



TERMS OF REFERENCE

1. POSITION DESCRIPTION	
Position title	National Technical Expert (NTE) for the implementation of the Kigali Amendment
Project	Preparation of stage I Kigali HFC Implementation Plan in Bhutan
Department	National Ozone Unit (NOU) Department of Environment and Climate Change (DECC), Ministry of Energy and Natural Resources
Duration	Till December 31, 2024
Type of Contract	Regular
Vacancy	1
Salary	Nu. 150,000/- per month

2. BACKGROUND

The Government of Bhutan through the National Ozone Unit (NOU), housed under the Department of Environment and Climate Change, is implementing the project "Preparation of Stage I of the HFC phase-down", hereafter referred to as the Kigali HFC Implementation Plan (KIP) at the National Level.

Bhutan is a Party to the Kigali Amendment (KA) to the Montreal Protocol (MP) following its ratification on 27 September 2019. To enable Bhutan to meet its obligations under the KA, the country needs to have a comprehensive HFC phase-down plan or Kigali HFC Implementation Plan (KIP). The Government of Bhutan requested the UN Environment Programme (UNEP) to be the lead implementing agency and the UN Development Programme (UNDP) to be the cooperating implementing agency in assisting Bhutan in the preparation and implementation of the KIP/HFC phase-down plan.

Funds for the "Preparation of Stage I of KIP" project were approved at the 87th ExCom through its inter-sessional approval process. The preparation of Bhutan's KIP Stage I aims to assist the country in



carrying out a nationwide survey of HFC consumption in the manufacturing and servicing sectors with an analysis of the data to understand the current use and to estimate the future trends of HFC consumption by substance and by sector as well as to obtain information on HFC related policies and country's challenges in the phase-down of HFCs in relevant sectors.

The NOU in coordination with the lead implementing agency, UNEP, will carry out the necessary surveys, data collection, and relevant consultation and validation by relevant stakeholders. Information obtained from the survey will be used to develop the overarching national strategy for the phase-down of HFCs and a plan of action for stage I of KIP to address the freeze target and the 10 percent reduction target in HFC consumption by 2024 and 2029 respectively. The overarching strategy of the KIP will be built from the achievements of the Enabling Activities for HFC Phase-down project, which aimed to assist the country in meeting its initial obligations under the KA and the infrastructures that have been built from the HCFC Phase-out Management Plan (HPMP) taking into account additional intervention needed for phasing down of HFCs.

3. SCOPE OF WORK

As part of the NOU, DECC is seeking a qualified National Technical Expert (NTE) to lead the development of an overarching strategy and action plan for Bhutan's KIP with cost estimation as per ExCom guidance as well as the Tranche 1 implementation plan, while proposing needed investment, policy, and technical assistance interventions for achieving sustainable HFC consumption reductions. This assignment shall be carried out in close coordination with both implementing agencies, UNEP and UNDP under the guidance of the NOU.

The NTE shall provide all-round support and on-the-ground coordination for the preparation of Bhutan KIP and provide clarification and further information as required by the NOU, UNEP regional consultant, and UNEP. The NTE will deliver this assignment with close guidance by and consultation with the NOU, UNEP regional consultant, and UNEP as indicated in this TOR. The NTE will be facilitated to liaise with the national stakeholders during this assignment.

4. DUTIES/RESPONSIBILITIES

The NTE under the professional guidance of the NOU, shall perform the duties below:

- Coordinate review of the survey questionnaires prepared for data collection to ensure the data collection covers all necessary sectors and groups and data required for developing the country's national overarching strategy for HFC phase-down and the enabling components such as policy development/strengthening, HFC quota and licensing system implementation, capacity building of enforcement officers, strengthening of refrigeration



དཔལ་ལྷན་འབྲུག་གཞུང་། བསྟན་འཕེལ་རྒྱུ་ལག་
Human Resource Division
MINISTRY OF ENERGY AND NATURAL RESOURCES
ROYAL GOVERNMENT OF BHUTAN

BHUTAN
Believe

and air-conditioning (RAC)/mobile air-conditioning (MAC) servicing sector and RAC industry, importers and outreach and communication activities for stakeholders including end users under KIP. Identify data gaps and consult with relevant stakeholders to collect necessary additional information.

