



Annex II – Terms of Reference (ToR)

RC 28492/2015

IC
International Technical Advisor
“BRA14G72 – ODS Waste Management and Disposal”

1. Background

The Ministry of Environment of Brazil, with UNDP’s assistance, has developed a project to demonstrate the environmentally sound, efficient and cost effective management and disposal of End of Life (EOL) or waste ODS refrigerants through the establishment of a nationwide ODS Waste Management System with MLF investment, as part of broader national programs related to the sustainable management of hazardous wastes and WEEE.

The project utilizes the existing stock of EOL ODS and will adapt or upgrade two high-temperature hazardous waste disposal facilities following the applicable national and international standards. The facilities will be selected based on cost-effectiveness, considering incremental costs inherent to the process, including transportation costs associated to the consolidation of stock of EOL/waste ODS because of the large distances in the Brazilian territory. The specific ODS materials to be included in the project comprise CFC-12 and CFC-11 refrigerants and the mixtures with traits of these substances deemed unusable that are recovered from existing equipment during servicing or at the end of their useful lives.

In general, the project intends to demonstrate the capacity of a developing and industrialized Article 5 country, based on the existing domestic capacities, to carry out a project on ODS waste management and final disposal.

The project will involve the destruction of 120 metric tonnes of EOL/waste CFC and mixtures containing CFCs, of which 61,776 kg have already been identified (Table 1) and the remainder 58,224 kg will be additional material that is accumulated from seizures associated with illegal trade to be further characterized as part of the project.

The project will also support the incremental development of institutional and technical capacity through technical assistance related to the elaboration of operational procedures that could expand the economies of scale of the activities first scheduled mainly through integration of ODS structure within the existing national infrastructure base for environmentally sound management of hazardous waste. To ensure that all ODS waste is duly considered, the process will be monitored and data will be recorded through a database system to be assembled to this purpose.



The project intends to demonstrate safe and environmentally sound EOL/waste ODS destruction, employing approaches that could be replicated to other developing countries part to the Montreal Protocol.

This Term of Reference (TOR) identifies and specifies the scope of services required for the fulfillment of the above project's commitments upon international technical advisory.

2. Objective

This consultancy will support UNDP and its partners in providing international technical advisory related to the ODS waste management.

3. Scope of Work

- a. Provide technical and project management advice in the project inception phase in the planning and organization of the project implementation plan.
- b. Provide technical and commercial advice and assistance on the structuring of Project Component 1 covering the infrastructure and business arrangements to establish a sustaining EOL/waste ODS collection, characterization, inventory management, secure storage and transportation system
- c. Development of demonstration EOL/waste ODS mobilization plan including selection of various ODS materials for which test burns are to be undertaken, characterization of these materials, and assemble of the requisite amounts of selected materials for supply to selected ODS destruction service providers.
- d. Provide technical and commercial advice and assistance in the process of:
 - ✓ undertaking confirmatory technical qualification of candidate domestic service provider offered destruction options;
 - ✓ development of tender/request for proposal documents for selecting two strategically located, destruction service providers including technical performance and test burn specifications.
- e. Lead the development of test burn scope, protocols, and procedures for each selected ODS destruction service provider, inclusive of agreed timing, responsibilities, facility specific equipment modifications and sampling/analytical work required.
- f. Lead the evaluation of test burn results and decision making with respect to qualification against national and international standards and/or identification of gaps and deficiencies that need to be addressed.
- g. Support national experts and Ministry country parts in any regulatory interactions and permitting as required
- h. Provide technical advice and assistance from an international perspective related to supporting technical assistance activities to integrate the management of EOL ODS into the national



regulatory system covering hazardous waste and management of waste products containing ODS, including, specially:

- ✓ legislation/regulation guidance in support of recovery, storage, analysis, tracking, certified destruction and reporting requirements applicable to the management of ODS waste;
 - ✓ standardization of the technical criteria and specifications for the facilities managing ODS waste;
 - ✓ elaboration of technical guidance regarding the enforcement of the National Policy on Solid Waste (PNRS) regarding co-responsibility for the life cycle of ODS-based products.
- i. Provide advice and assistance as required in relation to how the project results may support the qualification of broader chemicals destruction capability applicable to such things as POPs.

4. Expected Outputs and Deliverables (Products)

Deliverables	Description
1	Inception report and implementation plan.
2	National ODS collection/storage/transportation strategy and implementation plan.
3	Final short listing of qualified/interested disposal service providers.
4	Tender/RFP documentation soliciting service provider proposals for demonstration of domestic ODS destruction capability and subsequent evaluation/selection report.
5	Report on test burns documenting the process, procedures, results and their critical analysis.

5. Qualifications of the Individual Contractor

Eligibility Criteria and Technical Competencies.

