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กองบริหารจัดการวัตถุอันตรราย  
กรมโรงงานอุตสาหกรรม  
ถนนพระรามที่ ๖ เขตราชเทวี  
กรุงเทพมหานคร ๑๐๔๐๐

๑๒ มีนาคม ๒๕๖๓

เรื่อง ขอความอนุเคราะห์ลงประกาศรับสมัครคัดเลือกเจ้าหน้าที่ประจำกลุ่มอนุรักษ์ไอโซน

เรียน ผู้อำนวยการกองบริหารทรัพยากรบุคคล

สิ่งที่ส่งมาด้วย เอกสารการรับสมัครงาน Recruitment of Project Consultants จำนวน ๑ แผ่น

ด้วยกองบริหารจัดการวัตถุอันตรราย กรมโรงงานอุตสาหกรรม จะดำเนินการรับสมัครคัดเลือกเจ้าหน้าที่ประจำกลุ่มอนุรักษ์ไอโซน จำนวน ๔ ตำแหน่ง ได้แก่ เจ้าหน้าที่เทคนิคสำหรับตรวจติดตามการฝึกอบรมด้านเทคนิคการซ่อมบำรุงเครื่องปรับอากาศ (Technical Officer (I) for Monitoring Service Technical Training) เจ้าหน้าที่เทคนิคและจัดซื้อสำหรับการปรับเปลี่ยนเทคโนโลยีการใช้สารทดแทนในภาคอุตสาหกรรมโฟมและเครื่องปรับอากาศ (Technical and Procurement Officer (II) for Foam and Commercial Conversion) เจ้าหน้าที่ประชาสัมพันธ์ (Public Outreach Officer) และเจ้าหน้าที่จัดการด้านการเงิน (Financial Management Officer)

ในการนี้ กองบริหารจัดการวัตถุอันตรราย กรมโรงงานอุตสาหกรรม ขอความอนุเคราะห์ลงประกาศการรับสมัครงานฯ ผ่านเว็บไซต์กรมการจัดหางาน รายละเอียดตามสิ่งที่ส่งมาด้วย ตั้งแต่วันที่ ๑๓ - ๓๑ มีนาคม ๒๕๖๓ ซึ่งผู้สนใจสามารถยื่นเอกสารการสมัครงานด้วยตนเอง ณ กองบริหารจัดการวัตถุอันตรราย กรมโรงงานอุตสาหกรรม หรือจัดส่งเอกสารการสมัครงานทางไปรษณีย์ เช่น ประวัติการศึกษา ประวัติการทำงาน เอกสารหลักฐานที่แสดงความสามารถ ประสบการณ์ที่เกี่ยวข้อง เป็นต้น ทั้งนี้ ได้ประสานนางสาววิภาพร รติธีรเดช เพื่อจัดส่งไฟล์ข้อมูลผ่านอีเมล [manpower.hrd08@gmail.com](mailto:manpower.hrd08@gmail.com) ในเบื้องต้นแล้ว

จึงเรียนมาเพื่อโปรดพิจารณาให้ความอนุเคราะห์ในเรื่องดังกล่าวข้างต้นด้วย จะขอบคุณยิ่ง

ขอแสดงความนับถือ

(นางสาวรัตนา รักษ์ตรระกุล)

ผู้อำนวยการกองบริหารจัดการวัตถุอันตรราย

มอบ  กลุ่มงานบริหาร  กลุ่มงานบริหาร  
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กลุ่มอนุรักษ์ไอโซน

โทร. ๐ ๒๒๐๒ ๔๑๐๔

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(นางอัจฉรา เราจุติธรรม)

ผู้อำนวยการกองบริหารทรัพยากรบุคคล

๑๒ มี.ค. ๒๕๖๓

## Recruitment of Project Consultants

### ODS Phase-out Project

The Department of Industrial Works (DIW) has received a grant fund under the Montreal Protocol to implement a project called "Institutional Strengthening Project (ISP)" and "HCFCs Phase-out Management Plan (HPMP)" through OTF Trust Fund Grant Agreement with the World Bank and intend to recruit four individual consultants as follows:

- Technical Officer (I) for Monitoring Service Technical Training
- Technical and Procurement Officer (II) for Foam and Commercial Conversion
- Public Outreach Officer
- Financial Management Officer

More details and Term of Reference (TOR) are available in <http://www.diw.go.th>. Expression of Interest along with CVs/Resume must be submitted to the Ozone Protection Unit by hand / postal mail from March 13, 2020 until at 16.00 of March 31, 2020 at the address below. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Further information can be obtained from the followings.

Ozone Protection Unit  
Hazardous Substances Management Division  
75/6 Rama VI Road, Ratchathewi, Bangkok, 10400  
**Tel:** 0 2202 4104, **Fax:** 0 2202 4015,  
**E-mail:** [ozone.thai@diw.mail.go.th](mailto:ozone.thai@diw.mail.go.th), [natawan.s@diw.mail.go.th](mailto:natawan.s@diw.mail.go.th)

## Terms of Reference and Scope of Services

### Term of Reference (TOR)

#### Technical and Procurement Officer (II) for Foam and Commercial Conversion (DIW-HPMP-CS3)

#### HCFC Phase out Management Plan (HPMP) Stage II

##### 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, which could be renewed biennially. Currently, DIW is implementing the IS Project Phase VII.

3. In addition to IS Project, Thailand also received financial support to implement the HCFC Phase-out Management Plan Stage I (HPMP) with the objective 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. The implementation of HPMP Stage I has been physically completed since December 2018 as planned. The project has successfully phased out consumption of HCFC-22 in the manufacturing of residential air-conditioners. Under HPMP Stage I, the lower-global warming HFC-32 which is not an ozone depleting substance was adopted as the alternative to HCFC-22, which played vital role in market transformation in air-conditioner market in the country. The Project also phased out the use of HCFC-141b in the entire polyurethane (PU) foam sector, except for the spray foam sub-sector where low carbon alternatives were not yet available during HPMP Stage I.

4. In December 2018, the ExCom approved additional funds to support the HPMP Stage II of Thailand. The Stage II Project comprises of: (i) investment component to phase out the residual use of HCFC-141b in the spray foam sector and to demonstrate the conversion of commercial refrigeration manufacturing in one enterprise to low-GWP refrigerant; (ii) technical assistance activities to support train-the-trainer program and service technician training as part of the Government's plan to implement mandatory certification to all service technicians handling repair and installation of residential air-conditioners; (iii) project management at DIW and the Government Savings Bank (GSB) to manage and coordinate implementation of the Thailand HPMP Stage I. HPMP Stage II Project is implemented through the World Bank and in accordance with the World Bank Policies and Guidelines and the guidelines of the Montreal Protocol.

5. DIW will hire an individual consultant as the **Technical and Procurement Officer (II)** under the HPMP Stage II Project to assist the NOU in the implementation HPMP Stage II. Overall and specific responsibilities of Technical and Procurement Officer are described below.

##### B. Overall Responsibilities

6. The Technical and Procurement Officer (II) will work under supervision of the Director of Ozone Protection Unit, Hazardous Substances Management Division, Department of Industrial Works, which is functioning as the National Ozone Unit of Thailand. The overall responsibility of

the Technical and Procurement Officer is to carry out day-to-day management and to assist the NOU for the following components: (i) implementation of investment sub-project and policy and technical assistance in commercial refrigeration and spray foam sectors, (ii) facilitating ratification of the Kigali Amendment, (iii) preparation of annual procurement and budget plan and (iv) undertaking other assignments as assigned by NOU.

