



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**  
Iran HPMP Stage II, 150200

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

|                                 |   |
|---------------------------------|---|
| Title:                          | <b>National Consultant on Montreal Protocol</b>       |
| Main Duty Station and Location: | <b>Office based Tehran, Iran</b>                      |
| Mission/s to:                   | <b>Some cities in Iran, to be separately arranged</b> |
| Start of Contract (EOD):        | <b>1 Jan 2018</b>                                     |
| End of Contract (COB):          | <b>31 Dec 2018</b>                                    |
| Number of Working Days:         | <b>Full Time Regular in UNIDO Iran Office</b>         |

**ORGANIZATIONAL CONTEXT**

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

**Environment Department (PTC/ENV)**

The responsibility of the Department is to contribute to inclusive and sustainable industrial development by improving the environmental performance, resource productivity and safety of existing, as well as by supporting the creation of new industries providing environmental goods and services. It does so by: promoting industrial resource efficiency to strengthen green industry and improve the effective use of natural resources including in particular materials and water; assisting developing countries and countries with economies in transition to achieve the objectives of and compliance with Multilateral Environmental Agreements; and by working to reduce the release of industrial pollutants in the environment. The Department thereby encourages industrial development for economic growth that is resource-efficient as well as protective of the natural environment and human health, and keeps workers, communities and consumers safe. Its activities serve to improve competitiveness and access to markets, particularly for small and medium enterprises. To this end, the Department acts as the focal point within UNIDO for various Multilateral Environmental Agreements and leads or co-hosts relevant global policy and deployment frameworks, as among them the Vienna Convention for the Protection of the Ozone Layer and its Montreal Protocol on Substances that Deplete the Ozone Layer, the Stockholm Convention on Persistent Organic Pollutants and the Minamata Convention on Mercury, as well as other relevant international initiatives and conventions such as the Strategic Approach to International Chemicals Management (SAICM), the 10 Year Framework of Programmes on Sustainable Consumption and Production (10YFP SCP) and the International Resources Panel (IRP). The department coordinates its service delivery with the

services offered by other technical departments, and by other relevant organizational units of UNIDO.

The HCFC Phase-out Management Plan Stage-II has been approved by the Multilateral Fund for the implementation of the Montreal Protocol in 2016. Building on the achievements of the Stage I, the Stage II started the implementation phase in close cooperation with UNDP as lead agency, UNEP, and GIZ Proklima. The first inter-agency coordination meeting is now scheduled at the end of February 2017.

### **PROJECT CONTEXT**

Under the overall guidance and the direct supervision of the UNIDO's project manager and UNIDO Representative of its Iran Office, the national consultant will work closely with other UN agencies, government counterpart, beneficiary private sector, and other stakeholders.

| <u>MAIN DUTIES</u> | <b>Concrete/<br/>measurable<br/>Outputs to be achieved</b> | <b>Expected<br/>duration</b> | <b>Location</b> |
|--------------------|--|------------------------------|-----------------|
|--------------------|--|------------------------------|-----------------|

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|--|---|------------|---|
| Assist UNIDO project manager to  |   | Continuous | Between 33% and Full Time Regular in UNIDO Iran Office, with travel to some cities in Iran, to be separately arranged |
| 1. articulate, plan, and implement the Stage II project activities   | Stage II project activities planned, agreed with the counterpart, and smoothly implemented  |            |   |
| 2. Finalize and circulate Call for Expression of Interest in the local language and analyse the received applications in English for the evaluation by the Project Manager | Call for Expression of Interest circulated in the local language to qualified companies and applications received and companies for this tranche selected |            |   |
| 3. Selected companies visited and finalize Incremental Capital Cost draft for each company   | Selected companies visited and Incremental Capital Cost modality agreed and contracts issued to selected companies  |            |   |
| 4. Finalize the MOU with National Ozone Office (NOU) and Technical and Vocational Training Organization (TVTO) in the local language                                       | MOU signed between NOU and TVTO   |            |   |
| 5. Verify the civil work to be completed by TVTO   | TVTO visited to verify the completion of civil work to be described in MOU  |            |   |
| 6. Finalize the technical specifications for the equipment to be purchased for TVTO  | Technical specifications finalized in consultation with TVTO  |            |   |
| 7. Report the project progress   | Progress Report drafted for review by the Project Manager   |            |   |
| 8. Any other project related tasks to be given by UNIDO's project manager/Representative   | Project related tasks properly completed  |            |   |

**REQUIRED COMPETENCIES**

***Core values:***

1. Integrity
2. Professionalism
3. Respect for diversity

***Core competencies:***

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

***Managerial competencies (as applicable):***

1. Strategy and direction
2. Managing people and performance
3. Judgement and decision making
4. Conflict resolution

**MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced university degree in the area of engineering, science, environment management, and other relevant subjects. Minimum 3 years of experience handling flammable chemical substances.

**Languages:** English and Persian. Other UN official languages will be an asset.

All CV's along with completed P11 form and covering letter should be directly sent to the Human Resources Unit of UNIDO through email ID: [office.iran@unido.org](mailto:office.iran@unido.org) no later than 20 Dec 2017.