Mandatory CV criteria:

Education and Experience

- Engineering or Bachelor Degree in Chemistry, Mechanics or related field;
- Working experience of, at least, 10 years in hazardous waste related projects;
- Knowledge of Montreal Protocol related issues, including Policies and Agreements;
- Knowledge and experience with on chemicals management/disposal, including international treaties such as the Stockholm and Basel Conventions, and specifically the selection, demonstration and qualification of destruction technologies;
- Knowledge of waste disposal equipment and facilities operational procedures;
- Proficiency in English;



Qualifying CV criteria:

Education and Experience

- Master or equivalent degree in related area is desirable
- Experience in working with the public sector, mainly with developing/application of regulations, guidelines and standards;
- Experience of work on issues related to preparation of concept note, project document at the field level in a developing country context;
- Skills in liaison with private sector, process facilitation, team building, facilitating group and organizational dynamics, communication abilities;
- Experience with cross-cutting aspects of energy efficiency in disposal facilities;
- Working knowledge in Spanish and/or Portuguese is an advantage

6. Duration of the Work

Two years, with possibility of extension.

7. Duty Station

Home-based.

8. Supervision

The Consultant will be working under the supervision of the Project Manager of UNDP Brazil and in coordination with the National Technical Advisor.

9. Scope of Price Proposal and Schedule of Payments

The consultant will receive the payments based in **daily fees up to 40 days per year.**

The candidate is expected to quote his services based on a **per diem amount** basis, and this quotation shall include all **travel costs needed (per diem and flights)** to the cover the baseline mission requirement specified above.

The candidate will receive the payments as per proposal in US\$ and upon delivery and approval of due products and according to the expected output and deliverables above (Item 4).

The payments will be held upon approval and certification by the UNDP of the Certification of Payment – COP to be submitted by the international consultant.



Anex III – Evaluation and Selection Criteria

The proposal should be submitted in two files: File 1 containing the CV and File 2 containing the Proposed Price. The final criteria for this procurement process will be **TECHNICAL CAPACITY and PRICE** for the final evaluation and selection.

The maximum score in the Technical Qualification is 100 points.

Qualification criteria are divided into 02 (two) steps:

- a) **Step 1 (qualification / no scoring)**: analysis of the CV relating to compliance with the mandatory requirements specified in the Terms of Reference.

Candidates who do not meet the minimum mandatory criteria described in Item 5 of the Terms of Reference will be disqualified at this stage.

- b) **Step 2 (classification / scoring)**: CV analysis

CV scoring (100 points)

The criteria for CV analysis are contained in the table below. Only will be analyzed the resumes of candidates accepted under Step 1 of the Qualification (desk review of the CVs on mandatory requirements).

1. CLASSIFICATION OF THE TECHNICAL PROPOSALS (CV)

CVs Evaluation (100%). The maximum score in the Technical Qualification is 100 points.

CV - Phase 1 of Technical Qualification			
Criteria	Score	Weight	Maximum Score
Master or equivalent degree in related area	1 to 5	2	10 points
Experience of work related to in hazardous waste related projects: - 10 years: 10 points - 15 years: 15 points - 20 years: 20 points	1 to 5	4	20 points
Experience in working with the public sector, mainly with developing/application of regulations, guidelines and standards: - 05 years: 05 points - 10 years: 10 points - 15 years: 15 points - 20 years: 20 points	1 to 5	3	20 points



Experience of work on issues related to preparation of concept note, project document at the field level in a developing country context: - 05 years: 05 points - 10 years: 10 points - 15 years: 15 points - 20 years: 20 points	1 to 5	3	20 points
Experience with cross-cutting aspects of energy efficiency in disposal facilities	1 to 5	4	15 points
Skills in liaison with private sector, process facilitation, team building, facilitating group and organizational dynamics, communication abilities.	1 to 5	2	20 points
Working knowledge in Spanish or Portuguese	1 to 5	1	15 points
Maximum score of the Technical Qualification			100 points

The score will be measured according to the following concept:

- 5 points → excellent
- 4 points → very good
- 3 points → good
- 2 points → satisfactory
- 1 point → poor

Scoring:

The Evaluation Committee will be composed of at least three members who assign individual evaluation scores. The final score of the consultant under evaluation will be the weighted average of individual scores of the evaluators.

Individual scores will be awarded in accordance with the information submitted in the candidate's Curriculum Vitae. Therefore, it is important that candidates **clearly indicate in their CV the professional experience required in both the qualification and classification phases**, so that the evaluation committee may conduct a proper analysis.

2. CLASSIFICATION OF BUSINESS PROPOSALS (PRICE) – FINAL

Only the business proposals (price) of the candidates who receive **the final Technical Score with a minimum of 70 points in Step 2** (Phase 1 CV Review) will be taken into consideration.

The final Score – FS of the process will be given by the sum of the **final Technical Score – TS** multiplied by a factor of **0.70**, with the **PS Score of the price proposal** multiplied by the factor **0.30**, i.e:

$$FS = TS \times 0.70 + PS \times 0.30$$

The score of the Price Proposal – PS will be calculated according to the following:

$$PS = 100 \times LPP / Ppe$$



where:

PS = score of the price proposal

LPP = lowest price proposal

Ppe = price proposal under evaluation

The lowest price proposal will score one hundred (100).

It will be selected the proposal that achieves the higher final Score.

3. SPECIAL CONSIDERATIONS

This process will be conducted by UNDP, following the rules and guidelines of the organism (simplified selection and procurement through IC-Individual Contract).

"According to the United Nations rules, hiring active servers of the Federal, State, Federal District or Municipal, direct or indirect, as well as employees of its subsidiaries, is allowed only in special circumstances."