### **C. Specific Responsibilities**

Details of the specific responsibilities are described in this Section:

#### **Task 1: Implementation of investment sub-project and policy and technical assistance in commercial refrigeration and spray foam sectors**

7. The Technical and Procurement Officer (II) will assist the NOU in the preparation, implementation and monitoring of investment sub-projects in the following sectors:
  - (a) Spray foam sub-projects for conversion of HCFC-141b to low GWP hydrofluoro-olefin (HFO) alternatives;
  - (b) Demonstration sub-project for conversion of high GWP HFCs for the manufacturing of commercial refrigeration equipment.
8. For the above sub-projects, the beneficiaries will receive grants from the HPMP Stage II to convert their production processes to HCFC-free and low GWP alternatives. These sub-projects will involve beneficiaries, the Government Saving Bank (GSB) and DIW etc. The main responsibility of the Technical and Procurement Officer (II) under this task will include, but not limited to the following:
  - Providing guidance and assistance to beneficiaries to prepare sub-project proposals in accordance with the ExCom guidelines and Project Implementation Manual (PIM) of the project;
  - Verifying eligibility of the beneficiaries and coordinating with GSB to confirm their eligibility. This includes coordination with beneficiaries to obtain additional information needed to confirm the eligibility;
  - Reviewing disposal plans of baseline equipment and coordinating with the beneficiaries to finalize the disposal plans of baseline equipment. The Technical and Procurement Officer (II) should provide recommendation to DIW for approval of the disposal plans of baseline equipment and notify GSB of their approvals;
  - Conducting site visits to inspect the installation/commissioning of equipment, production of HCFC-free products, disposal of baseline equipment, compliance with Environmental Management Plan (EMP), which will be prepared in accordance with the approved Environmental Management Framework (EMF);
  - Monitoring implementation of all investment sub-projects financed under HPMP Stage II to ensure that all the conversions are in line with the ExCom guidelines, PIM, EMP and EMF;
  - Reviewing relevant reports submitted by beneficiaries and GSB including preparing summary of the report and recommendation on issues that need remedy actions by concerned stakeholders;
  - Periodically coordinating with beneficiaries to provide necessary guidance on the implementation issues and with GSB to provide necessary guidance to facilitate preparation of appraisal reports, sub-grant agreements (SGA) and project completion reports (PCR) in accordance with the PIM;
  - Coordinating with the Polyurethane Industry Group of the Federation of Thai Industry (FTI) to discuss the assistance and cooperation needed during the implementation of the investment sub-projects;

9. Regarding policy and technical assistance component, the Technical and Procurement Officer (II) will work closely with the industry for the followings:

- Prepare policies and standards to facilitate market transformation in the spray foam sub-sector;
- Conduct technical review and disseminate the findings on alternative cleaning agents to industries that are still using HCFC-141b for the manufacturing and servicing.

#### **Task 2: Facilitating ratification of the Kigali Amendment**

10. Specific responsibility under this task is as follow:

- Coordinate with the Ministry of Foreign Affairs to understand the ratification process and prepare supporting documents as required for Parliament/Cabinet's approval for ratification of the Kigali Amendment;
- Translate the Kigali Amendment and work with the Bank to develop an overall HFC phase-down strategy taking into account economic, social and environmental impacts;
- Conduct public consultation hearing with government and private stakeholders to present the strategy and relevant economic, social and environmental impact analyses for which the feedback will be used for finalization of the supporting documents for recommendation to the Parliament/Cabinet;
- Facilitate the government process to submit documents until the Parliament/Cabinet approval.

#### **Task 3: Preparation of annual procurement and budget plan**

- In consultation with the Director of NOU, prepare procurement and budget plans on an annual basis and update status of the implementation of the procurement plan as needed and on a timely basis. The procurement will be prepared using the Systematic Tracking of Exchanges in Procurement (STEP) of the World Bank.
- Prepare procurement plans on an annual basis and update status of the implementation of the procurement plan as needed and on a timely basis as agreed with the Director of Ozone Protection Unit;
- Prepare relevant documents e.g. Request for Bid (RFB), required for the procurement of goods and Request for Proposal (RFP) for selection of consultant in accordance with the World Bank's Procurement Regulations and PIM;
- Act as the focal point of DIW regarding the procurement of goods and selection of consultant. This includes coordination with the World Bank's task team on any issues related to the procurement of goods and selection of consultants; Maintain and file all records related to the procurement of goods and selection of consultants for the World Bank's post audit in hard copy file and in the Bank's Systematic Tracking of Exchange in Procurement (STEP); and
- Undertake additional tasks as assigned by the Director of NOU including revision of Project Procurement Strategy for Development (PPSD) and procurement plans for the Stage II HCFC Phase-out Project.

#### **Task 4: Others**

- Undertake other technical assistance activities financed by the Project;
- Review ExCom's and MOP's decisions and provide summary and recommendations to DIW;
- Develop annual plans for implementation of activities responsible by the Technical and Procurement Officer;
- Develop the Term of Reference of consultant/Scope of Works of services for implementation of activities responsible by the Technical and Procurement Officer;

- Liaise with local industry and technical teams of relevant agencies;
- Prepare reports of the project related meetings (if necessary); and
- Undertake other related HPMP tasks as assigned by the Director of NOU.

#### **D. Experience and Qualifications**

11. The Technical and Procurement Officer should have at least a Bachelor degree in the area of science, engineering, environment or other related fields. Computer skill, willingness to work hard, and good command of English (writing and speaking) are considered essential. The Technical and Procurement Officer should have at least 3 years of working experiences as an engineer or a technical officer with project implementation skills. Some procurement experience with the government and/or international organizations will be advantage.

#### **E. Duration and Performance Evaluation**

12. This is a 45 months assignment from April 2020 to December 2023. The consultant will be responsible for the tasks indicated in this TOR.

13. 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 contract renewal.

## Terms of Reference and Scope of Services

### Term of Reference (TOR)

#### Financial Management Officer

#### (DIW-IS-CS11)

#### Institutional Strengthening Project

##### A. Introduction

1. Thailand ratified the Montreal Protocol in 1989 and its four subsequent amendments. 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 (MLF) approved financial assistance to Thailand through the Institutional Strengthening Project (IS Project) to strengthen capacity of the NOU. At the 82<sup>nd</sup> Meeting of the ExCom in December 2018, a request for renewal of the IS project was 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; (v) facilitate implementation of all MLF funded investment activities and other related investment activities funded by other financial mechanisms that support phase-out of controlled substances under the Montreal Protocol; 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 II (HPMP) to Thailand to enable Thailand to sustain freeze HCFC consumption at the baseline level in 2013, 10% reduction from the baseline level in 2015, 15% reduction from the baseline level in 2018 as well as to further reduce the HCFC consumption to 38.2% of the baseline level by 2023.

4. Both HPMP Stage II and IS Project will be implemented through the World Bank and in accordance with the World Bank Policies and Guidelines and the guidelines of the Montreal Protocol.

5. As required in the Grant Agreement, DIW has to assign a financial management specialist to be responsible for financial related matters. Therefore, DIW would like to hire **Financial Management Officer** to assist the DIW/NOU in the financial management related tasks of the Project covering both HPMP and IS project. Roles and responsibilities of the Financial Management Officer are described below.

**B. Overall Responsibilities**

6. Accounting and Financial Reporting

- Maintain the project accounts and financial transactions that accurately reflect the financial position relating to project expenditures and funding from the Bank for both HPMP and IS;
- Maintain the financial and accounting records through the accounting software;
- Prepare and submit semi-annual Unaudited Interim Financial Report (IFR) and project financial reports as required by the Bank on a timely basis;
- Prepare annual financial statements for annual audits;
- Prepare management reports as required by management, government, and the Bank on a timely basis;

7. Fund management

- Ensure that the project funds are used only for the intended purposes and Designated Account established for the project is managed in accordance with the World Bank's guidelines;
- Manage cash inflow and financial standing of the Project to ensure adequacy and availability of the Project funds for supporting all activities approved by the Project;
- Monitor and advise for preparing the Statement of Expenditures (SOE) and the Withdrawal Application (WA) for the replenishment of the Designated Account including documentation to support withdrawal requests; and
- Assist the NOU to develop financial management system for the Stage II HPMP and IS.

8. Operations and Controls

- Assist DIW in overseeing the adherence to the policies and procedures which have been established for the project such as Grant Agreement, Project Implementation Manual, the Executive Committee and the World Bank's guidelines etc;
- Assist the project management in formulating accounting policies and procedures and overseeing the selection (including drafting of TOR) and implementation of any modifications to the existing accounting software developed by the Project;
- Maintain proper internal controls of the project financial operations;
- Ensure that all accounting transactions are properly authorized, supported by proper documentation and completed in accordance with the agreed procedures and recorded in the system on a timely basis;
- Facilitate the internal process to ensure timely approval and payment of the eligible expenses to the Clients;
- Ensure that the project fixed assets are properly recorded and safeguarded;
- Ensure the cash advance is liquidated on timely manner; and submit to the Bank as part of IFR submission;



- Coordinate and facilitate the external auditor in relation to the annual financial statement of the project;
  - Review the external audit findings and recommendations, including implementing any corrective actions.
9. Administration and Capacity Building
- Transfer his/her experience and knowledge, including financial management, reporting, and replenishment of the designated account, to Financial Administrative Officer and/or Finance Division officers at DIW if required; and
  - Assist in the training of relevant IS staff on financial management of the project if needed.
10. The Financial Management Officer will be responsible for financial management of the Project, and will supervise Financial Administrative Officer. The Financial Management Officer will report to the Director of the NOU.

**C. Experience and Qualifications**

11. The minimum qualifications and experience required of the FM Officer are as follows:
- (1) At least Bachelor's Degree in Accounting, Business Administration, or Finance;
  - (2) At least 3 years working experience in Finance or Accounting;
  - (3) Experiences in the World Bank projects or other similar projects is an advantage;
  - (4) Good command of English (writing and speaking) are considered essential;
  - (5) Computer literate with knowledge of the standard computer programs such as MS-Word, MS-Excel, MS-PowerPoint, Email and Internet etc.
  - (6) Knowledge of Governmental structure and guidelines are a plus.

**D. Duration and Performance Evaluation**

12. This is a 45 months assignment from April 2020 to December 2023. The consultant will be responsible for the tasks indicated in this TOR.
13. 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 contract renewal, but subject to the World Bank no objection

## Term of Reference and Scope of Services

### Term of Reference (TOR)

#### Public Outreach Officer

#### (DIW-IS-CS9)

### Institutional Strengthening Project

#### A. Introduction

1. Thailand ratified the Montreal Protocol in 1989 and its four subsequent amendments. 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 (MLF) approved financial assistance to Thailand through the Institutional Strengthening Project (IS Project) to strengthen capacity of the NOU. At the 82<sup>nd</sup> Meeting of the ExCom in December 2018, a request for renewal of the IS project was 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; (v) facilitate implementation of all MLF funded investment activities and other related investment activities funded by other financial mechanisms that support phase-out of controlled substances under the Montreal Protocol; 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 II (HPMP) to Thailand to enable Thailand to sustain freeze HCFC consumption at the baseline level in 2013, 10% reduction from the baseline level in 2015, 15% reduction from the baseline level in 2018 as well as to further reduce the HCFC consumption to 38.2% of the baseline level by 2023.
4. Both HPMP Stage II and IS Project will be implemented through the World Bank and in accordance with the World Bank Policies and Guidelines and the guidelines of the Montreal Protocol.
5. DIW will hire a **Public Outreach Officer** to be responsible for undertaking information dissemination related to ODS phase-out activities under the Montreal Protocol and HFC phase-down activities under the Kigali Amendment to the general public and target groups. The overall responsibilities and specific job descriptions for the Public Outreach Officer are described below.

