



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**

**TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)**

<b>Title:</b>	Expert on subjects related to Montreal Protocol technical groups and new refrigerant fluids for refrigeration and air conditioner.
<b>Main Duty Station and Location:</b>	Home-based
<b>Start of Contract (EOD):</b>	06 November 2019
<b>End of Contract (COB):</b>	31 December 2019
<b>Number of Working Days:</b>	35 working days
<b>Contract Type:</b>	ISA - WAE

**1. PROJECT CONTEXT**

The Ministry of Environment (MMA), in cooperation with the United Nations Industrial Development Organization (UNIDO), implements the Project to the Refrigeration and Air Conditioning Equipment Manufacturing Sector – RAC Project stage 2 of the HPMP Brazil. The stage 2 of the HPMP Brazil was approved at the 75th ExCom (Nov 2015) aiming at reducing HCFC consumption in Brazil by 35% until 2020, and by 45% until 2021.

The project to be implemented by UNIDO addresses the Refrigeration and Air Conditioning Equipment Manufacturing Sector – RAC Project and is coordinated by the Ministry of the Environment (MMA). The RAC Project aims eliminating the HCFC-22 of the production process of companies manufacturing refrigeration and air conditioning equipment. The beneficiary companies will receive technical and financial support to phase out HCFC-22 from their production process and adopt a zero-potential ozone depletion (ODP) technology alternative and low impact to the global climate system.

This Term of Reference will serve the air conditioner project that will provide technical assistance to companies that manufacture residential air conditioners equipment with consumption of HCFC-22.

**2. ORGANIZATIONAL CONTEXT**

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise. Under the stage 2 of the HPMP Brazil, UNIDO was the multilateral agency designated by the Brazilian Government to implement the RAC Project and its subprojects.

For this contract, the consultant will work in cooperation with the national team within the Project Management Unit – PMU at UNIDO in Brazil, and under the supervision of the local project manager and the national project coordinator. His duties shall be performed in accordance with applicable rules and regulations of UNIDO and this Term of Reference.

### **3. OBJECTIVE OF THIS TOR**

The purpose of this Term of Reference is to provide systematized information to the air conditioning sector in Brazil, related to the technical discussion on the Montreal Protocol instances, in special the Reports of the Technology and Economic Assessment Panel. The consultant should prepare a document systematizing up-to-date information on the use of alternative refrigerants in residential air conditioners, including case studies of developed projects. The final document will be made available to the participants of the Air Conditioning Meeting, to be held on November 28, in Brasilia, and will be placed free for access on the MMA website. The consultant will work under the supervision of the local project manager and the national project coordinator in Brazil.

### **4. DUTIES AND RESPONSIBILITIES:**

1. To elaborate a technical document on the most up-to-date Reports of the Technology and Economic Assessment Panel of the Montreal Protocol on Substances that Deplete the Ozone Layer, systematizing information on low-GWP technologies/equipment for residential air conditioner;

The consultant will be responsible for the following key deliverables:

Stage	Activities	Products
<b>Product 1</b>	• To elaborate the work plan and a proposal of itemization of the technical document;	Work plan including a proposal itemization for the technical document. <b>Deadline:</b> 10 November 2019
<b>Product 2</b>	• To prepare a technical document and present at the Meeting for the air conditioner sector on November 28 <sup>th</sup> 2019, in Brasilia;	Document printed and presentation at the Air Conditioner Meeting <b>Deadline:</b> 20 November 2019
<b>Product 3</b>	• Present the document prepared during state 2 (Product 2) at the Meeting for the air conditioner sector on November 28 <sup>th</sup> 2019, in Brasilia;	Lecture <b>Deadline:</b> 28 November 2019
<b>Product 4</b>	• Final document including the document presented at the Meeting and the considerations, conclusions or observations made by the participants.	Final document <b>Deadline:</b> 15 December 2019