- Coordinate nationwide survey and data collection (as per Annexure I) as well as a desk study and key informants interviews as needed.
- Assess lessons learned, challenges, policy, and capacity gaps and needs to be considered, including gender mainstreaming, under the KIP I Stage based on the findings from the data collection process (as per Annexure II).
- Prepare a preliminary assessment report in English including an action plan consisting of activities, policy, and regulatory measures with cost estimation and lead formulation of the Tranche 1 implementation plan of the proposed enabling component in close coordination with the UNEP regional consultant.
- Finalize the draft report and submit it to the NOU after receiving comments from the UNEP regional consultant, NOU, and national stakeholders.
- Coordinate the development/strengthening of an effective HFC import/export monitoring system for meeting the data reporting obligation and a quota allocation system for meeting the HFC consumption freeze and reduction obligations.
- Coordinate capacity building program for the enforcement officers in the monitoring, reporting, verification, and enforcement of licensing system to control the import and export of HFCs as well as the trade of HFCs in the domestic market, and for the RAC and MAC servicing sector to follow good servicing practices to minimize leakage and safely adopt more climate-friendly and energy-efficient technologies.
- Drafting and finalizing HFC quota allocation methodology in connection with existing import licensing and quota systems for HFCs and HCFCs, and setup the new HFC quota system.
- Coordinate Public outreach and communication to different target audiences such as key stakeholders relevant to the HFCs phase-down and the general public.
- Liaise and coordinate with national and international stakeholders on a regular basis and participate in all stakeholders' consultation meetings and, where necessary, make presentations of all the outputs and make necessary revisions based on recommendations and feedback received from the key stakeholders during these consultations and discussions.
- Provide a fortnightly update on the progress of the activities and participate in regular update meetings.
- Develop a detailed work plan, approaches, and methodology against each assignment in consultation with the NOU to ensure timely completion of the assignments.
- Organize training workshop(s) for key stakeholders and importers to introduce them to the newly set up HFC quota system.



- Any other tasks assigned by the NOU in relation to the implementation of this project.

5. QUALIFICATIONS, SKILLS AND EXPERIENCE

Mandatory

- Master's degree preferably in Applied Science/Business/Project Management/Statistics/ Social Science/Public Policy/ Environmental Science/ Environmental Engineering.
- Minimum of 10 years working experience in undertaking similar assignments (survey, study project, developing reports, organizing stakeholder consultation, project monitoring and evaluation) at the country level.
- Good language skills in English (writing, speaking, and reading) and in Dzongkha (speaking and reading).
- Excellent knowledge of computer applications for information collection, management, and dissemination.
- Project management skills, statistical skills including data analysis and the ability to collect and analyze data.
- Good interpersonal skills and ability to work and produce results amongst diverse stakeholders and interest groups, both nationally and internationally.

Desirable

- Previous working experience in the field of environmental policy formulation, Montreal Protocol implementation, and project management implementation.
- Understanding of the Montreal Protocol and its implementation at the national level.
- Previous working experience in social research, including experience in social surveys.
- Experience working with international organizations.

6. SERVICE CONTRACT

- The NTE shall be appointed till December 31, 2024.
- Salary shall be subject to Tax Deducted at Source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.
- He/She shall be entitled to Travel Allowance and Daily Sustenance Allowance (TA & DSA) as per the prevailing RGoB Rules.
- He/ She shall be entitled to leave as per the existing RGoB rules governing contract employees.



7. PREMATURE TERMINATION OF CONTRACT

The contract of the employee could be terminated prematurely on the following grounds:

- Non-delivery of the duties as specified in the ToR.
- Disciplinary issues such as disruption of harmony and teamwork.
- Medical conditions and disability rendering him/her incapable of performing the duties.
- The termination of the employees under these circumstances shall be affected upon the concurrence and endorsement of the HRC of the MoENR.