



Document:	Terms of Reference (ToR) for a Trainer in the Implementation of Phase-out Activities and Reduction in ODS Consumption Focus on Monitoring, Detection and Prevention of Illegal Trade in ODS – Suriname
Period:	April – June 2026
Project	Small Scale Funding Agreement (SSFA-Implementation)
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1. Introduction

Suriname is a Party to the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer, including its subsequent Amendments, and is eligible for support from the Multilateral Fund (MLF) for the implementation of the Montreal Protocol. Implementation of ODS phase-out and consumption reduction activities is carried out in accordance with MLF policies, guidelines, and approved national action plans.

The National Ozone Unit (NOU), operating under the mandate of the National Environment Authority (NMA), is the designated focal point responsible for coordination, monitoring, reporting, and compliance with national and international ODS obligations. The NMA provides regulatory oversight, enforcement authority, and inter-agency coordination in relation to environmental compliance, including ODS control.

Effective supervision of timely implementation of MLF-supported phase-out activities requires close collaboration between the NOU, NMA, customs authorities, enforcement agencies, and other relevant stakeholders. Illegal trade, mislabeling, under-reporting, and unauthorized import or use of ODS pose significant risks to MLF compliance, national legislation, and Suriname's international commitments.

In this context, a specialized trainer is required to strengthen institutional capacity in line with UNEP and MLF requirements, with a specific focus on monitoring, detection, and prevention of illegal trade in ODS.

2. Objectives of the Assignment

The overall objective of this assignment is to strengthen national capacity in Suriname, in line with UNEP and Multilateral Fund (MLF) requirements, to effectively supervise, monitor, and enforce ODS phase-out and consumption reduction measures.

Specific objectives are to:

- Support the NOU and NMA in fulfilling their coordination, monitoring, reporting, and compliance roles under the Montreal Protocol;
- Strengthen the capacity of customs, enforcement agencies, and stakeholders to implement MLF-approved phase-out activities in a timely manner;

- Improve monitoring and control of legal ODS imports and exports in accordance with the national licensing and quota system;
- Enhance detection, prevention, and response to illegal trade in ODS;
- Improve identification and documentation of irregularities such as mislabeling, false declarations, quota exceedances, and smuggling;
- Strengthen inter-agency coordination mechanisms led by the NMA and NOU.

3. Scope of Work

The trainer shall design and deliver a comprehensive capacity-building program consistent with UNEP training approaches and MLF compliance requirements, covering at a minimum the following components:

a. Policy, Institutional and MLF Framework:

- Overview of the Montreal Protocol, Kigali Amendment, and relevant decisions of the Executive Committee of the Multilateral Fund;
- Roles and responsibilities of UNEP as an implementing agency and the Multilateral Fund;
- National institutional framework for ODS management in Suriname;
- Mandates and coordination roles of the NMA and the National Ozone Unit (NOU);
- Linkages between MLF-funded activities, national legislation, and enforcement.

b. Monitoring, Supervision and Reporting:

- Supervision of timely implementation of MLF-approved phase-out activities;
- Monitoring of ODS consumption and production (where applicable);
- Licensing and quota systems: design, operation, and enforcement;
- Data collection, validation, and cross-checking between NOU, NMA, and customs;
- Reporting obligations to UNEP and the Ozone Secretariat;
- Identification and management of compliance risks.

c. Illegal Trade Prevention and Enforcement:

- Common typologies of illegal ODS trade identified under UNEP and MLF experiences;
- Detection of mislabeling, false documentation, and misuse of HS codes;
- Identification of illegal imports, exports, and transit shipments;
- Risk profiling, targeting, and intelligence-led inspections;
- Procedures for seizure, storage, documentation, and disposal of illegal ODS;
- Cooperation with regional and international networks supported by UNEP.

d. Practical Capacity Building:

- Hands-on exercises on inspection of import documentation and licenses;
- Practical identification of ODS cylinders, refrigerants, and alternatives;
- Simulation exercises on inter-agency enforcement actions led by the NMA;
- Case studies aligned with Caribbean and Latin American contexts.

4. Methodology

The trainer shall apply participatory and practical training methods, including:

- Interactive presentations and facilitated discussions;
- Group work and scenario-based exercises;
- Case studies and lessons learned from other countries;
- Practical demonstrations and simulations;
- Pre- and post-training assessments to measure learning outcomes;
- Provide training Certifications to the participants.

Training materials shall be tailored to the national context of Suriname and aligned with existing legal and institutional frameworks.

5. Deliverables

The trainer is expected to deliver the following:

1. A detailed training agenda and work plan;
2. Customized training materials (presentations, manuals, handouts);
3. Practical tools for customs and enforcement officers (checklists, red flags, inspection guides);
4. Conducted training sessions for customs, enforcement agencies, and stakeholders;
5. A training report including participant list, key outcomes, challenges, and recommendations.

6. Target Participants

The training will target, but not be limited to:

- Customs officers, supervisors and brokers;
- Environmental inspectors and enforcement officers;
- Licensing and permitting authorities;
- Border control and port authorities;
- Relevant ministries, agencies, and other stakeholders involved in ODS management.

7. Duration and Location

The assignment is expected to be carried out between April and June 2026, including preparation, delivery of training, and reporting. Training sessions will be conducted in Suriname at locations to be agreed with the contracting authority.

8. Qualifications and Experience of the Trainer

The consultant(s) should possess the following qualifications:

- Advanced degree in environmental management, chemistry, customs administration, law enforcement, or a related field;
- At least 5–10 years of relevant professional experience in ODS management, customs enforcement, or environmental compliance;
- Demonstrated experience in training customs and enforcement agencies;
- Strong knowledge of the Montreal Protocol, ODS trade controls, and illegal trade issues;
- Proven facilitation and communication skills;
- Experience in the Caribbean or Latin American region is an asset.

9. Reporting and Supervision

The trainer will work under the overall supervision of the National Ozone Unit (NOU).

All deliverables shall be submitted in English and aligned with UNEP/MLF reporting standards.

10. Budget and Payment Terms

The payment schedule shall be defined in the contract and shall be conditional upon the approved financial and technical proposal submitted by the trainer. Payments will be linked to satisfactory completion of agreed deliverables and milestones, as assessed and approved by the National Environment Authority (NMA), in coordination with the National Ozone Unit (NOU), and in accordance with UNEP and Multilateral Fund (MLF) requirements.

11. Expected Outcomes

Upon completion of the assignment:

- Customs and enforcement officers will have improved capacity to monitor and supervise ODS imports and consumption;
- Detection and prevention of illegal ODS trade will be strengthened;
- Institutional coordination for ODS phase-out implementation will be improved;
- Suriname's compliance with the Montreal Protocol and related commitments will be enhanced.