

TERMS OF REFERENCE

for the

Provision of travel services related to participation in a study tour in Italy of representatives of Thai institutions for the project “Greening the scrap metal value chain through promotion of BAT/BEP to reduce U-POPs releases from recycling facilities”. (SAP 150186 GEF 9222)

1. Background

This Terms of Reference (ToR) sets the parameters for the implementation of activities related to the Global Environment Facility (GEF) funded project “Greening the scrap metal value chain through Promotion of BAT/BEP to Reduce U-POPs releases from recycling facilities”. The project is being implemented by the United Nations Industrial Development Organization (UNIDO) in collaboration with national executing partners – Department of Primary Industries and Mines (DPIM), Ministry of Industry, Thailand. These terms of reference are based on the project document (CEO endorsement) approved by the GEF and discussions between UNIDO and Thai government counterparts.

The activity foreseen by the present ToR is under Component 2: Information dissemination and capacity building, Activity 2.3: Provide for a study tour in Western countries to examine possible alternative technologies in operation. The purpose of the study tour is to learn about possible alternative techniques and practices in operation in those countries where BAT and BEP are largely consolidated and to get familiar with them and their potential application in Thailand. A study tour to Italy will be organized for 5 days (plus two travel days) within September-October 2019.

2. Description of required services

The description of the services required as shown in this section refers to the organization and provision of travel, accommodation and meals for representatives of UNIDO, Italian delegates and of Thai institutions (Ministries, Industrial Associations and industry managers) for carrying out a study tour in Italy. The following services must be provided under this contract:

- Round trip air travel for twenty-two (22) Thai participants Bangkok – Milan _ Bangkok and round trip air travel for one (1) UNIDO staff member, Vienna-Milan – Vienna
- Inclusion of 3 Italian participants on meal and local travel arrangements (except airport pick up and drop off);
- Travel insurance of the Thai participants during the duration of the study tour;
- Transfer from the airport of arrival in Italy to the city of Brescia;
- Hotel reservation (breakfast included) in Brescia or nearby surroundings;
- Provision of lunch during the course of the study tour. The restaurants for lunch will be chosen according to the needs of the study tour;
- Provision of dinners during the course of the study tour;
- Coach transfers from the hotel to the sites in the province of Brescia to be visited as part of the study tour. Two visits per day are planned, one in the morning and one in the afternoon, at a maximum distance of about 1 hour from the city center;
- Presence of a guide/interpreter with English/Thai/Italian language skills while in Italy;
- Transfer from the hotel to the airport of departure in Italy (Milan);

A detailed program of the study tour will be provided before the start of the tour. A certain degree of flexibility is necessary for the organization of bus transfers during the tour according to the commitments of the institutions to be visited. A tentative program is found below:

Project
<i>Greening the Scrap Metal Value Chain through Promotion of BAT/BEP to Reduce U-POPs releases from Recycling facilities (Thailand)</i>
Activity
Study tour to Brescia - Italy
Period

23-27 September
Draft Program
<ul style="list-style-type: none"> • Sunday Arrival in Brescia • Monday Morning: welcome meeting at Associazione Industriale Bresciana Afternoon: site visit to ORI Martin in Brescia (steel); meeting with Turboden (heat recovery) and Tenova (Consteel) • Tuesday Morning: site visit to Feralpi Siderurgica in Lonato (steel) Afternoon: site visit to Agroittica in Calvisano (fish farming realized by exploiting residual heat of steel plant) • Wednesday Morning: site visit to Raffmetal in Casto (aluminium) Late afternoon: visit to the historic center of Brescia • Thursday Morning: site visit to Alfa Acciai in Brescia (steel) Afternoon: site visit to A2A in Brescia (material and energy recovery from waste) • Friday Travel to Venice and back to Milan • Saturday Departure

3. General Time schedule and Participants

The arrival in Italy (Brescia) is scheduled for 22 September and the departure date from Italy is scheduled for 28 September.

The number of participants in the study tour will be twenty-two (22) Thai professionals plus three (3) Italian participants and one (1) UNIDO staff member. Should the number of participants increase or decrease, the Contract may be amended accordingly.

4. Deliverables

The service provider will receive from UNIDO the names of the participants and contact details (hereafter, “travelers”). The service provider shall submit the following documentation to UNIDO:

1st set of Progress Deliverables to be submitted no later than two (2) weeks before the Study Tour:

- Copy of travel documents of the travelers;
- Itinerary and flight details for the travelers;

2nd set of Progress Deliverables to be submitted no later than two (2) weeks after the Study Tour:

- Copy of the travelers’ e-tickets;
- Confirmation of arrival in Brescia;
- Proof of the insurance coverage of the participants;
- End of Tour Report (Summary of activities undertaken including photos);
- A completion report with all the contract deliverables as attachments.

5. Language Requirement

All communication with UNIDO will be in English, including the proposal, as well as the reports.

7. UNIDO Travel Policy

Current air travel policy requires the Travel Agent in all cases to book the most direct and least costly fares and to research alternate itineraries in order to provide the lowest appropriate fares, which satisfy the UNIDO travel policies and mission requirements.

The UNIDO travel policy embodies the following basic principles:

1. The most direct and least costly airfare should be provided
2. Business class travel or equivalent may be applicable only in limited situations, upon UNIDO's recommendation;

In view of the above, UNIDO reserves the right to effect random checks of airfares provided by the Contractor, to ensure adherence to the above travel policy.