



Government of St. Kitts and Nevis
Ministry of Environment and
Cooperatives
Department of Environment
CONSULTING SERVICES

Formatted: Centered, Indent: Left: 0"

Formatted: Font: 12 pt

Formatted: Centered

Formatted: Font: 12 pt

COUNTRY: Saint Kitts and Nevis

NAME OF PROJECT: Enabling Activities for HFC phase-down in St. Kitts and Nevis

ASSIGNMENT TITLE: Updating the ODS Licensing and Quota System (LQS) in St. Kitts and Nevis.

PERIOD OF ASSIGNMENT/SERVICES: 3 MONTHS

1. BACKGROUND

The Montreal Protocol on Substances that Deplete the Ozone Layer is a well-established Multilateral Environmental Agreement (MEA). The Protocol has successfully prevented massive damage to human health and the environment from excessive UV rays from the sun by phasing out the production and consumption of substances that deplete the ozone layer. As a signatory to the Montreal Protocol, St. Kitts and Nevis is required to ratify the Kigali Amendment. The Kigali Amendment is an international agreement to gradually reduce the consumption and production of hydrofluorocarbons (HFCs) and entered into force on 1st January, 2019. Parties who ratify the Kigali Amendment, will be able to access technical, and financial support through the Multilateral Fund to facilitate strengthen of the legislative and policy framework, training of the National Ozone Unit (NOU), Customs and Enforcement Officers and Refrigeration and Air Condition (RAC) technicians. Parties who ratify the Amendment are also required to update their LQS to include HFCs. The Ministry of Environment and Cooperatives will be the Executing Agency for this project.

2. OBJECTIVE OF THE CONSULTANCY

The objective of this consultancy is to;

- i. To strengthen the existing regulatory import/export licensing system to include HFCs and HFC alternatives.

3. SCOPE OF SERVICES

The Consultant shall work under the guidance of the National Ozone Unit (NOU) along with a national expert or team from St. Kitts and Nevis.

The Consultant shall be responsible for:

- a. Conducting a review of the current policies and legislation for the LQS
- b. Identifying gaps and update of current LQS to include HFCs;
- c. Reviewing and updating the data reporting systems;
- d. Conducting an assessment of barriers and challenges in the implementation of the LQS

4. VENUE, OFFICE AND OTHER SUPPORT

The NOU will provide administrative support to the consultant including the organization of the sensitization workshop and coordinate relevant meetings and consultations.

5. REPORTING

The Consultant shall report to the National Ozone Unit (NOU) and may secondly, report to the Director of Environment. **Note:** The data compiled by the Consultant shall become the property of the Government of St. Kitts and Nevis.

6. DELIVERABLES

The International/National Firm or Group will be mainly responsible for the following deliverables:

- a. A work plan, complete with timeline of deliverables, at the start of the consultancy;
 - b. [Reports on \(i\) consultations](#) with the NOU [and \(ii\) key stakeholders](#)
 - c. [A report on the current policies and legislation for the LOS](#)
 - d. [An assessment report on the LOS to identify gaps, barriers, challenges, opportunities and recommendations](#) to include HFCs [and HFC blends in the LOS](#).
 - e. [Report on](#) reviewed and updated data reporting systems.
- [There should be](#) periodic reports/updates [between the consultant and NOU](#) after each deliverable is met.

7. QUALIFICATION AND EXPERIENCE

The consultant must:

- Demonstrate exceptional analytical and quantitative skills, alongside strong synthesis and strategic thinking skills.
- Possess at least five years' experience in the related field. Applicants with an Undergraduate degree with at least five years' experience and at least three years' experience working in the Montreal Protocol or any other related MEA will be considered.
- Demonstrate prior experience in identifying gaps.
- Prior related work experience in the region would pose as an advantage.
- Must have excellent written and oral English language skills;
- Demonstrate ability to work with a wide variety of people from government, non-governmental organizations.

8. LANGUAGE

All deliverables shall be written in English language.

9. REMUNERATION

The Consultant is required to submit a financial proposal, following which negotiations will be held with the successful applicant. In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, regional experience on similar assignments, proposed cost and existing commitments.

10. SUBMISSION

Submissions must be made to the following address or by email by **Thursday May20th, 2022** to:

Ms. Vicia Woods
National Ozone Officer
Department of Environment
Ministry of Environment and Cooperatives
3rd Floor Ursula Amory Building
Corner of Central and New Street
Basseterre
St. Kitts
Tel: 1-869-466-8535
Email: vicia.woods@gov.kn
Cc: kelline.hendrickson@gmail.com

Any request for clarification must be sent in writing, or by standard electronic communication to the address or emails indicated above.