



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 .10. 2015

Country: Republic of Moldova

Description of the assignment: 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 name: HCFC Phase-out Management Plan (HPMP) stage 1, tranche 1

Period of assignment/services: November - December 2015, up to 20 w/days, including one mission of 5 w/days to Moldova

Application instructions: Proposals should be submitted **online** by pressing the "Apply on-line" button no later than **13 November 2015**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: ozonmd@mail.ru. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. 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/61¹ of the Nineteenth Meeting of the Parties, accelerating the phase-out of hydrochlorofluorocarbons (HCFCs) in both Article 5 and non-Article 5 countries.

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

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.

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 73rd 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).

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

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 import/export of Ozone Depleting Substances (ODS) and products containing ODSs (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.

For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Technical Proposal:

- a. explaining how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work (particularly providing details on the previously

implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);

- b. providing a brief methodology on how they will approach and conduct the work;
2. Personal information (Personal History Form /P11) including records of past experience in similar projects/assignments and concrete outputs obtained and names and contact details of three reference persons;
3. Financial proposal (in USD, specifying a **total lump sum** amount).

5. FINANCIAL PROPOSAL

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 installments 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 travel, per diems, and number of anticipated working days).

Travel

All envisaged travel costs 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.

6. EVALUATION

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

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

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 210 points would be considered for the Financial Evaluation.

| Criteria | Scoring | Maximum Points Obtainable |
|---|--|---------------------------|
| <u>Technical</u> | | |
| University degree in the field of customs, international law, relevant technical sciences, environmental protection or related fields | (University degree- 20 pts., Master – 30 pts., PhD – 40 pts.) | 40 |
| 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 | (7 years - up to 60 pts., more than 7 years – 2 pts. for each additional year up to max. 10 additional pts.) | 70 |
| 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 | (less than 5 – 10 pts., 5-10 years – 40 pts., more than 10 years - 50 pts.) | 50 |
| Experience in working with UNDP and/or other international organizations on the identified area | (to some extent – 40 pts., yes – 50 pts.) | 50 |
| Experience in development and conducting training program in the Eastern Europe and CIS region is an asset | Max. 50 pts. | 50 |
| Fluency in written and spoken English. Knowledge of Romanian and Russian would be an asset | English - 20 pts.; Romanian – 10 pts.; Russian - 10 pts. | 40 |
| Maximum Total Technical Scoring | | 300 |
| <u>Financial</u> | | |
| 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).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS