



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

(Antigua and Barbuda, Dominica, Grenada, Saint Vincent and the Grenadines)

TERMS OF REFERENCE

ASSESSMENT OF THE POLICY, LEGISLATIVE AND INSTITUTIONAL FRAMEWORK RELATED TO MERCURY MANAGEMENT AND IMPLEMENTATION OF THE MINAMATA CONVENTION

BACKGROUND

The Minamata Convention on Mercury was adopted in October 2013 and entered into force on August 16, 2017 with eighty-four (84) countries as Parties to the Convention to date, including Antigua and Barbuda.

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. The following countries are participating in this project: Antigua and Barbuda, Dominica, Grenada, and, Saint Vincent and the Grenadines

COMPONENTS AND ACTIVITIES OF THE PROJECT

The overall project components and their related activities are:

1. Global technical support and capacity building for MIAs development

1.1 Technical assistance provided to participating countries to develop the MIAs while building sustainable foundations for their future implementation of the Minamata Convention.

2. Development and validation of the Minamata Initial Assessments

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



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



- 2.1 Identified and strengthened Project Steering Committee and National Coordination Mechanisms dealing with mercury management that will guide the project implementation;
- 2.2 National institutional and regulatory frameworks and national capacities on mercury management assessed;
- 2.3 National inventories 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 key legal services. These services would lead to a review of the existing legislation as it pertains to waste and chemicals management, as well as an assessment of how the existing legislation relates to implementing the obligations of the Minamata Convention on mercury, in each project beneficiary country.

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



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



DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The overall objective of this consultancy is to provide an informed assessment of the policy, legislative and regulatory framework related to mercury management in each of the four (4) participating countries in order to provide the countries with strong arguments for the ratification and/or implementation of the Minamata Convention on mercury.

The main activities will be to:

1. Assess key national stakeholders, their roles in mercury management and monitoring and institutional interest and capacities;
2. Analyze the existing regulatory framework, identify gaps and identify the regulatory reforms needed for the sound management of mercury in each of the four (4) participating countries.

The Consultant(s)/ Consulting Firm shall for each of the four (4) participating countries:

- a. Examine the existing structures, institutions, policies and regulations related to chemicals management;
- b. Review the existing legislation and identify gaps for meeting the Minamata Convention requirements and provide initial technical recommendations on proposed amendments, inclusive of a probable timeframe;
- c. Critically review the roles of institutions including but not limited to ministries and key stakeholder sector organisations who are contributing to the mercury inventory and to the management of the mercury life cycle;
- d. Identify existing gaps and provide recommendations for comprehensive management of mercury issues at each identified organisation and identify a probable timeframe for the identified organisations to implement the measures recommended;
- e. Identify barriers to the implementation of the Minamata Convention and provide concomitant recommendations for the removal of such barriers, inclusive of a probable timeframe for the Governments of the participating countries to put measures in place to remove the barriers identified;
- f. Highlight the positive and negative implications of any recommendations detailed in d and e above.

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



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



OUTPUTS AND DELIVERABLES

For each of the four (4) participating countries, the Consultant(s)/ Consulting Firm, under the guidance of, and reporting directly to the BCRC-Caribbean, is expected to:

1. Develop a work plan with clear deliverables and indicators for the development of the policy, legislative and institutional framework report;
2. Consult with the Project Steering Committee, National Working Groups, and relevant stakeholders on relevant existing structures, institutions, policies and regulations in each of the four (4) participating countries;
3. Submit a progress report based on initial assessments and inclusive of any amendments to the work-plan if deemed necessary;
4. Provide draft reports, as deemed necessary, for review by the National Working Groups in each participating country and make amendments based on their feedback, if any;
5. Submit a final assessment of the policy, legal and regulatory framework report which should include, for each of the four (4) participating countries:
 - A review and analysis of existing national regulatory framework and institutional capacity with regards to chemicals and waste management, particularly for mercury,
 - Identification and analysis of national needs and gaps for the ratification and early implementation of the Minamata Convention;
 - Development of a mainstreaming strategy of national mercury priority interventions in national policies and plans,
 - Development of recommendations detailed in an Action Plan towards eventual mercury phase-out.

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



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



6. Participate in regional/national workshops and meetings as deemed necessary by the BCRC-Caribbean (facilitated by the BCRC-Caribbean).

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 fees and expenses in United States (US) Dollars, matched up against key milestones and deliverables;
4. Completed Eligibility of Consultants Form 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).

REMUNERATION

- A total gross fee to the Consultant/firm 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 BCRC-Caribbean and the Consultant(s)/ Consulting Firm.

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



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



UNEP

QUERIES

Interested bidders may submit all queries in writing to:

<p>Ms. Jewel Batchasingh Senior Technical Officer 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>
---	--

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) 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 December 18, 2017.** Bidders may submit their bids via email or in hard copy.

NOTES:

- *When submitting bids, bidders must ensure that all documents and containing envelopes are labelled clearly.*
- *Bid documents shall remain the property of the BCRC-Caribbean.*

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



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



- *The BCRC-Caribbean reserves the right to accept or reject any bid, 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 BCRC-Caribbean is not bound to accept the lowest Financial Bid.*
- *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 January 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