



GEF Project ID 10154: Review and Update of the National Implementation Plan (NIP) for Guyana under the Stockholm Convention on Persistent Organic Pollutants (POPs)

TERMS OF REFERENCE

NATIONAL RESEARCH ASSISTANT

(REF. #: BCRC_10154_2019_002 rev01)

BACKGROUND

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is a member of a global network of twenty-six (26) independent regional and coordinating centres established under the Basel and Stockholm Conventions.

The Stockholm Convention (SC) on Persistent Organic Pollutants is a global treaty to protect human health and the environment from chemicals that remain intact in the environment for long periods, become widely distributed geographically, accumulate in the fatty tissue of humans and wildlife, and have harmful impacts on human health or on the environment. The Convention, which was adopted in May 2001 and entered into force in 2004, requires its Parties to take measures to eliminate or reduce the release of POPs into the environment. Parties are required, according to Article 7 of the SC, to develop a National Implementation Plan (NIP) to demonstrate how the country will implement its obligations under the SC, and to review and update their NIPs, as appropriate, periodically and to address new obligations under the Convention.

Guyana acceded to the SC on September 12, 2007 and the Convention entered into force in December 2007. In compliance with the obligations of the Convention, Guyana submitted its NIP on June 07, 2013, which included the action plan to address the twelve (12) POPs initially listed on the SC, as well as ten (10) new POPs included as of the 2011 amendment of the SC annexes.

The project entitled “Review and Update of the National Implementation Plan for Guyana under the Stockholm Convention on Persistent Organic Pollutants (POPs)” was developed to facilitate the implementation of the Stockholm Convention in Guyana through the review and update of their national implementation plan (NIP). This enabling activity funded by The Global Environment Facility (GEF) will be implemented by the UN-Environment and executed by the BCRC-Caribbean.

Activities under the project will include strengthening of the national coordination mechanisms, reviewing and updating the original POPs inventories, conducting inventories for new POPs up to the 2017 amendment to the SC annexes, assessing the regulatory and policy frameworks and institutional capacities to manage new POPs, prioritizing and drafting action plans for reducing and phasing out new POPs.

COMPONENTS AND OBJECTIVES OF THE PROJECT

The overall project components and their related activities are:

- 1. Global Technical support for NIP revision and updating**
 - a. Project quality, sustainability and cost effectiveness are strengthened
- 2. NIP updating, endorsement and submission to the SC Secretariat**
 - a. Coordination mechanism in place with stakeholders aware of the risks of new POPs
 - b. New POPs inventories developed, and the initial POPs updated and validated by relevant stakeholders
 - c. National capacities for new POPs management identified and priorities for new POPs risk reduction are set
 - d. Updated NIP endorsed and submitted to the SC Conference of the Parties
- 3. Monitoring and Evaluation**
 - a. Periodic monitoring reports developed on a timely basis
 - b. Independent terminal evaluation developed and made publicly available

In this regard, the BCRC-Caribbean in collaboration with the Pesticides and Toxic Chemicals Control Board (PTCCB) in the Ministry of Agriculture, is seeking to recruit a suitably qualified professional for the role of National Research Assistant (NRA).

MAIN FUNCTIONS

Under the primary guidance of the NIP Expert and in close collaboration with the Project Coordination Unit (PCU) of the BCRC-Caribbean and the National Project Coordinator (NPC) of the PTCCB, the NRA will work with all project stakeholders, working groups and international/national consultants to assist in the implementation of project activities, in particular, with respect to the data collection and drafting of the final Inventory Reports to support the development of the National Implementation Plan. The NRA will be required to perform tasks including:

- Develop a workplan for POPs Inventory development and data collection.
- Stakeholder identification and analysis.
- Participate in a one (1) day national project inception workshop (*scheduled for third week in January 2020*), which will be held to raise awareness of the project on updating and reviewing the NIP amongst the widest possible range of with key stakeholders from government institutions, industry and industrial associations, NGOs, university, etc.
- Participate in a one (1) day training workshop (*scheduled for third week in January 2020*), to be facilitated by the NIP Expert, on conducting inventories for initial and newly listed POPs for updating the NIP.

