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Resilient nations.*

TERMS OF REFERENCE for the Expert in HCFC Phase-Out Management Plan

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| Project Name | 00079153 KYR/PHA/63/INV/26 HCFC Phase-Out Management Plan |
| Short title of Assignment: | Long-term National Expert |
| Duty station: | Bishkek, Kyrgyz Republic |
| Application deadline: | 02 March 2012 |
| Type of Contract: | Individual Contract (IC) |
| Duration of Contract: | 12 months (with possible renewal for the rest scope of work) |

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.

Objective

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.

Scope of Work

Working in close association with the National Ozone Center of Kyrgyzstan, the National Expert will be responsible for:

1. 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”;
2. Organization of an annual general meeting; preparation of a report on a meeting; submission of a report;
 3. Preparation of a second set of trainings (2) on HCFCs and alternatives for refrigeration technicians:
 4. (preparation of agenda, list of participants, presentations);
 5. 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;
 6. 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;
 7. Preparation and submission of final report on HPMP activities in 2012;
 8. 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;
 9. Participation at workshops for customs officers (conducting practical trainings to detect ODS);
 10. Preparation of the third set of training on HCFCs and alternatives for refrigeration technicians: (preparation of agenda, list of participants, presentations);
 11. Implementation of training on HCFCs and alternatives in the republic within the framework of third set of training for refrigeration technicians;
 12. Final report on undertaken works.

FINAL DELIVERABLES

| MILESTONES | PAYMENT STRUCTURE |
|--|-------------------|
| 1. Intermediate report: <ul style="list-style-type: none"> - Agenda and LoP for Annual general meeting with participation of technicians is prepared. - The refrigeration association «Ecoholod» is being supported to act as a technical information dissemination vehicle, focal point for international networking on alternatives and modern practice and ongoing training facilitation” | 15% |
| 2. Annual general meeting is organized; Report on the meeting is submitted | 15% |
| 3. Second set of trainings (2) on HCFCs and alternatives for refrigeration technicians are conducted | 15% |
| 4. Trainings on HCFCs and alternatives in the northern region of the republic within the framework of second set of training for refrigeration technicians are conducted | 10% |
| 5. Trainings on HCFCs and alternatives in the southern region of the republic within the framework of second set of training for refrigeration technicians are conducted | 10% |
| 6. Intermediate report on HPMP activities in 2012 | 10% |
| 7. Third set of training on HCFCs and alternatives for refrigeration technicians are conducted | 10% |
| 8. Trainings on HCFCs and alternatives in the republic within the framework of third set of training for refrigeration technicians are conducted. Final report on undertaken works. | 15% |

REPORTING REQUIREMENTS

The expert should present reports of achieved results in agreed format describing all actions taken during the implementation of the tasks. Report is submitted after each outcome in accordance with the schedule. At the end of the contract the expert will submit a final report to the Head of the National Ozone Center of Kyrgyzstan.

QUALIFICATION AND COMPETENCY REQUIREMENTS

- ✓ 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.

SUBMISSION OF APPLICATIONS

All interested candidates should provide signed P-11 form, technical and financial offers and send the documents in two separate sealed envelopes:

- 1) First envelope marked "Expert in HCFC Phase-Out Management Plan – Technical proposal", containing P-11 form and technical offer,
- 2) Second envelope marked "Expert in HCFC Phase-Out Management Plan – Financial proposal", containing financial proposal

to the following address: 52-54, Orozbekova Street, Bishkek.

Applications may be also sent by e-mail: procurement.pcb@carnet.kg by sending two separate e-mails stating "Expert in HCFC Phase-Out Management Plan – Technical proposal" and "Expert in HCFC Phase-Out Management Plan – Financial proposal".

All applications should be sent **no later than 17:00, 02 March 2012.**

EVALUATION PROCESS

The selection of candidates will be done in 3 stages:

1st stage: - **Short listing**: the evaluation is done based on compliance to the below eligibility criteria.

| No | EVALUATION CRITERIA | Comply/not comply |
|----|--|-------------------|
| 1 | Higher university degree (or equivalent) in refrigerant technologies, engineering, designing and maintenance | yes/no |
| 2 | Not less than 8 years experience in refrigeration sector, in ODS phase out; | yes/no |
| 3 | Experience in writing analytical reports | yes/no |
| 4 | Knowledge of Russian | yes/no |
| | | |

Applications compliant to all the above mentioned minimum requirements will be accepted for the 2nd stage of evaluation.

2nd stage: - **assessment of the "Technical Proposal"**. Assessment is carried out in accordance with the requirements set forth below.

The technical offer should include:

1. Justification of your candidacy as the most suitable for this work; (40%)
2. A brief description of the methodology (not more than 2 pages) about your approach to work and

achieve the objectives listed in the table "Expected results"; (60%)

Applicants scored 70% out of 100% possible will participate in the third stage of evaluation.

3rd stage: - **assessment of the "Financial proposals"**. All applicants must submit a "Financial Proposal" in accordance with the provided format.

This specification provides for the piece-rate basis as a condition for payment, where the total budget will be paid in tranches based on the provision of relevant products, shown in the table "Expected results". All financial proposals shall include all expenses related to fulfillment of the TOR (fee and all other costs related to fulfillment of the assignment). Contract award shall be recommended to the applicant achieving the highest cumulative score based on the below formula:

$$B = (C_{low}/C * 0.3) + (T/Thigh)*0.7$$

Where:

C = Evaluated bid price

C_{lowest} = The lowest of all proposals

T = The total score (for all previous stages) awarded to the evaluated candidate

Thighest = The highest Technical Score

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

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Recommended contractors over 62 years of age on assignment requiring travel should undergo a full medical examination including x-rays and obtaining medical clearance from an UN approved Doctor prior to taking up their assignment. UNDP will cover the expenses.

Consultants who are expected to travel within or outside the country of their residence, shall be additionally required to submit from a recognized physician a statement certifying that's/he is in a good health, is fit to travel and has received all required inoculations for the country or countries to which the consultant is to travel.

Contracted Consultants are required to have vaccinations/inoculations at their own expense when traveling to certain countries, as designated by the UN Medical Director. A copy of the list should be provided to the subscriber prior to signing the agreement so that his/her personal physician can attest to the required vaccinations/inoculations having been performed, as part of the certification described above.

TRAVEL REQUIREMENTS

The assignment includes a requirement to travel within Kyrgyzstan according to the below schedule. Please take this schedule into account when preparing your financial quotations.

One trip to Jalalabad region in April 2012 – 4 (four) working days.

One trip to Osh region in September 2012 – 4 (four) working days.

UNDP INPUT

UNDP will not provide equipment, access to office premises, and access to the Internet. UNDP will send the information which will be necessary for fulfillment of the present terms of reference electronically to the e-mail of Contractor.