

IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES (ISLANDS) PROJECT PREPARATION GRANT PHASE

**(Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts
and Nevis, Saint Lucia, Suriname and Trinidad and Tobago)**

TERMS OF REFERENCE

CUSTOMS EXPERT

(Reference Number: BCRC#10185_2019_003)

BACKGROUND

Under the GEF 7 Programming Directions, a specific allocation was made for Least Developed Countries (LDCs) and Small Island Developing States (SIDS) for chemicals and wastes management. The programme entitled ISLANDS – Implementing Sustainable Low and Non-Chemical Development was approved by the GEF Council in June 2019 (GEF ID 10185).

This global programme seeks to address the sound management of chemicals and waste through strengthening the capacity of sub-national, national and regional institutions, strengthening the enabling policy and regulatory framework in these countries and unlocking resources to implement sound management of chemicals and waste. This will be achieved by:

- Implementing Sustainable Low and Non-Chemical Development Strategies in SIDS and LDCs;
- Promoting Best Available Techniques (BAT) and Best Environmental Practices (BEP) to reduce mercury and Unintentional Persistent Organic Pollutants (UPOPs) releases from sectors relevant to the Minamata and Stockholm Conventions in SIDS and LDCs
- Promoting cleaner health-care waste management based on the lessons learnt from GEF funded healthcare waste projects to reduce UPOPs and mercury releases;
- Strengthening the management system for e-waste, addressing all stages of the life cycle (i.e. acquisition of raw materials, design, production, collection, transportation and recycling) in SIDS and LDCs;
- Phasing out of mercury-containing products;

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

- Undertaking gender mainstreaming and project monitoring and evaluation; and
- Developing a strategy to ensure that technical assistance and investments are firmly linked to enhance countries' ability to deal with the management of POPs and mercury in a sustainable manner.

This ISLANDS programme covers three (3) geographical regions including the Caribbean, Indian Ocean and Pacific Islands and is being implemented by the United Nations Environment Programme (UNEP), The United Nations Development Programme (UNDP), The United Nations Food and Agricultural Organisation (FAO) and the InterAmerican Development Bank (IDB).

The BCRC Caribbean will act as the executing agency for the Caribbean which will be implemented jointly by the UNEP/FAO and IDB.

COMPONENTS AND ACTIVITIES OF THE PROJECT

The overall project components and their related activities are:

1. Component 1: Preventing the Future Build-Up of Chemicals Entering Caribbean SIDS
 Activities include (i) establish standards and build capacity to control/limit and prevent the import of hazardous chemicals, products containing hazardous chemicals or products that will result in hazardous waste (including single-use plastics); (ii) train the customs/border control and trade officers, environmental inspectors as well as officers responsible for the sound management of chemicals; (iii) develop the regulatory/policy framework and standards for environmentally sound management of POPs, mercury, medical waste, e-waste, used oil, used lead acid batteries, end-of-life vehicles and assess the cost implications; (iv) Identification, assessment, validation of alternative products and chemicals products that meet the standards of the region.
2. Component 2: Safe Management and Disposal of Existing Chemicals, products and materials within the Caribbean SIDS
 Activities include (i) supporting the establishment of integrated waste management strategy for products which are currently in the countries and (ii) the safe handling, treatment and where necessary disposal of existing chemicals, products and materials that contribute to the emissions of POPs and mercury. Regional approach will be implemented due to the small population size of the countries in the region.
3. Component 3: Safe Management of Products entering SIDS/Closing Material and Product loops for Products entering the Caribbean SIDS
 Activities include the (i) development of legislation (where necessary) to support extended producer responsibility and other appropriate measures for imported products (ii) development of national and or regional private sector partnerships to

improve national and regional recycling initiatives according to economies of scale;
(iii) reduction of residual landfill waste through composting activities;

4. Component 4: Knowledge Management and Communications

Activities will include the generation and development of case studies, guidelines, sharing of knowledge on best practices and technologies related to chemicals and waste management for SIDS. These materials will be shared with Knowledge Management (KM) Child Project. Conversely it is expected that additional activities will occur under this component to disseminate knowledge from the KM project to Caribbean stakeholders in cooperation with local NGOs. There will be a focus on reaching vulnerable groups, including indigenous populations, and looking at gender considerations.

In this regard, the Basel Convention Regional Centre for Training and Technology Transfer in the Caribbean (BCRC-Caribbean), in its role as the project executing agency, is seeking to recruit a suitably qualified and experienced consultant to act as the **Customs Expert** for the PPG phase.

DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

Under the guidance of the BCRC-Caribbean and in close collaboration with the key personnel of the participating project countries, the Consultant will undertake a desktop study of the following:

This will include the:

- Undertake a gap analysis of the Customs and Excise Framework in each country, with a focus on the work of the World Customs Organisation, the Green Customs Initiative and the national institutional arrangements for implementing the Globally Harmonised System (GHS)¹. These gaps include but are not limited to legislation/policy, standard operating procedures, current practices and enforcement, data management, record-keeping, operational capacity and awareness. The incentives for the implementation of GHS for the participating countries should be also be detailed;
- Examine the institutional capacity and needs for Customs authorities and other relevant government agencies to successfully manage local and international trade of chemicals and chemicals in products. This should examine similar gaps and incentives highlighted above.

¹ The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) is a system for classifying and labelling chemicals according to their intrinsic hazardous properties. The GHS is one of the cornerstones of sound chemicals management, an issue consistently on the international sustainable development agenda since 1992. In 2002, it was agreed under the United Nations that all countries should be encouraged to implement the GHS by 2008. However, to date, it is unclear where, how, and to what extent the GHS has been implemented and what factors best explain any differences in implementation coverage. <https://www.mdpi.com/2071-1050/9/12/2176/htm>

- In collaboration with project manager, BCRC Caribbean, UNEP and GEFSEC, formulate the alternative scenario text (different future outcomes) and related project activities (including budget).

EXPECTED OUTPUTS

- Work Implementation Plan;
- Stakeholder Analysis and Inception Report;
- Progress reports to Project Manager;
- Gap Analysis of national Customs and Excise Frameworks including gaps and incentives, institutional framework for implementation in each participating country, where applicable;
- Report on Institutional Capacity Needs Assessment, with reference to existing national working committees² on chemical and waste in each of the participating countries;
- Alternative scenario activities and associated budget for component 1 in collaboration with Legal Expert.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Functional competencies:

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a multidisciplinary team;
- Strong research, analysis, and synthesis skills;
- Good writing and reporting skills;
- Good presentation skills;
- Strong facilitation skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.

Education and Experience:

- Education: University Degree in relevant field or relevant experience;
- At least 5 years' experience in the fields of Customs Management and Administration;
- Proven evidence, including evidence of formal training, of familiarity with the Globally Harmonised System (GHS) and its use for customs purposes;

² This information will be provided to the successful applicant and refers to existing working committees.

- Experience in GEF project formulation, or in the development of projects for other international donor agencies and funding mechanisms is an advantage;
- Experience in conducting participatory and desk-based policy and/or institutional reviews is desired;
- Relevant experience in Latin America and the Caribbean region is highly desired;
- Experience working with UN agencies and GEF is desired;
- Language: English required, Spanish desired.

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

DURATION

The tasks of this consultancy are expected to be completed in forty-five (45) days.

The incumbent must be available as early as **November 2019**.

USEFUL LINKS

https://www.unece.org/trans/danger/publi/ghs/implementation_e.html

https://www.thegef.org/sites/default/files/council-meeting-documents/GEF-7%20Programming%20Directions%20-%20GEF_R.7_19.pdf

<https://www.thegef.org/content/c56-work-program-submitted-council-approval> (go to GEF ID 10185)

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 in United States (US) Dollars, matched up against key milestones and deliverables.

REMUNERATION

- A total gross fee to the Consultant(s) 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).

QUERIES

Interested bidders may submit all queries in writing to:

Ms. Analissa Rasheed Project Execution Officer Email: analissa.rasheed@bcrc-caribbean.org Phone: (868) 628-3829 / 9372	Ms. Leselle Vincent Research Assistant Email: lesellek.vincent@bcrc-caribbean.org Phone: (868) 628-3829 / 9372
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BID SUBMISSION

Interested bidders are invited to apply by submitting a detailed technical and financial proposal **via email** to:

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 info@bcrc-caribbean.org

The deadline for the submission of proposals is **6:00pm (Trinidad and Tobago, GMT - 4) on October 24th, 2019**. Any bids received after this time will be rejected **immediately**.

NOTES:

- When submitting bids, bidders must ensure that all documents are labelled clearly.
- Bid documents shall remain the property of the BCRC-Caribbean.
- 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 authorisation to proceed. The successful bidder shall be required to enter into an appropriate Contract based on the tender documents and incorporating any other appropriate provisions within that period.
- The successful bidder shall not be eligible for participation in post PPG stage of this project.