

**GEF PROJECT ID 10154: REVIEW AND UPDATE OF THE NATIONAL IMPLEMENTATION  
PLAN FOR GUYANA UNDER THE STOCKHOLM CONVENTION ON PERSISTENT  
ORGANIC POLLUTANTS (POPS)**

**TERMS OF REFERENCE**

**INTERNATIONAL EXPERT ON THE DEVELOPMENT OF  
NATIONAL IMPLEMENTATION PLANS (INTERNATIONAL NIP EXPERT)**

(REF. #: BCRC\_10154\_2019\_001 rev2)

**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 (COP-8) 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.

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 Federation of Saint Kitts and Nevis    Saint Lucia    Saint Vincent and the Grenadines    Suriname    The Republic of Trinidad and Tobago

## COMPONENTS AND OBJECTIVES OF THE PROJECT

The overall project components and their related activities are:

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

## DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The BCRC-Caribbean, in collaboration with the Pesticides and Toxic Chemicals Control Board (PTCCB) in the Ministry of Agriculture, Guyana, seeks to engage a suitably qualified individual to provide technical support, guidance and training as the International NIP Expert, to the Project Coordinating Unit (PCU)<sup>1</sup>, national research assistants (NRAs) and national project stakeholders during the development of the updated National Implementation Plan, in accordance with Article 7 of the Stockholm Convention.

## OUTPUTS AND DELIVERABLES

The NIP Expert consultant shall, under the guidance of, and reporting directly to the BCRC-Caribbean, be responsible for the following:

Project Activity	Key Outputs and Deliverables
2.1 Coordination mechanism in place with stakeholders aware of the risks of new POPs	<u>Inception</u> <ul style="list-style-type: none"><li>• Provide input for stakeholder identification and analysis</li><li>• Review the current NIP for Guyana to assess the status and extent of the previous NIP implementation, including assessing reasons for success or lack thereof for the action plans</li><li>• Participate in a one (1) day national project inception workshop 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.</li></ul>

<sup>1</sup> PCU: This refers to the existing project management team within the BCRC-Caribbean

Project Activity	Key Outputs and Deliverables
<p>2.2 New POPs inventories developed, and the initial POPs updated and validated by relevant stakeholders</p>	<p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Develop training material and agenda for a training workshop to address in-country capacity building on conducting POPs inventories and NIP updates</li> <li>• Facilitate and participate in the training workshop, hosted by the BCRC-Caribbean, for relevant stakeholders in the national working groups, project steering committee, national research assistants and the PCU, including the preparation of training material, elaborating on: <ul style="list-style-type: none"> <li>○ procedures for reviewing and updating the existing POPs inventories and developing new POPs inventories;</li> <li>○ assessing the national institutional and policy framework<sup>2</sup>;</li> <li>○ assessing the current national level of public awareness on POPs;</li> <li>○ assessing socio-economic implications of POPs utilization, elimination and reduction.</li> </ul> </li> </ul> <p><u>POPs Inventory</u></p> <ul style="list-style-type: none"> <li>• Provide technical guidance<sup>3</sup> and support to the NRAs during POPs inventory process for the review and update of existing POPs inventories from the current NIP, and the development of inventories to address newly listed POPs, including: <ul style="list-style-type: none"> <li>○ review of workplan, methodology and survey inventory forms for data collection;</li> <li>○ draft the table of contents for each Inventory Report;</li> <li>○ oversee and provide technical support for the collection and analysis of data, including verifying inventory data (quality control), identifying needs and gaps for additional information, and its sourcing;</li> <li>○ review and provide comments on draft and final POPs Inventory reports submitted by the NRAs;</li> <li>○ communication with the NRAs and the PCU, as necessary.</li> </ul> </li> <li>• Participation in the national POPs Inventory Validation Workshop, which will be held to validate and discuss the outcomes of the updated POPs inventories/profiles. The consultant may be required to provide written input for the workshop report.</li> </ul>
<p>2.3 National capacities for new POPs management identified and priorities</p>	<p><u>Development of action plans for the updated NIP</u></p> <ul style="list-style-type: none"> <li>• Provide technical guidance and support for assessing the national priorities and making recommendations for the development of action plans for the NIP regarding the management of POPs, according to the <i>UNEP Guidance for Developing a National Implementation Plan for the</i></li> </ul>

<sup>2</sup> This refers to a general overview of institutional and policy framework assessment. A legal consultant will be contracted to support this work.