### **5. CORE VALUES AND COMPETENCIES:**

#### **Core Values**

- **WE LIVE AND ACT WITH INTEGRITY:** work honestly, openly and impartially.
- **WE SHOW PROFESSIONALISM:** work hard and competently in a committed and responsible manner.
- **WE RESPECT DIVERSITY:** work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

## **Key Competencies**

- **WE FOCUS ON PEOPLE:** cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.
- **WE FOCUS ON RESULTS AND RESPONSIBILITIES:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.
- **WE COMMUNICATE AND EARN TRUST:** communicate effectively with one another and build an environment of trust where we can all excel in our work.
- **WE THINK OUTSIDE THE BOX AND INNOVATE:** To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **6. MINIMUM QUALIFICATION REQUIRED (MANDATORY / ELIMINATING)**

- Degree in engineering;
- PhD. in mechanical engineering;
- Proven knowledge in Montreal Protocol Technical Groups;
- Proven knowledge in up to date procedures, discussion and reporting of committees and technical groups under Montreal Protocol discussion, as TEAP;
- Proven knowledge in the execution of refrigeration equipment design project;
- Proven knowledge in the characterization and testing of refrigeration systems;

## **7. DESIRABLE QUALIFICATIONS**

- Proven experience in professional work involving national and international discussions related to Refrigeration and Air Conditioning Sectors, in special under the TEAP;
- Practical experience in consulting and advisory services;
- Proven experience in advisory services for the Brazilian government and private sector;
- Experience in conversion of refrigeration equipment projects;
- Experience in the preparation of work plans, reports and technical opinions;
- Knowledge of UNIDO and/or United Nations project/program management processes and procedures;
- Proven experience with Montreal Protocol implementing agencies;
- Practical application of hydrocarbon uses in refrigeration equipment;
- Knowledge of the Montreal Protocol, the Kigali Amendment and other related International Treaties;
- Proven to be indicated by the Brazilian government as expert to participate in Montreal Protocol groups or task force.

## **8. PROOF OF REQUIREMENTS AND REFERENCES**

Proof of requirements is MANDATORY.

This recruitment will be conducted by UNIDO, following the norms and directives of the organism. The candidate must submit the curriculum vitae (CV) to the following address: [mpr.brazil@unido.org](mailto:mpr.brazil@unido.org), with the subject: **ISA Refrigeration Consultant SMEs**.

**Academic Education:** The training/qualification will be proven by means of a copy of the Diploma or Certificate of Completion of Graduation/Master/PhD Courses.

**Professional Experience:** Experience must be proven through a signed curriculum and at least the place where the services were performed, the role performed, the period of completion, and the name and telephone number of the contact person. The curriculum vitae may include other documents to assist in proving professional experience, such as detailed information on the scope of services performed, studies or reports made, etc.

## **9. MONITORING AND OUTPUTS**

During the term of the contract, the consultant will be supervised and shall work closely with the PMU/UNIDO Brazil and meet the delivery schedule of the outputs as defined in the contract to be signed.

At the end of the activities, the consultant will be responsible for presenting the material obtained and developed throughout the duration of the work carried out.

The Consultant shall keep confidential all information obtained under penalty of applicable sanctions.

## **10. PRODUCT AND PAYMENT SCHEDULE**

Payment will be made in instalments referring to the activities listed in **item 4** (Duties and Responsibilities) when the product is presented, analysed and accepted. The consultant must deliver the product in a digital media (Memory Stick or via e-mail, if the size allows) by the date scheduled for presentation of the respective product in Portuguese. An executive summary containing the result of the consultancy shall be delivered in Portuguese and English.

## **11. NUMBER OF VACANCIES**

One (01) vacancy.

## **12. AVAILABILITY**

The candidate must have availability to start the activities immediately and must be available to travel and missions according to the demand required by the project.

## **13. TRAVEL COSTS**

UNIDO will not be responsible for any travel costs for this consultancy.