



Republic of Rwanda

**RWANDA ENVIRONMENT
MANAGEMENT AUTHORITY
(REMA)**



TERMS OF REFERENCE FOR RECRUITMENT OF A NATIONAL TECHNICAL ASSISTANT ON MEPS AND LABELS IMPLEMENTATION AND MONITORING, VERIFICATION AND ENFORCEMENT

1. GENERAL INFORMATION

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| Tender method: | National tender |
| Job Title | National Technical Advisor for in country coordination of MEPS and Labels implementation and Monitoring, Verification and Enforcement |
| Coverage area | RWANDA |
| Expected starting date | Immediately after signing of contract |
| Duration | 24 months |

2. BACKGROUND

REMA is expanding its collaboration with UNEP on the “Rwanda Cooling Initiative” (R-COOL) and on the “[Africa Centre of Excellence for Sustainable Cooling and Cold-chains](#)” (ACES) via a new Green Climate Fund (GCF) Readiness Project, “Enabling Deployment of Energy-Efficient and Climate-Friendly Cooling”. A Project Steering Committee (PSC) provides strategic oversight and guidance to the project. A National Technical Advisory Committees (NTAC) for household refrigeration and room air conditioners (RAC) will provide technical inputs on core activities and deliverables pertinent for this consultancy.

The project aims to help the country leapfrog to energy-efficient and climate-friendly cooling solutions by enhancing the capacities of stakeholders (national officials with regulatory oversight of cooling products, equipment vendors and technicians) with pursuing strategic priorities, developing an implementation framework for new policies on room air conditioners and refrigerators, developing strategies for attracting investment and enhancing knowledge with consumers and other stakeholders.

An expert on air conditioning and refrigeration policies is required to support the assessment, enhancement and delivery of a robust implementation framework for Minimum Energy Performance Standards (MEPS), Energy Labels, Market Surveillance Scheme (includes Monitoring, Verification and Enforcement (MVE)) protocols; and the Rwanda cooling financial mechanism for effectively oversee RAC products sold in Rwanda, and Environmentally-Sound Management (ESM) recommendations to address waste streams of these products at the end of their useful life. The consultant will provide technical support, inter alia to the implementation framework,



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development of the market surveillance scheme and product registration system, design and drafting the training programmes.

3. Scope of the assignment

3.1. In coordination with the R-COOL project team, support the following:

A. Coordination

- Establishment of the RAC NTAC.
- Preparation, execution and follow-up as assigned for 2 meetings of the Project Steering Committee (PSC) and 3 meetings of RAC NTAC.
- Support to the implementation of existing R-cool financial mechanism.
- Support the development and implementation of a monitoring and verification framework for MEPS and labelling, including the development of testing protocols and procedures.
- Support the organization of capacity-building activities, including workshops and training sessions, for relevant stakeholders on MEPS and labelling.

B. Market Surveillance

- Assessment of the Implementation Framework for RAC MEPS, Labels, MVE and ESM and verify the findings with the NTAC and other pertinent experts.
- Development of new content for the Implementation Framework to address key gaps.
- Development of a Market Surveillance Scheme to help ensure products comply with MEPS and labels and work with Government to help ensure budget is availed.
- One part-day capacity-building workshop for government officials to present the Market Surveillance Scheme and approach for effective implementation; Offer remote follow-up technical assistance to address questions.
- Input if requested by Government to help ensure budget is availed for its operationalization.

C. Product Registration System

- Make a follow-up on development of a functioning Product Registration System (PRS) to monitor regulated products (at a minimum, to cover RAC addressed by Rwanda's MEPS and labels) including interviewing stakeholders to assess needed functions, prepare report including the key challenges and importance, and help guide PRS development.
- Conduct one capacity building workshop for government officials and the stakeholders that will be using the PRS to introduce the systems functionalities & present similar systems in Eastern Africa.

