

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
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Date: **10 February 2012**

Country: Kyrgyzstan

Description of the assignment: Expert in HCFC Phase-Out Management Plan

Project name: 00079153 KYR/PHA/63/INV/26 HCFC Phase-out Management Plan in Kyrgyzstan"

Period of assignment/services (if applicable): 12 months (with possible renewal for the rest scope of work)

Proposal should be submitted at the following address #52-54, Orozbekova str., Bishkek or by email to procurement.pcb@carnet.kg no later than **02 March 2012** .

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP Entity will respond in writing or 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 consultants.

1. BACKGROUND

The HCFC Phase-out Management Plan (HPMP) strategy contemplates phase out schedule in line with the Decision XIX/6 requirements. The first stage of HPMP which is presented will effectively target reaching the freeze by 2013 and 10% reduction of baseline phase out level by 2015.

This HCFC Phase out Management Plan (HPMP) documents the analysis and actions proposed by the government of the Republic of Kyrgyzstan in respect to meeting the obligations assumed under Decision XIX/6 of the Parties to the Montreal Protocol on the accelerated phase of HCFC's. It has been prepared by the National Ozone Unit with the support of UNDP acting as implementing agency. The project will be implemented by UNDP as a lead agency and UNEP as a cooperating agency. It is intended to serve as an integral component of the country's policy and commitment to meet its obligations under the Montreal Protocol.

2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The overall strategic objectives associated with the HPMP in Stage 1 and Stage 2 are:

Stage 1: To rapidly stabilize and initiate reduction in current HCFC consumption over a three year period to a projected baseline level forecast to be approximately 4.42 tons ODP (80.4 tons HCFCs-22) by 2013 and reduce this to 3.98 tons ODP (72.3 tons HCFCs-22) by 2015.

Stage 2: To sustain the progressive reduction in consumption reduction to a level of 2.87 ODP (52.2 tons HCFC-22) in 2020, 1.44 ODP tons (26.1 tons HCFC-22) in 2025 and effectively zero in 2030.

- To the maximum degree practical utilize technologies that minimize climate change impacts.

- To accomplish the above in such a way as to minimize economic and social impacts, particularly in vulnerable sectors and portions of the population.

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

1. Working in close association with the National Ozone Center of Kyrgyzstan, the National Expert will be responsible for:
2. Preparation (issue of brochure and preparation of agenda, presentations) of an annual general meeting with participation of technicians (members of refrigeration association "Ecoholod") from all regions of republic within the task "provision support to strengthen the refrigeration association «Ecoholod» to act as a technical information dissemination vehicle, focal point for international networking on alternatives and modern practice and ongoing training facilitation";

3. Organization of an annual general meeting; preparation of a report on a meeting; submission of a report;
4. Preparation of a second set of trainings (2) on HCFCs and alternatives for refrigeration technicians:
5. (preparation of agenda, list of participants, presentations);
6. Implementation of training on HCFCs and alternatives in the northern region of the republic within the framework of second set of training for refrigeration technicians;
7. Implementation of training on HCFCs and alternatives in the southern region of the republic within the framework of second set of training for refrigeration technicians;
8. Preparation and submission of final report on HPMP activities in 2012;
9. Participation at preparatory works for Annual meeting of the Regional ozone network for Europe and Central Asia to be held on 27-30 March 2012;
10. Participation at workshops for customs officers (conducting practical trainings to detect ODS);
11. Preparation of the third set of training on HCFCs and alternatives for refrigeration technicians: (preparation of agenda, list of participants, presentations);
12. Implementation of training on HCFCs and alternatives in the republic within the framework of third set of training for refrigeration technicians;
13. Final Report on undertaken works.;

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- ✓ Higher university degree (or equivalent) in refrigerant technologies, engineering, designing and maintenance;
- ✓ Not less than 8 years experience in refrigeration sector, in ODS phase out; good knowledge of Montreal Protocol and country program on ODS phase-out in Kyrgyzstan;
- ✓ In depth understanding and knowledge of Government, industrial and civil society stakeholders in the field of refrigeration;
- ✓ Experience in writing analytical reports;
- ✓ Strong computer literacy skills, be able to work with e-mail, internet
- ✓ Excellent knowledge of Russian, knowledge of English is advantage.

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

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal;

3. Signed and dated P-11 form.

5. 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 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. *[The procuring UNDP entities will choose among one of these two evaluation methods prior to submit the have the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding]*

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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.

Only candidates obtaining a minimum of 70% out of 100% possible would be considered for the Financial Evaluation

Applicants obtained the highest scores will be recommended for contracting by the tender evaluation committee.