- Prepare Chapter 1 of the NIP (Overview of POPs and the Stockholm Convention, the purpose of the NIP, development of NIP methodology and structure), in accordance with guidance document¹ and technical guidance² of the NIP Expert.
- Prepare Chapter 2.1 (Country Profile – geographical, political, economic and environment priorities) in accordance with guidance document and technical guidance of the NIP Expert
- Conduct five (5) POPs inventory assessments and prepare the corresponding reports. One for each POPs Group: Pesticides, uPOPs, and industrial chemicals (PBDEs, PFOS/PFOA, PCBs). The conduct of each assessment would include:
 - Coordinating with relevant stakeholders to collect information and data required to conduct Tier I and II inventories for initial and newly listed POPs;
 - Compile baseline data necessary for summarizing relevant country background information including the manufacture, import, export, use and management of POPs chemicals; existing institutional and infrastructure arrangements for POPs management, monitoring and enforcement; as well as general health and environmental impacts of POPs;
 - Review and analysis of inventory data;
 - Identify gaps, deficiencies and preliminary suggestions on action plan activities regarding POPs management;
 - Prepare and submit draft POPs inventory reports for review;
 - Consolidate comments on report, revise and submit final POPs inventory reports.
- Participate and assist in facilitating a national POPs inventory validation workshop which will be held to validate and discuss the outcomes of the updated POPs inventories/profiles.
- Submit detailed monthly progress reports on project implementation status.
- Participate in day-to-day activities relating to project implementation and assist the NPC and PCU, in organizing workshops/ meeting/ stakeholder consultations/ training, as deemed necessary.

¹ UNEP *Guidance for Developing a National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants*

² The NIP Expert will utilize resources such as the GEF 5558 Project output *Regional Manual - POPs Inventory Development for National Implementation Plans update in the Caribbean*, as well as Stockholm Convention guidance documents available at: <http://chm.pops.int/Implementation/NIPs/Guidance/tabid/2882/Default.aspx>

DELIVERABLES

The NRA will be expected to deliver the following according to support the tasks in the main function:

1. Detailed workplan
2. Established stakeholder directory listing
3. An Inception Meeting Report (to be prepared in collaboration with the BCRC-Caribbean)
4. A POPs Inventory Training Workshop Summary Report
5. Chapter 1 of the NIP Document
6. Chapter 2.1 of the NIP Document
7. Five (5) POPs Inventory Reports, categorized by POPs groups: Pesticides, uPOPs, PCBs, PBDEs, PFOS/PFOA.
8. Compiled raw data sets gathered for each of the five (5) POPs Inventories
9. Summary presentations for the National POPs Inventory Validation workshop
10. Summary report of the POPs Inventory Validation Workshop, and stakeholder consultations, as required
11. Monthly progress reports to the PCU
12. Meetings with the PCU, NPC and NIP Expert, as required

QUALIFICATIONS, EXPERIENCE AND SKILLS

As a basic requirement, the National Research Assistant should possess the following:

Education and Experience

- Advanced university degree in natural sciences, environmental sciences/engineering or management or related fields; having a master's degree will be an asset;
- Experience in inventory and data collection (desktop reviews, field surveys, one-on-one interviews, stakeholder consultations) preferably in areas relevant to natural sciences, environmental sciences/engineering or management. Experience directly related chemicals and waste would be an asset;
- Experience in data analysis and technical report writing;
- Good knowledge of the local context and infrastructure as it relates to chemicals and waste management (knowledge of chemical use, storage and disposal is an asset);
- Proficiency in the use of Microsoft Office Suite (MS Word, Excel and PowerPoint)

Functional competencies

- Ability to plan and execute assigned tasks in a multi-stakeholder environment
- Ability to analyse technical scientific data and document to make constructive recommendations
- Willingness and ability to work in a team with national and international experts
- Good presentation skills
- Ability to work under pressure and stressful situations to meet tight deadlines

- Strong interpersonal, communication and diplomatic skills
- Excellent oral and written communication skills in English.

DURATION AND EXPECTED START OF THE CONSULTANCY

The duration of the consultancy is approximately eight (8) to twelve (12) months. The successful candidate will be expected to start work in December 2019.

PAYMENT

Payment shall be made in instalments based on key deliverables identified within the contract engagement and agreed upon between the BCRC-Caribbean, the NPC, and the NRA.

QUERIES

Interested candidates may submit all queries via email to:

Ms. Maurissa Charles

Project Execution Officer

BCRC-Caribbean

Email: maurissa.charles@bcrc-caribbean.org

Phone: 1-868-628-8369

APPLICATION

Interested candidates are to send a **Cover Letter** and **Curriculum Vitae (CV)** including contact information for at least three (3) references based on relevant past project/work experience. If short listed, you will be asked to provide a sample of previous technical report writing.

Ms. Jewel Batchasingh

Director (Ag.)

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

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

Email: jewel.batchasingh@bcrc-caribbean.org and

CC. info@bcrc-caribbean.org

Applications must be submitted **on or before 8:00 pm (GMT - 4) on November 29, 2019.**

NOTES:

- *The working language of the BCRC-Caribbean is English.*
- *Interviews will be conducted to support the technical evaluation of proposals.*
- *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 candidate will be notified in writing of the award of contract and provided with an authorization to proceed. The successful candidate shall be required to enter into an appropriate Contract on the basis of the terms of reference and incorporating any other appropriate provisions within that period of time*