D. Support to the implementation of the existing R-cool financial mechanism

- Assessment of the implementation of the existing R-COOL GO financial mechanisms, identify the challenges and gaps in the implementation;
- Based on challenges, propose the solutions to address the challenges in the implementation;



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- Implementation of the proposed solution including the dissemination of the updated mechanism as well as regular reporting (monthly) on the implementation of the mechanism.

3.2. Expected Duration:

24 months effective upon signature of the contract by both parties, with possibility for extension.

3.3. Ultimate result of services:

- PSC and RAC NTAC are operational and guiding project strategic direction and key deliverables, respectively.
- Implementation Framework for RAC is assessed, improved and key officials are trained.
- MVE protocols are in place and PRS is operational.
- R-cool financial

4. QUALIFICATIONS / SPECIAL SKILLS OR KNOWLEDGE

Required experience:

- Master's degree in Engineering of Refrigeration, electrical, electro-mechanical, mechanical **(20Marks)**
- Must have 5 years of experience in the refrigeration and air conditioning, or energy efficiency sector including RAC technology. **Proven by CV (10points)**
- Proven knowledge and understanding of international best practices on MEPS and labels, market surveillance.
- Experience with energy efficiency strategies, policies, and measurements in line with international best practices. **Proven by 1 good completion certificate/recommendation (10points)**
- Experience in the market for RAC products, product testing standards and compliance projects and initiatives. **Proven by 2 good completion certificates/recommendation of the institutions (20points)**
- 5 years of experience in RAC equipment design, refrigerants (include low-Global Warming Potential options), and solutions to enhance energy efficiency. **Proven by CV (10points)**
- Experience with data and information collection, review and assessment.
- Experience working with government and private sector partners within East Africa (preferably within Rwanda) on energy efficiency relevant activities.
- Ability to rapidly analyse and integrate diverse insights from varied sources and contribute to quality presentations.
- The consultant shall submit a well detailed methodology and work plan for the assignment **(30 points)**
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NOTE: Good completion certificates/recommendations issued by private companies or individuals must be accompanied by the contracts



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Skills/abilities/competencies:

- Quality written and oral reporting, technical content reviews and feedback, and well-scripted presentations and training.
- Interpersonal skills to establish and maintain good relationships with a diverse range of project partners and stakeholders, and a relevant network in this domain.
- Capable of maintaining tight deadlines whilst maintaining a high standard of work.
- Ability to work alone or collaboratively with colleagues/teams and train others with varied levels of skills in refrigeration in urban and rural settings.
- Strong analytical skills and ability to use and operate Microsoft Office, video conferencing and related IT systems for staying regularly engaged with the project team.
- Fluency in spoken and written English is required, and fluency in spoken and written Kinyarwanda is an asset.

5. Deliverables

| Date | Deliverables/outputs |
|---|--|
| 30 days after signature | <p>DO: Inception Report (15 pages)</p> <ul style="list-style-type: none"> • Review of the proposal, workplan and deliverables of GCF Rwanda project • Determine the scope of the contract • Specify the methodological tools that will be used in the field and delivery phase to respond to the GCF requirements • Present a detailed work plan, specifying the organization and time schedule • Processes and field visits • Present the approach to ensure quality assurance throughout the implementation phase |
| From effective date until End of contract | <p>D1: Project Management</p> <ul style="list-style-type: none"> • Develop REMA workplan • Update, maintain and track the workplan delivery • Participate in the weekly project team meetings • Participate in the bi-weekly meetings of UNEP and REMA • Participate in the bilateral calls with the project manager • Organize stakeholders’ consultation about MEPS implementation framework • Organize the PRS consultation meetings • Organize NTAC and project steering committee meetings • Assessment of the implementation of the existing RCOOL GO financial mechanisms, identify the challenges and gaps in the implementation • Submit a monthly report highlighting the project progress, the challenges, and recommendations |