## **B. Overall Responsibilities**

6. The Public Outreach Officer will work under supervision of the Director of the NOU, the Hazardous Substances Management Division. The overall responsibility of the Public Outreach Officer is to assist the NOU in the planning, implementation and monitoring of public outreach activities to raise awareness of the general public and the target groups related to the ODS phase-out, in particular HCFC, and HFC phase-down activities and to ensure that these activities are carried out in a timely manner and in line with the annual work plan, and to prepare and update procurement and budget plans and the Project Implementation Manual (PIM) of the project.

7. The Public Outreach Officer shall develop action plans to implement and monitor the public outreach activities. In the action plans, the Public Outreach Officer shall identify and provide recommendations to NOU the most appropriate and effective strategies, methods and budget to disseminate information (as indicated in the Specific Responsibilities). These methods comprise, but not limited to, television, newsletters, articles, seminars, radio spots, and road show and events etc.

## **C. Specific Responsibilities**

8. Details of the specific responsibilities of the Public Outreach Officer are described below:

### **Public Outreach**

- (1) Prepare public awareness plan on the annual basis and update status of the implementation of public awareness activities on the timely basis as agreed with the Director of NOU;
- (2) Develop, implement and monitor activities to raise public awareness on the environmental and economic impacts of ozone layer depletion, the significance of the Montreal Protocol, the Kigali Amendment and the linkage with climate change issues;
- (3) Develop, implement and monitor activities to disseminate information related to the need to phase out ODSs and the Government policy to phase out ODSs, in particular HCFCs, in relevant sector to the public and specific target groups;
- (4) Develop, implement and monitor activities to disseminate information related to the phase-down of HFCs in different sectors to the public and relevant target groups; Disseminate information related to Thailand's progress in implementing the obligations under the Montreal Protocol and the Kigali Amendment;
- (5) Disseminate information related to current situation of ODS phase-out activities, in particular HCFCs, and HFC phase-down in different sectors including lesson learned from CFC phase-out, which can be effective tools for implementation of the HCFC phase-out activities;
- (6) Develop activities and coordinate with key stakeholders to implement the public outreach program and promotional activities to support HCFC phase-out and HFC phase-down, by adopting innovative approaches to communications combining both traditional and new media opportunities;
- (7) Maintain and update website of NOU periodically to include new activities and information, which would be useful for the general public and specific target groups. The website should include list of importers to which license and quota are issued;

- (8) Undertake and facilitate, where applicable, information dissemination in relation to all activities funded by the MLF and other financial mechanisms to support the objectives of the Montreal Protocol and its Kigali Amendment;
- (9) Prepare the impact assessment of each event completion consistent with the results framework of the Project, and the semi-annual report to reflect the success or to suggest improving the PR activities; and
- (10) Undertake other Montreal Protocol-related activities as assigned by the Director of NOU and management level of DIW;

**D. Experience and Qualifications**

9. The Public Outreach Officer should have at least a Bachelor degree in public relation, mass communication or other related qualifications with at least 5 years of relevant experience. Computer skill, willingness to work hard, and good command of English (writing and speaking) are considered essential. Knowledge and experience on successful public relation planning and campaign and government procedures), will be the key advantages.

**E. Duration and Performance Evaluation**

10. This is a 45 months assignment from April 2020 to December 2023. The consultant will be responsible for the tasks indicated in this TOR.

11. 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 contract renewal, but subject to the World Bank no objection.

**Recruitment of Project Consultants**  
**ODS Phase-out Project**

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Ozone Protection Unit  
Hazardous Substances Management Division  
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