

Terms of Reference and Scope of Services

Term of Reference (TOR)

Foreign Relation Officer

(DIW-HPMP-CS-17)

HCFC Phase out Management Plan (HPMP)

A. Introduction

1. Thailand ratified the Montreal Protocol in 1989, and ratified the London Amendment of the Montreal Protocol on Substances that Deplete the Ozone Layer in 1991. The Department of Industrial Works (DIW) has been empowered by the Government of Thailand as the focal point to the Montreal Protocol on Substances that Depletes the Ozone Layer, which aims to phase-out consumption of ozone depleting substances (ODS) within specific date under the Protocol. The National Ozone Unit (NOU) was established within DIW to be responsible for the implementation of the Montreal Protocol-related activities to ensure that Thailand would fulfill all obligations under the Montreal Protocol.

2. The Executive Committee (ExCom) of the Multilateral Fund for the Implementation of the Montreal Protocol (Multilateral Fund) approved financial assistance to Thailand through the Institutional Strengthening Project (IS Project) to strengthen capacity of the NOU. At the 68 Meeting of the ExCom in December 2012, a request for renewal of the IS project has been approved to Thailand. The IS Project would enable the NOU to (i) monitor import and export of ODS and to report to the UNEP Ozone Secretariat in accordance with Article 7 of the Montreal Protocol, (ii) establish import/export quotas of ODS for all importers/exporters and liaising with other government agencies including the Customs Department to ensure the effective control of the borders to preempt any illegal shipments of ODS in and out of the country, (iii) provide progress reports in the implementation of the country program, national ODS phase-out program, on an annual basis, (iv) carry out public awareness activities, information exchange with stakeholders in the country, including both public and private sectors, and stakeholders in other Article 5 countries within the region and (v) participate in all international meetings related to the Montreal Protocol, including meetings of the Parties, UNEP networks of ozone officers, and other meetings organized by all implementing agencies of the Multilateral Fund.

3. At the same meeting, the ExCom also approved the HCFC Phase-out Management Plan Stage I (HPMP) to Thailand to enable Thailand to freeze HCFC consumption at the baseline level in 2013, 10% reduction from the baseline level in 2015 and 15% reduction from the baseline level in 2018. HPMP Stage I will phase-out the use of HCFC-22 as refrigerants used by 12 air conditioners manufacturing by converting to the use of HFC-32 as refrigerant. The Project will also phase-out the use of HCFC-141b in the entire polyurethane (PU) foam sector, except for the spray foam sub-sector where low carbon alternatives are not yet available. The proposed alternatives for stage 1 of the PU foam sector are hydrocarbons, water and HFCs. The HPMP Stage I comprises of (i) investment component to assist HCFC consuming industry to convert to non-HCFC and low GWP alternatives to reduce HCFC consumption in foam and air-conditioning manufacturing sector, (ii) technical assistance activities to assist concerned stakeholders to support the expeditious conversion from HCFC to non-HCFC technology and to ensure sustainability of this transition and (iii)

project management at DIW and the Government Savings Bank (GSB) to manage and coordinate implementation of the Thailand HPMP Stage I.

4. Both HPMP Stage I and IS Project are implemented through the World Bank and in accordance with the World Bank Policies and Guidelines and the guidelines of the Montreal Protocol. To channel funding from HPMP Stage I and IS Project to Thailand, the new Grant Agreement for HCFC Phase out Project between Thailand and the World Bank was signed for the implementation in November 13, 2014.

5. DIW will hire an individual consultant as the **Foreign Relation Officer** under the HPMP Project to assist the NOU and the PMU in the implementation HPMP Stage I. Overall and specific responsibilities of Technical Officer are described below.

B. Overall Responsibilities

6. The Foreign Relation Officer will work under supervision of the NOU, the International Strategies and Treaties Bureau, Department of Industrial Works. The overall responsibility of the Foreign Relation Officer is to carry out day-to-day management and to assist the NOU in (i) providing information support to NOU and PMU, (ii) providing support to NOU and PMU in order to coordinate with the relevant agencies in both national and international levels and (iii) undertaking other assignments related to the implementation of HPMP and IS project as assigned by NOU and PMU.

C. Specific Responsibilities

Details of the specific responsibilities are described in this Section:

- To provide information support to Chief of NOU and other NOU and PMU staffs.
- To assist the NOU and PMU in preparing annual work programme and progress report for the IS and HPMP project.
- To provide support to the NOU and PMU in order to coordinate with the relevant agencies in both national and international levels.
- To draft official letters, and other official and non-official documents related to the implementation of the HPMP and IS projects for NOU and DIW.
- To assist the NOU to prepare information relating ODS Phaseout policies and strategies.
- To be English-Thai interpreter for foreign visitors/ consultants, if necessary.
- To provide NOU with logistic support and assist the NOU or administrative staffs to organize meetings, seminars, exhibition, workshops, any field visits, and other activities related to ODS phaseout activities to be carried out by NOU, PMU, the World Bank.
- To prepare report or document that will be submitted officially to relevant agencies and for being working documents for the meeting/ training/ and workshop.
- To assist NOU and PMU to prepare technical TOR for hiring consultants or any document related the procurement to ensure that the process is in line with the World Bank Guideline.
- To assist the NOU and PMU to prepare its correspondence in English.

- To prepare draft statements for executives at high level to be delivered at international for a as assigned by NOU.
- To assist the NOU in preparing a summary report of the meeting.
- To discharge other functions in relation to implementation of the HPMP and IS projects as assigned by the NOU or PMU.

D. Experience and Qualifications

7. The Foreign Relation Officer should have at least a bachelor degree in Arts, Literature Linguistics or other relevant social sciences, graduate from abroad is preferable. The Foreign Relation Officer must be fluency in English (writing and speaking) and good ability in computer skill.

E. Duration and Performance Evaluation

8. This is 1 year assignment from 1, 2016 to 31, 2017. The consultant will be responsible for the tasks indicated in this TOR.

9. Performance of the consultant will be evaluated on the annual basis at the end of each calendar year. Depending on the performance of the consultant, there is possibility of renew contract after expiration of the extended contract, but subject to the World Bank no objection.