

TERMS OF REFERENCE FOR RECRUITMENT OF NATIONAL TECHNICAL ADVISOR FOR IN-COUNTRY COORDINATION OF COLD CHAIN RELATED ACTIVITIES/ UNDER THE IMPLEMENTATION OF MONTREAL PROTOCOL.

1. GENERAL INFORMATION

Tender method:	National tender
Job Title	National technical advisor for in-country coordination of cold chain related activities/ under the implementation of Montreal protocol.
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 on, “Enabling Deployment of Energy-Efficient and Climate-Friendly Cooling”. A Project Steering Committee (PSC) provides strategic oversight and guidance to the project. An ACES National Technical Advisory Committees (NTAC) provides 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, equipment vendors and technicians, small shareholder farmers, and agribusinesses) 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.

ACES is a first-of-kind Centre dedicated to accelerating the uptake of sustainable cooling and cold-chain solutions in Africa’s agriculture and health sectors, improving livelihoods, health, food and nutritional security of rural communities, thereby bringing environmental, social and economic development.

An expert on cold-chain solutions is needed to support the establishment of a Specialized Outreach and Knowledge Establishment (SPOKE) in a Rwandan community and related

activities to advance ACES. The consultant will provide technical support, inter alia, to the consultative processes of the governing bodies, design and provide training for interagency officials, and prepare a procurement plan of equipment for the establishment of the SPOKE in Rwanda.

3. SCOPE OF THE ASSIGNMENT

3.1 In coordination with the ACES project team, support the following:

A. Coordination and Training

- Preparation, execution and follow-up as assigned for 2 meetings of the National Project Steering Committee (PSC) and 3 meetings of ACES National Technical Advisory Committee (NTAC).
- Design of curriculum and provision of training for ~40 officials on how to optimally leverage the strengths of each organization to unlock market transformation.

B. Technical support in the implementation of the Cold chain

- Develop a comprehensive cold chain strategy and implementation plan in collaboration with the Ministry of Environment and other stakeholders;
- Develop and implement cold chain related policies, guidelines, and standard operating procedures in line with international best practices;
- Provide technical support and guidance to the Ministry of environment and REMA and other stakeholders in the design, procurement, installation, and maintenance of cold chain equipment and infrastructure;
- Conduct regular assessments of the cold chain system to identify gaps and recommend appropriate corrective measures;
- Work with partners and stakeholders to coordinate and monitor cold chain activities across the country;
- Provide technical advice and support for the integration of new vaccines and other cold chain related products;
- Develop and implement a system for the effective monitoring and reporting of cold chain performance indicators.

C. SPOKE Development

- Preparation of a Procurement Plan, associated paperwork, background research, interactions with stakeholders as assigned for an integrated set of cold chain technologies at the SPOKE.
- Technical input on the draft business model developed for the SPOKE to include feedback on technology options.
- Contribute to drafting of technical specifications, operational procedures and maintenance protocols for the SPOKE.
- Support in establishment of the SPOKE.

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 ACES NTAC are operational and guiding project strategic direction and key deliverables, respectively.
- National stakeholders informed on the benefits and opportunities of energy-efficient and climate friendly cooling.
- A cold chain procurement plan is prepared at the Living Laboratory and will be utilised to equip the SPOKE for operation.

4. QUALIFICATIONS / SPECIAL SKILLS OR KNOWLEDGE

4.1 Required experience:

- At least University degree (Masters) in Engineering (Refrigeration, electrical, industrial) or Agro-processing, Food science, Agri-business, Food processing, Sustainable food system **(30points)**
- At least 7 years of experience in cold chain and cooling domain with experience in performing training and providing capacity building and development of didactic material proven by signed CV**(14points)**
- In-depth familiarity with policies and programmes impacting refrigeration equipment and operations, and best practices.
- Knowledge of equipment testing, standards, and compliance measures.
- General understanding of cold-chains from a systems perspective (not simply cold storage but including refrigerated transport, pre-cooling, logistics, telemetrics, etc) refrigeration equipment design, refrigerants (include low-Global Warming Potential options), and solutions to enhance energy efficiency proven by two good completion certificates **(20points)**
- Experience with data and information collection, review and assessment.
- Experience working with government and private sector partners within East Africa (preferably within Rwanda) on cold chain in both food and vaccines proven by one good completion certificate **(6points)**
- Ability to rapidly analyse and integrate diverse insights from varied sources and contribute to quality presentations.
- The consultant shall submit a well detailed methodology work plan for the assignment **(30 points)**

NOTE: Good completion certificates/ recommendations issued by private companies/individuals must be accompanied by the contracts

4.2 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	DO: Inception Report (15 pages) <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.