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| <p>30 Nov 2023 28 Feb 2024 Jan 2024 Jan 2024 until End of contract Sept 2023 until End of contract Sept 2023 until End of contract Sept 2023 until End of contract</p> | <p>D2: MEPS framework</p> <ul style="list-style-type: none"> • Support the development of an assessment report about the implementation framework gaps and challenges • Support the development of recommendation and solution to address the implementation gaps and update the framework • Support the development and implementation of a monitoring and verification framework for MEPS and labelling, including the development of testing protocols and procedures. • Support the organization of capacity-building activities, including workshops and training sessions, for relevant stakeholders on MEPS and labelling. • Support the deployment of trainings including (training material, participants list, takeaways and feedback) • Conduct regular inspections to ensure compliance with MEPS and labels • Provide technical assistance and support to relevant government agencies on enforcement activities • Manage a database on MEPS and labels compliance and provide regular reports on compliance levels |
| <p>30 Aug 2023 Feb 2024 until End of contract</p> | <p>D3: Market Surveillance Scheme</p> <ul style="list-style-type: none"> • Organization of 2 consultation meetings/ 2 takeaways reports • Support the development of a Market Surveillance and compliance scheme |
| <p>June 2023 Jan 2024 Feb 2024 until End of contract</p> | <p>D4: Product Registration Systems</p> <ul style="list-style-type: none"> • Support the adaption of PRS software for Rwandan • Support the implementation and testing phase of the PRS system • Collect implementation feedback and update the software |
| <p>June 2023 Dec 2023 Jan 2024 until End of contract</p> | <p>D5: R-Cool Financial mechanism</p> <ul style="list-style-type: none"> • Support the development of an assessment report about the implementation framework gaps and challenges • Support the development of recommendation and solution to address the implementation gaps and update the framework • Support the implementation of the updated system including the dissemination in public institution and trainings of vendors and bank staff |
| <p>From effective date until End of contract</p> | <p>D6: Cross Cutting Support</p> <ul style="list-style-type: none"> • Support the international and local project team in the delivery of the communication strategy and its implementation including local trips if needed. • Support the project team in presenting the project in local and international events |



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| | <ul style="list-style-type: none">• Maintain the project deliverables and data tracked and stored in the cloud• Be the main local project focal point for REMA and UNEP |
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6. OBJECTIVES, OUTPUT EXPECTATIONS AND PERFORMANCE INDICATORS

The consultant will facilitate the achievement of the following objectives:

- Technical and organizational support to PSC and R-COOL NTAC to facilitate enhancement and adoption of Implementation Framework for MEPS and labels, Product Registration System, ESM.
- Capacity building for target audiences to enable smooth adoption of MEPS and labels implementation framework and PRS
- Operational of R-cool financial mechanism
- All written outputs will be delivered electronically in appropriate formats as agreed with the project team.

Performance indicators will be the following:

- Effectiveness and management of the work, ensuring activities and deliverables are pursued within scope and timeframes per the workplan.
- The effectiveness of engagement with key stakeholders, ensuring that partners from government, industry and civil society are well informed of the project and their feedback is relayed to the Project Manager for consideration and future planning.
- Timeliness (conducted per the GCF readiness workplan unless extenuating circumstances arise; providing advance notice of and potential resolutions for anticipated delays) and pertinence of deliverables and reporting.
- Usefulness and quality of information and technical recommendations (evidenced by retaining in final versions of documents content that the consultant has drafted).
- Support during preparation of the project steering committee meeting

7. OTHER SPECIFIC TASKS AND RESPONSIBILITIES

- Strategic Coordination support with the project team:
- Facilitate regular coordination with the R-COOL stakeholders.
- Track project deliverables and help ensure overall progress per the workplan.
- Contribute other input and assistance to facilitate a cohesive team effort.
- Organize and conduct meetings with major partners.
- Facilitate delivery of activities to achieve priority milestones.

8. REPORTING LINES

- The project technical advisor will report to the Project Coordinator of Ozone Project and copying the SPIU Coordinator, GCF Focal Person/REMA and DG REMA on weekly basis.



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- Weekly report, Monthly report and quick flash reports;
 - Prepare the annual Progress Implementation Reports (PIRs).

9. Payment modalities

- Payment shall be monthly upon submission of the report with activities done.