



**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](mailto:info@bcrc-caribbean.org)



## **MINAMATA INITIAL ASSESSMENT IN THE CARIBBEAN**

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

### **TERMS OF REFERENCE**

#### **NATIONAL PROJECT COORDINATOR- INVENTORY**

#### **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***

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

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Antigua & Barbuda    Commonwealth of the Bahamas    Barbados    Belize    The Republic of Cuba    The Commonwealth of Dominica    The Dominican Republic  
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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.

### **MAIN FUNCTIONS AND DELIVERABLES**

In close coordination with the Project Steering Committee, the respective National Working Group, the BCRC-Caribbean and UNEP, and an international consultant, the National Project Coordinator-Inventory (NPC) will assist in the implementation of project activities, in particular, with respect to the on-the-ground daily activities involved in the collection and input of data into the national mercury inventory. The NPC will be asked to perform tasks including:

1. Developing a work plan for tasks with clear deliverables and indicators for the development of the draft national Minamata Initial Assessment Report;
2. Conducting a desktop study of mercury sources and management as it relates to the current situation in the beneficiary country;

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3. Being trained in the use of the UNEP Toolkit for Identification and Quantification of Mercury Releases (Level 1 and 2) for the development of the national inventory;
4. Identifying relevant stakeholders and mercury sources and coordinating the data collection needed for the development of the inventory (this will be aided by the use of questionnaires developed, as well as interviews and other data collection methods deemed necessary);
5. Submitting detailed progress reports of data collection status and drafts of the national MIA report, as deemed necessary;
6. Facilitating national project workshops, as deemed necessary;
7. Assisting with data analysis;
8. Assisting with collection of information related to the legislative and regulatory framework;
9. Preparing the draft Minamata Initial Assessment Report;
10. For the duration of the consultancy, the National Project Coordinator-Inventory for each project beneficiary country will be a member of the National Working Group in their respective countries and will act as the Secretary to the group for the duration of their tenure. The responsibilities of the Secretary include scheduling group meetings, making sure that accurate minutes are kept and following up with participants and matters discussed afterward, as needed;
11. Performing other duties as required.

## **PAYMENT**

Payment shall be made in instalments based on key deliverables identified within the letter of engagement for the consultancy and agreed on between the BCRC-C and the Consultant.

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## QUALIFICATIONS, EXPERIENCE AND SKILLS

As a basic requirement, the National Project Coordinator - Inventory, to be engaged in their respective beneficiary country, should possess an undergraduate degree in natural sciences, environmental sciences or management, chemical and/or process engineering, or related fields.

- Professional experience preferably in areas relevant to waste and chemicals management;
- Good knowledge of the local context and infrastructure as it relates to waste and chemicals management (knowledge in mercury use, storage and disposal is an asset);
- Experience in the implementation of environmental programmes;
- Experience in the conduct of research, desktop reviews and field surveys;
- Ability to plan and execute assigned tasks in a multi-stakeholder environment;
- Good interpersonal skills;
- Willingness to work in a team with national and international experts;
- Proficiency in the use of Microsoft Office;
- Excellent oral and written communication skills in English.

## DURATION OF THE CONSULTANCY

The duration of the consultancy is ten (10) months.

## APPLICATION

Please send Curriculum Vitae (CV) and cover letter to:

**Ms. Jewel Batchasingh**

Senior Technical Officer

Email: [jewel.batchasingh@bcrc-caribbean.org](mailto:jewel.batchasingh@bcrc-caribbean.org) and [bcrc.caribbean@gmail.com](mailto:bcrc.caribbean@gmail.com)

And copy [tahlia.alishah@bcrc-caribbean.org](mailto:tahlia.alishah@bcrc-caribbean.org)

Applications must be submitted **on or before 4:00 pm (Trinidad and Tobago, GMT -4) on December 18, 2017.**

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

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