<sup>3</sup> 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>

Project Activity	Key Outputs and Deliverables
for new POPs risk reduction are set	<p><i>Stockholm Convention on Persistent Organic Pollutants</i>. The consultant, in collaboration with the PCU, will:</p> <ul style="list-style-type: none"> <li>• develop criteria for prioritizing health, socio-economic and environmental impacts of POPs and availability of alternatives;</li> <li>• carry out a review of the findings and data gaps in each of the POPs inventory reports, as well as findings of the legal and institutional framework review report<sup>4</sup>;</li> <li>• formulate priorities for actions to meet the country's obligations under the SC in the development of a series of national objectives, goals and measurable indicators that will guide the preparation of the reviewed and updated NIP.</li> </ul> <ul style="list-style-type: none"> <li>• Review the discussion draft of the reviewed and updated NIP prepared by the PCU.</li> <li>• Participation in a one (1) day national priority validation workshop, which will be held to validate the proposed criteria, national objectives, priorities and actions plans for POPs management, in the updated NIP discussion draft. The consultant may be required to provide written input for the workshop report.</li> </ul>
2.4 Updated NIP endorsed and submitted to the SC Conference of the Parties	<p><u>NIP Finalization and Endorsement</u></p> <ul style="list-style-type: none"> <li>• Provide oversight and guidance for follow-up stakeholder consultations with high-level technocrats to be done by the PCU, as necessary.</li> <li>• Provide technical support to the PCU by reviewing, identifying gaps and suggesting means for improvement in the draft and final updated NIP, based on recommendation set out in the SC, but also, comments received from stakeholders, in writing and from the validation workshop.</li> <li>• Participation<sup>5</sup> of a one-day NIP Endorsement Workshop, which will be held with all relevant government and key stakeholders to review and endorse the final updated NIP. This workshop will seek to gain high-level commitment for the successful endorsement and implementation of the NIP.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Regular meetings with the NRA, as deemed necessary</li> <li>• Meetings with the PCU and the local project team, as required</li> </ul>

<sup>4</sup> This will be a deliverable from the Legal Consultant

<sup>5</sup> This workshop may be attended virtually, if necessary.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

The NIP Expert should have substantive professional experience working in chemicals management, specifically POPs management and capacity building.

### Education and experience

- Advanced degree (Masters/PhD) in chemistry, chemical/ environmental engineering, environmental management or relevant fields;
- At least 10 years of experience in the field of Persistent Organic Pollutants (POPs), or similarly relevant field, at national and/or international level, experience in chemicals and waste would be an asset;
- Direct experience developing and/or updating NIPs and conducting inventories for POPs, particularly new POPs is desirable;
- Past consultancy experience and proven knowledge of POPs (PCBs, Pesticides, U-POPs, PFOS, PBDEs), new POPs, emerging chemicals concerns and familiarity with the requirements and guidance of the Stockholm Convention and SAICM;
- It is desirable that the Consultant also have the following capabilities: Institutional Capacity Building; Training and Awareness; Environmental Law and Project Management
- Knowledge of the UN-Environment processes and structure is desirable;
- Working experience in the Caribbean region, developing countries and/or countries in transition is desirable;
- Familiarity with the goals and procedures of the GEF, in relation to its chemicals and waste portfolio, is desirable.

### Functional competencies

- Strong interpersonal skills, communication and diplomatic skills;
- Willingness and ability to work in a team;
- Excellent writing and reporting skills in English;
- Good presentation skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines;
- Proficiency in the use of Microsoft Office (Word, Excel, PowerPoint)

## **DURATION AND EXPECTED START OF CONSULTANCY**

The duration of the consultancy is approximately one hundred and thirty-five (135) days over a period twenty (20) months. The successful candidate will be expected to start work within the month of December 2019.

## **PAYMENT**

Payment shall be made in instalments based on key deliverables identified within the contract and agreed on between the BCRC-Caribbean and Consultant.

## 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, experience, and nonfinancial resources to be assigned where applicable;
2. **Curriculum Vitae (CV)**, inclusive of contact information for at least three (3) references for relevant past project/work experience;
3. **Financial Proposal**, which is to be separated into Consultant fees and detailed expenses in United States (US) Dollars, matched up against key milestones and deliverables.

## QUERIES

Interested individual candidates may submit all queries via email to:

<b>Ms. Maurissa Charles</b> Project Execution Officer BCRC-Caribbean	Email: <a href="mailto:maurissa.charles@bcrc-caribbean.org">maurissa.charles@bcrc-caribbean.org</a> Phone: 1-868-628-8369
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## PROPOSAL SUBMISSION

Interested individual candidates are invited to apply by submitting a detailed proposal via email to:

<b>Ms. Jewel Batchasingh</b> 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: <a href="mailto:jewel.batchasingh@bcrc-caribbean.org">jewel.batchasingh@bcrc-caribbean.org</a> and CC. <a href="mailto:info@bcrc-caribbean.org">info@bcrc-caribbean.org</a>
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**The deadline for the submission of proposals is 11:00 pm (GMT - 4) on October 18, 2019.**

### NOTES:

- *The working language of the BCRC-Caribbean is English.*
- *When submitting proposals, candidates must ensure that all documents are labelled clearly.*
- *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.*