting of the Parties, accelerating the phase-out of hydrochlorofluorocarbons (HCFCs) in both Article 5 and non-Article 5 countries.

The HPMP was developed in a staged approach. The first stage of the planned activities covers the period from 2011-2015 and the second stage is related to the period 2015-2030 respectively.

The HPMP comprises a range of investment and non-investment activities for a sustainable freeze and 10% phase-out of HCFCs through a combination of training to refrigeration technicians/Customs, technical support with required tooling in the servicing sector and for Customs, and policy/management support components as well as the support to the National Refrigeration Association.

Once the HPMP, Stage I is successfully implemented, the result is a reduction of HCFC consumption from 1.00 ODP tons in 2013 to 0.61 ODP tons in the year 2020.

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<sup>1</sup> [http://ozone.unep.org/Meeting\\_Documents/mop/19mop/MOP-19-7E.pdf](http://ozone.unep.org/Meeting_Documents/mop/19mop/MOP-19-7E.pdf), Page 33

As per clause 5(b) of the Agreement between the Government of the Republic of Moldova and the Executive Committee of the Multilateral Fund for the Reduction in Consumption of HCFCs also known as the HPMP Agreement, the Targets specified in HPMP agreement have to be independently verified, unless the ExCom decides that such verification is not required. In the 73<sup>rd</sup> meeting of the ExCom, USD 30,000 was approved for undertaking the verification for the calendar year 2015 (MLF no. MOL/PHA/73/TAS/30).

Verification report had been completed by a national consultant contracted by UNDP. It was demonstrated that the State Custom Service (SCS) is one of the main partners of the project. Within the project, the SCS was equipped with modern portable Ozone Depleting Substance (ODS) analytical equipment and the SCS custom officers, as well as ecological inspectors was trained on legislation, regulations, customs control and using analytical equipment for better control of ODS export/import.

But during the trainings was observed that customs officers/ecological inspectors haven't enough knowledge about international/European experience in legislation, regulations and customs control of ODS import/export.

In this context, an International Training Expert is sought through this TOR, in order to share the international/European experience, analysis of EU best practices on coordination between Customs and HCFC quota controlling bodies, optimization of internal reporting formats on registering HCFC imports, discussion/development of electronic data exchange with Customs and a prototype of electronic database on HCFC data collection from importers/end-users, as well as for elaboration of the training module and training of trainers (customs and ecological inspectors).

Deliverables of the assignment will serve as a foundation for the organization of immediate trainings (by trained trainers) for working level Customs officers who operate in the main territorial Customs departments and main posts affiliated with those officers.

Based on the developed recommendations and elaborated training module the Training Centre of the Customs Officers will introduce in training curricula updated training module.

Under the direct supervision of the Project Manager (PM), he/she will work as a part of the project team, and liaise with the Project Manager and MPU/Chemicals (Istanbul).

## II. Scope of work and responsibilities

The objective of this assignment is to develop and deliver a Training of Trainers (ToT) course to Customs and Enforcement officers (one group of max. 25 participants) on control and monitoring of import/export of Ozone Depleting Substances (ODS) and products containing ODS (including equipment).

The developed training module is meant to be used for any Montreal Protocol-related Customs training as part of the Hydrochlorofluorocarbons (HCFCs) Phase-out Management Plan.

In order to achieve the above stated objective, the International Training Expert will have the following

### Tasks and Responsibilities:

A) Develop a training module for trainers (custom officers) on ODS import/export and obligations under F-gases UE Directive (home based):

- Review and analyze ODS import/export control legislations of developed countries, in particular EU countries;
- Analysis of EU best practices on coordination between Customs and HCFC quota controlling bodies;
- Optimization of internal reporting formats on registering HCFC imports;

- Discussion/development of electronic data exchange with Customs and a prototype of electronic database on HCFC data collection from importers/end-users;

Develop a training module for trainers on ODS export/import, including:

- Brief overview of the ozone layer protection issue;
- Brief overview of Vienna Convention for the Protection of the Ozone Layer, Montreal Protocol on Substances that Deplete the Ozone Layer (MP) and its four Amendments;
- Obligations of MP Parties (article 2 & 5 countries) and deadlines on elimination of ODS consumption;
- Sanctions for non-compliance with the MP (International and European level);
- Methods to prevent illegal trade and concealment of ODS;
- Analysis of EU best practices on coordination between Customs and HCFC quota controlling bodies;
- Brief overview of HS (Harmonized System) codes for ODS, including F - gases;
- Brief overview of labeling and packaging of ODS and F - gases;
- Existing methodologies for determining ODS and F-gases;
- General safety regulations of customs officers during the customs inspection and identification of refrigerants;
- Practical exercises for customs examination and working with modern analytical tools determining ODS and F-gases;
- Information about modern e-learning programs for customs officers, etc.;
- Develop a Training Program (module) of 2- day ToT for customs officers and authorities;
- Develop and submit to the project the ToT handout materials for training participants in English and/or Romanian languages.

B) Conducting 2-day ToT for customs officers and authorities on ODS import/export (5-day mission to Chisinau):

- Develop 2-day training agenda and receiving clearance of the PM;
- Conduct a training for trainers and evaluation of training participants performance after training completion (using of e-learning programs is highly encouraged);
- Prepare a report on ToT and developing practical recommendations for the trainers for further conducting workshops for customs officers and ecological inspectors (based on the structure of the contents and number of pages (not more than 15-20 pages) agreed with the Project Manager).

### III. Deliverables/ Timeframe

The following deliverables and indicative schedule are expected from the consultant. Exact dates of beginning and completion stages as well as scope of works for each phase can be corrected by Project Manager based on reasonable justification by the International Consultant. The project reserves the right, if necessary, to amend the terms of reference of the International Consultant on a written agreement. The final schedule will be agreed upon in the beginning of consultancy assignment. All deliverables should be submitted to the project by the Consultant in English.

Nr.	Deliverables	Tentative timeframe
1.	Developed a training module for trainers (custom officers) on ODS import/export and obligations under F-gases UE Directive (home based)	November 25, 2015
2.	Provided 2- day ToT for customs officers and authorities on ODS import/export, one group of max. 25 participants (5-day mission to Chisinau)	December 17, 2015
3.	Final Report, which includes details of conducted ToT and practical recommendations for trainers for further conducting of workshops for customs specialists and ecological inspectors submitted	December 22, 2015

#### IV. Timeframe

The timeframe for the assignment of the International Consultant is planned through November-December 2015. The consultancy should involve about 15 home-based working days and about 5 working days in Moldova.

#### V. Management arrangements

The International Training Expert will work at and under the direct supervision of UNDP Moldova and Moldova's National Ozone Unit (NOU) under the Ministry of Environment. The work will be monitored by NOU, UNDP Moldova, and UNDP's Montreal Protocol Unit's outpost in the Istanbul Regional Hub for the Europe and CIS region.

#### 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 as follows:

- 1<sup>st</sup> installment at the rate of 30% of total amount after approval of deliverable no.1;
- 2<sup>nd</sup> installment at the rate of 70% of total amount after the completion and approval of deliverable no.2,3.

#### VII. Requirements for experience and qualification

##### 1. Academic Qualifications:

- University degree in the field of customs, international law, relevant technical sciences, environmental protection or related fields.

##### 2. Years of experience:

- At least seven (7) years of experience in design and delivery of trainings in the field of customs, control and monitoring of chemicals import/ export, including ozone-depleting substances (ODS) and alternatives to ODS;
- Proven experience related to control and monitoring of ODS import/export under the Montreal Protocol on Substances that Deplete the Ozone Layer and its amendments and adjustments, relevant international/European policies and strategies;
- Experience in working with UNDP and/or other international organizations on the identified area;
- Experience in development and conducting training program in the Eastern Europe and CIS region is an asset.

##### 3. Competencies:

- Proven report writing skills;
- Ability to meet strict deadlines and plan the work according to priorities;
- Excellent written and oral communication skills, focus on results, ability to interact productively in a teamwork environment;
- Initiative, good analytical skills, ability to work under tight schedule while respecting deadlines achievement, ethics and honesty;
- Good ability to use information and communication technologies as tools and resources;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

4. Language requirements:

- Proficiency in English. Knowledge of Romanian and/or Russian will be an asset.

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.