



Integrated Stockholm Convention Toolkit to Improve Transmission of Information under Articles 07 and 15

TERMS OF REFERENCE

Information Technology Consultant

1.0 BACKGROUND

International recognition that Persistent Organic Pollutants (POPs) posed major and increasing threats to human health and the environment, led to the adoption of the Stockholm Convention on Persistent Organic Pollutants (SC Convention) in May 2001 in Stockholm, Sweden. The Convention which entered into force on May 17, 2004 is a legally binding, international commitment to take measures to protect human health and the environment from the harmful effects of POPs. Saint Lucia acceded to the SC on October 04, 2002.

The Department of Sustainable Development of the Ministry of Education, Innovation Gender Relations and Sustainable Development, Saint Lucia, with the support of the Basel Convention Coordinating Centre, Stockholm Convention Regional Centre for Capacity Building and Transfer of Technology hosted by Uruguay (BCCC-SCRC-LATU) is executing in-country activities within the framework of the UNEP/GEF project *Integrated Stockholm Convention toolkit to improve the transmission of information under Articles 07 and 15* (GEF ID 9884).

The objective of the project is to facilitate the development, transmission, access and use of data contained in National Implementation Plans (NIP, Article 7) and National Reports (Article 15). The NIPs and National Reports submitted to the Stockholm Convention's Secretariat under Articles 7 and 15 respectively, are the key data sources used for evaluating the effectiveness of the implementation of the SC at both the global and national levels. The effectiveness evaluation process conducted by the Secretariat identified the limited availability of data from national reports and NIPs as a key challenge in undertaking the effectiveness evaluation. It was not possible to discuss trends as the quantitative information on POPs reported by Parties, was extremely limited.

An integrated electronic toolkit is to be developed by the United Nations Environment Programme (UNEP) and tested by project pilot countries, including Saint Lucia. In order to facilitate testing of the integrated electronic toolkit, the Department of Sustainable Development is seeking to contract a suitably qualified and experienced Information Technology Consultant to undertake the needed preparatory work to support piloting of the integrated toolkit for transmission of information under the Stockholm Convention.

2.0 OBJECTIVE OF WORK AND ACTIVITIES TO BE UNDERTAKEN

The ultimate result of this service is the testing of the integrated electronic toolkit and the building of necessary knowledge for its use at the national level.

Working in close collaboration with the Department of Sustainable Development, the Information Technology Consultant will perform the following activities:

- Activity 1. Support the technical team/designated experts in populating the integrated electronic toolkit for Articles 7 and 15 with POPs information and data revised/collected;
- Activity 2. Compile potential linkages with the data management systems available at the national level;
- Activity 3. Identify the necessary arrangements for the administration of the integrated electronic toolkit for Article 7 and 15 at the national level after the project ends

3.0 SPECIFIC TASKS AND RESPONSIBILITIES

For Activity 1- *Support the technical team/designated experts in populating the integrated Articles 7 and 15 electronic toolkit with POPs information and data revised/collected:*

- 1.1 Attend the training provided by the UNEP IT consultant on the use of the integrated articles 7 and 15 electronic toolkit;
- 1.2 Provide training to the technical team/designated experts on the use of the integrated articles 7 and 15 electronic toolkit;
- 1.3 Provide support to the technical team/designated experts in the use of the integrated articles 7 and 15 electronic toolkit for populating with POPs information and any data collected;
- 1.4 Compile any dysfunctionalities or needs for revision of the integrated electronic toolkit identified while supporting the technical team/designated experts on using it and forward it to UNEP to be addressed.

For Activity 2- *Compile potential linkages with the data management systems available at the national level:*

- 2.1 Identify the relevant data management systems available at the national level, as well as their structures, features and characteristics;
- 2.2 Identify potential interconnections with the integrated articles 7 and 15 electronic toolkit;
- 2.3 Prepare a report compiling potential linkages of the integrated articles 7 and 15 electronic toolkit with the data management systems available at the national level, providing recommendations for interconnections, if the case.

For Activity 3- *Identify the necessary arrangements for the administration the integrated Article 7 and 15 electronic toolkit at the national level after the project ends:*

- 3.1 Prepare a brief report on the necessary arrangements identified for the administration of the integrated Article 7 and 15 electronic toolkit at the national level after the project ends.

5.0 SUBMISSION OF DELIVERABLES AND PERFORMANCE INDICATORS

The following provides a schedule for the specific deliverables to be provided to the Department of Sustainable Development in relation to the work to be undertaken. Timelines may be reviewed and modified in consultation with the Department of Sustainable Development.

Activity	Deliverable	Estimated Delivery date
1	Integrated articles 7 and 15 electronic toolkit populated with POPs information and data revised/collected	March 30, 2021
2	Report compiling potential linkages with the data management systems available at the national level	April 15, 2021
3	Report containing a brief description of the necessary arrangements identified for the administration the integrated Article 7 and 15 electronic toolkit at the national level after the project ends	April 15, 2021

Performance indicator: High quality information prepared within agreed time frames.

6.0 QUALIFICATIONS, EXPERIENCE AND SKILLS

Qualifications

- An advanced university degree (Master's degree or equivalent) in computer science, information systems, mathematics, statistics or related field is required. University studies in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Professional Experience

The consultant should have:

- Minimum of two (2) years' relevant work experience.
- Proven experience in systems analysis and design, computer programming, including advanced programming skills in MS VB and C# for .NET platform is required. Experience in the development of applications using Microsoft Office, DotNetNuke Content Management System, JQuery, Kendo UI, MS SQL and relational databases is required. Good understanding of latest web technologies such as restful web services, including using the oData protocol is required. Knowledge of the Feedback server platform is an advantage.
- Excellent communication skills;
- Ability to work independently and as part of a team.

Competencies

- Meticulous approach to work;
- Attention to details;
- Capable of meeting high standards;
- Good problem-solving skills;
- Analytical and technical skills;
- Effective time management skills to meet deadlines;
- The ability to work under pressure;
- The ability to multi-task;
- Interpersonal and communication skills when dealing with clients.
- Ability to train small team

7.0 DURATION

The Consultant/Technical Expert will be contracted for a period not exceeding three (3) months starting at the date of the signature of the contract.

8.0 REMUNERATION

A total gross fee to the Consultant(s) inclusive of all taxes will be as agreed on and mentioned within the contract based on the financial proposal developed and negotiated cost for this consultancy.

Payment shall be made in instalments based on key deliverables identified within the contract and agreed on between the Department of Sustainable Development and the Technical Expert.

10. SUBMISSION

Bidders are required make their submissions via email to the Department of Sustainable Development via email to nousaintlucia@gmail.com **no later than 4:30 p.m. on Friday January 15, 2021**. The following documents are to be included with the submission:

- i. Technical Proposal describing how the assignment will be approached and completed This should include the Technical Expert's methodology and work implementation plan;
- ii. Curriculum/ Curricula Vitae (CVs) of key personnel;
- iii. Financial Proposal stated in United States (US) Dollars, which is to be matched up against key milestones and deliverables.