<p>From effective date until End of contract</p>	<p>D1: Project Management</p> <ul style="list-style-type: none"> • Support the development of the REMA workplan. • Support the update, maintenance and monitoring of 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. • Submit a weekly and monthly report highlighting the project progress, challenges, and recommendations.
<p>From effective date until End of contract</p>	<p>D2: Technical support in the implementation of the Cold chain</p> <ul style="list-style-type: none"> • Develop a comprehensive cold chain strategy and implementation plan in collaboration with the Ministry of Environment, REMA and other stakeholders; • Develop and implement cold chain related policies, guidelines, and standard operating procedures in line with international best practices; • Provide technical support and guidance to the Ministry of environment and REMA and other stakeholders in the design, procurement, installation, and maintenance of cold chain equipment and infrastructure; • Conduct regular assessments of the cold chain system to identify gaps and recommend appropriate corrective measures; • Work with partners and stakeholders to coordinate and monitor cold chain activities across the country; • Provide technical advice and support for the integration of new vaccines and other cold chain related products; • Develop and implement a system for the effective monitoring and reporting of cold chain performance indicators
<p>Aug 2023</p> <p>Until Feb 2024</p>	<p>D2: ACES consultation process</p> <ul style="list-style-type: none"> • 2 meetings for PSC and compile 2 reports including agenda, minutes of key discussion points, and attendee list. PSC meeting reports will capture strategic recommendations on the development of the Readiness grant project. • 3 meetings for ACES NTAC and compile 3 reports including agenda, minutes of key discussion points, and attendee list. Meeting reports of NTAC on the agriculture and vaccine cold chain will specify technical advice on the development of innovative business model, preparation for cold chain equipment procurement at the Living Laboratory and development of GCF project concept note on sustainable cooling solutions.

<p>Until Feb 2024</p>	<ul style="list-style-type: none"> • 1 curriculum & materials for ACES NTAC (e.g. basic schematics of potential process flows with general roles and responsibilities, process for undertaking full GCF proposal).
<p>Until Nov 2023</p> <p>Until Feb 2024</p>	<p>D3: Training</p> <ul style="list-style-type: none"> • Provide a training for 40 interagency officials on how to optimally leverage the strengths of each organization to unlock market transformation. • 1 training report of ACES NTAC including pre and post- training survey results on delivery and outcomes of the training session. The project team will follow-up via email and phone on inquiries regarding individual NTAC member's questions stemming from the session. • Conduct three (3) trainings to stakeholders (Government and private sector involved in food and vaccine cold chain) • Support in establishment of the SPOKE.
<p>Until Nov 2023</p> <p>Until Feb 2024</p> <p>Until 28 Feb 2024</p>	<p>D4: Support on Procurement</p> <ul style="list-style-type: none"> • Procurement on the integrated set of technologies (e.g. precooler, modified atmospheric cold storage, cold truck, sorting and grading area, semi-commercial store, ripening room) and recommended procurement procedures (e.g. tendering via the University of Rwanda's Single Projects Implementation Unit). • Technical specifications used in the tendering of each piece of equipment. Equipment specifications will be tailored for local conditions, such as power quality and water quality and availability considerations. Specifications must be prepared in consultation with project team experts from the UK and beyond. • Protocols for cold-chain equipment explored for operations and maintenance and vendor training requirements.

<p>From contract signature until until End of contract</p>	<p>D5: 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. • Maintain the project deliverables and data tracked and stored in the cloud. • Be the main technical expert interlocutor for the project focal at REMA to interface with the project team and key stakeholders.
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6. OBJECTIVES, OUTPUT EXPECTATIONS AND PERFORMANCE INDICATORS

6.1 Objectives, output expectations and performance indicators:

The consultant will facilitate the achievement of the following objectives:

- Proper inputs to and follow-through from PSC and ACES NTAC to inform the direction of project activities within the remit of the consultant.
- Capacity building for target audiences to enable smooth adoption of sustainable cold chain concepts.
- All written outputs will be delivered electronically in appropriate formats as agreed with the project team.

6.2 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 different project's stakeholders with respect to the design of the facility and training.
- 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; regularly engage the project team.
- 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.
- 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.

10. Other requirements:

- Bid security