



BASEL CONVENTION

Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean Region

#8 Alexandra Street, St. Clair, Port of Spain, Trinidad and Tobago, West Indies

Telephone: 1-868-628-8369

Fax: 1-868-628-2151

Email: info@bcrc-caribbean.org



MINAMATA INITIAL ASSESSMENT IN THE CARIBBEAN

BELIZE

TERMS OF REFERENCE

MINAMATA INITIAL ASSESSMENT INVENTORY, TRAINING, ASSESSMENT AND REPORT

BACKGROUND

The Minamata Convention on Mercury was adopted in October 2013 and entered into force on August 16, 2017 with ninety-five (95) countries as Parties to the Convention to date.

This Minamata Initial Assessment (MIA) project's aim is to facilitate the ratification and early implementation of the Minamata Convention in order to contribute to the protection of human health and the environment from the risks posed by unintentional and intentional emissions and releases of mercury, as well as unsound use and management of mercury.

COMPONENTS AND ACTIVITIES OF THE PROJECT

The overall project components and their related activities are:

1. Global technical support and capacity building for MIA development

1.1 Technical assistance provided to Belize to develop the MIA while building sustainable foundations for their future implementation of the Minamata Convention.

2. Development and validation of the Minamata Initial Assessments

2.1 Identified and strengthened Project Steering Committee and National Coordination Mechanism dealing with mercury management that will guide the project implementation;

Parties consenting to be served by the Centre:

Antigua & Barbuda Commonwealth of the Bahamas Barbados Belize The Republic of Cuba The Commonwealth of Dominica The Dominican Republic
The Republic of Guyana Jamaica The Republic of Trinidad and Tobago The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname

2.2 National institutional and regulatory frameworks and national capacities on mercury management assessed;

2.3 National inventory of mercury sources and releases developed using the UN Environment Mercury Toolkit Level II and strategies for the identification of mercury contaminated sites developed;

2.4 Challenges, needs and opportunities to implement the Minamata Convention assessed and recommendations to ratify and implement the Minamata Convention developed;

2.5 MIA validated by national stakeholders.

3. Monitoring and Evaluation

3.1 Status of project implementation and probity of use of funds accessed on a regular basis and communicated to the GEF;

3.2 Independent terminal evaluation developed and made publicly available.

In this regard, the Basel Convention Regional Centre for Training and Technology Transfer (BCRC-Caribbean), in its role as project executing agency, is seeking to recruit suitably qualified and experienced consultant(s) or consulting firm to provide the services that would coordinate and supervise the national mercury inventory process developed for Belize and facilitate the completion of the requisite MIA reports.

DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The overall objective of the assignment is to facilitate the development of the MIA report in Belize in order to inform the Government in their decision to ratify and/or implement the Minamata Convention. The national MIA reports are based on the overall outputs and activities of Project Component 2.

The services for this consultancy will include:

1. Provision of training in the use of the “UNEP Toolkit for Identification and Quantification of Mercury Releases Reference Report and Guideline for Inventory Levels I and II”, (inclusive of the elements contained in the UNEP Practical Sourcebook on Mercury Waste Storage and Disposal), for national project

Parties consenting to be served by the Centre:

Antigua & Barbuda Commonwealth of the Bahamas Barbados Belize The Republic of Cuba The Commonwealth of Dominica The Dominican Republic
The Republic of Guyana Jamaica The Republic of Trinidad and Tobago The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname

personnel including the National Project Coordinator-Inventory (responsible for the on-the-ground daily activities involved in the inventory development);

2. Assistance in the identification and assessment of the sources and quantities of mercury emissions and releases in consultations with relevant project personnel and stakeholders;
3. Development of a strategy to identify and assess mercury contaminated sites in Belize using the ArcGIS platform (Version 10.3.1, Datum: WGS84).
4. Provision of continuous technical support and guidance to the National Project Coordinator-Inventory throughout the inventory and draft report developments;
5. Development of a report on recommendations to ratify and implement the Minamata Convention in Belize;
6. Preparation of the final national MIA report.

OUTPUTS AND DELIVERABLES

1. Prepare a work plan, which will include a detailed methodology for development of the national MIA report, inclusive of the training to be provided and the number and nature of site visits needed for the assessment of mercury emissions and releases and potentially contaminated sites in Belize;
2. Conduct one national training workshop on the use of the “UNEP Toolkit for Identification and Quantification of Mercury Releases Reference Report and Guideline for Inventory Levels I and II” and on the elements contained in the UNEP Practical Sourcebook on Mercury Waste Storage and Disposal (the workshop will be organised by the BCRC-Caribbean);
3. Coordinate with the BCRC-Caribbean, National Working Group and National Project Coordinator-Inventory to gather and analyse available data on mercury sources in each participating country in order to build national capacities to undertake the mercury inventory;
4. Conduct site visits and consultations needed in Belize for the development of national strategies for the identification and assessment of mercury contaminated sites and prepare ArcGIS maps showing mercury contaminated sites and their

Parties consenting to be served by the Centre:

Antigua & Barbuda Commonwealth of the Bahamas Barbados Belize The Republic of Cuba The Commonwealth of Dominica The Dominican Republic
The Republic of Guyana Jamaica The Republic of Trinidad and Tobago The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname

proximity to vulnerable areas such as settlements, watersheds and protected areas, where applicable;

5. Lead the development and compilation of a report on recommendations to ratify and implement the Minamata Convention in Belize;
6. Participate in national workshops (facilitated by the BCRC-Caribbean) where the results of the national inventory and other aspects of the national draft report will be presented and reviewed by relevant national stakeholders. Then finalise the national MIA report, incorporating relevant stakeholder comments;
7. Participate in the final results workshops (facilitated by the BCRC-Caribbean).

INSTITUTIONAL ARRANGEMENTS/ TIMEFRAME

The Consultant(s)/ Consulting Firm will be supervised by the BCRC–Caribbean. The duration of this consultancy is twelve (12) months. The Consultant(s)/ Consulting Firm is expected to conduct at least one (1) country visit to assess mercury sources and contaminated sites as well as participate in national workshops detailed above. These will be facilitated by the BCRC-Caribbean. Any additional country visits will be determined based on necessity and provisions for this should be factored into the financial proposal to be submitted.

QUALIFICATIONS

- a. Master's degree in Environmental Engineering, Environmental Science/Management, Natural Science or related field;
- b. Minimum 7 years' professional working experience in environmental management or/and chemistry field;
- c. Experience in environmental, including chemicals/waste data collection, analysis and reporting;
- d. Experience in the use of GIS Software, namely ArcGIS platform (Version: 10.3.1, Datum: WGS84);
- e. Demonstrated knowledge of data collection/assessment methodologies will be an asset;
- f. Previous experience leading similar projects will be an asset;
- g. Experience in the use of UNEP's Toolkit for Identification and Quantification of Mercury Releases (Inventory Level 2) will be an asset;

Parties consenting to be served by the Centre:

Antigua & Barbuda Commonwealth of the Bahamas Barbados Belize The Republic of Cuba The Commonwealth of Dominica The Dominican Republic
The Republic of Guyana Jamaica The Republic of Trinidad and Tobago The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname

- h. Previous experience working with/under international environmental projects;
- i. Previous experience in the Caribbean region;
- j. Proficiency in the use of Microsoft Office;
- k. Excellent oral and written communication skills in English.

NOTE: The working language of the BCRC-Caribbean is English.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

1. Technical Proposal describing how one will approach and complete the assignment. This should include the Consultant’s methodology and work implementation plan, qualifications and experience of personnel, and non-financial resources to be assigned;
2. Curriculum/ Curricula Vitae (CVs) of key personnel;
3. Financial Proposal, which is to be separated into the Consultant’s professional fees and reimbursable direct expenses in United States (US) Dollars, matched up against key milestones and deliverables;
4. Completed Eligibility of Consultants Form (**available upon request to email addresses detailed below**) for the provision of services, which will include provision of examples of previous related work done by the bidder. (Applicable to Consultants not already included on the BCRC-Caribbean’s Register of Vendors and so notified).

QUERIES

Interested bidders may submit all queries in writing to:

<p>Ms. Jewel Batchasingh Director (Ag.) Email: jewel.batchasingh@bcrc-caribbean.org Phone: (868) 628-3829 / 9372</p>	<p>Ms. Tahlia Ali Shah Project Execution Officer Email: tahlia.alishah@bcrc-caribbean.org Phone: (868) 628-3829 / 9372</p>
---	--

Parties consenting to be served by the Centre:

BID SUBMISSION

Interested bidders are invited to apply by submitting a detailed technical and financial proposal together with the completed Eligibility of Consultants document (if applicable) **via e-mail** to:

Mr. Jennings Mc Comie

Chairperson, Tenders Committee

Basel Convention Regional Centre for Training and

Technology Transfer for the Caribbean

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

Email: jennings.mccomie@bcrc-caribbean.org and bcrc.caribbean@gmail.com

The deadline for the submission of proposals is **4:00 pm (Trinidad and Tobago, GMT -4) on September 07, 2018.** Bidders may submit their bids via email.

NOTES:

When submitting bids, bidders must ensure that all documents and containing folders are labelled clearly.

Bid documents shall remain the property of the BCRC-Caribbean.

The BCRC-Caribbean reserves the right to reject any application if any information provided is found to be a misrepresentation, exaggeration or complete falsification and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder.

The successful bidder will be notified in writing of the award of contract and provided with an authorization to proceed. The successful bidder shall be required to enter into an appropriate Contract on the basis of the tender documents and incorporating any other appropriate provisions within that period of time.

The successful candidate will be expected to start work as of October 2018.

Parties consenting to be served by the Centre:

Antigua & Barbuda Commonwealth of the Bahamas Barbados Belize The Republic of Cuba The Commonwealth of Dominica The Dominican Republic
The Republic of Guyana Jamaica The Republic of Trinidad and Tobago The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname