

## **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 (24/12/2019)**

**E-WASTE MANAGEMENT / EXTENDED PRODUCER RESPONSIBILITY SPECIALIST**

(Reference Number: BCRC#10185\_2019\_009)

### **BACKGROUND**

Under the Programming Directions for the 7<sup>th</sup> funding cycle of the Global Environment Facility (GEF 7), 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;

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

- 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;
- 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 ISLANDS programmatic framework has been designed to ensure that lessons and knowledge from each of the child projects are captured and shared among SIDS globally. The aim is to facilitate the replication and scale-up of initiatives based on lessons learnt, the demonstration of best practices and fostering increased south-south cooperation. The ISLANDS programme will support 27 SIDS. SIDS not included in the ISLANDS programme will be informed of the results of the programme.

The two Caribbean Projects will be implemented by UNEP/FAO and IDB, respectively. The BCRC-Caribbean will execute the UNEP project for the nine (9) participating countries including Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago. For this project, the details of the Components and Activities are detailed below:

## **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 in 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 project executing agency, has recruited and undertaken national baseline collection with a team of four (4) consultants (Project Manager, Waste Management Specialist, Legal Expert and Customs Expert). Following this work, the BCRC-Caribbean is seeking to recruit a suitably qualified and experienced consultant to act as the E-waste Management / Extended Producer Responsibility (EPR) Specialist for the Project Preparation Grant (PPG) phase.

## **DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY**

While the main goal of this consultancy is to fully conceptualise the UNEP/FAO child project, some key sections (as described below) will be common to the IDB child project

and therefore, close collaboration is expected with the IDB and their consultants' team. Under the guidance of the BCRC-Caribbean and in close collaboration with the national working groups and supervisors of the project countries, the Consultant will undertake the tasks outlined below, utilising, but not limited to, the following documents prepared by the Waste Management Specialist, Legal Expert and Customs Expert:

- Waste Baseline Study Chapter,
- Chapter on Current Waste Management Practices and Institutional Capacity,
- Chapter on Identification of Key Trends and Market Needs and Identification of Appropriate Handling Mechanisms,
- Waste Management Recommendations Report,
- Legislative, Policy and Institutional Report, inclusive of the Baseline Chapter, Gap Analysis Chapter and Recommendations Report, and
- Final Customs and Excise Framework and GHS Implementation Recommendations Report.

The E-waste Management/ Extended Producer Responsibility Specialist will:

- Conduct a preliminary assessment of the trade flows for e-waste in the participating countries, considering existing national and regional e-waste management activities;
- Identify appropriate mechanisms for e-waste management that could be implemented in the nine (9) project countries and the wider Latin American and Caribbean region to reduce releases of PBDEs and other POPs, mercury and other harmful chemicals, and minimise the generation of non-hazardous waste materials such as plastics. Mechanisms should be determined through examination of the 'Practical Manuals on Promoting the Environmentally Sound Management of Wastes'<sup>1</sup>, PACE Guidance Document<sup>2</sup>, and other material developed under the Basel Convention, and assessment of best available technologies and best environmental practices (BAT/BEP) for e-waste management.
- Conduct a SWOT analysis of the categories of EPR instruments outlined in the 'Revised Draft Practical Manual on Extended Producer Responsibility'<sup>3</sup> as it relates to e-waste management in the Caribbean.

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<sup>1</sup> Developed by the Basel Convention Expert Working Group on Environmentally Sound Management, May 2017, UNEP/CHW.13/4/Add.1/Rev.1

<sup>2</sup> Developed by the Partnership for Action on Computing Equipment (PACE) under the Basel Convention, May 2017, UNEP/CHW.13/INF/31/Rev.1

<sup>3</sup> Developed by the Basel Convention Expert Working Group on Environmentally Sound Management, July 2018, UNEP/CHW/OEWG.11/INF/7

- Ascertain the feasibility of identified e-waste management solutions based on social, economic, environmental, national/regional, sub-regional criteria which are specific to the Caribbean and select 3-5 options which can be developed as pilot projects.
- In collaboration with the Project Manager, BCRC-Caribbean, national stakeholders, UNEP, IDB and GEFSEC, formulate the alternative scenario text (different future outcomes) including:
  - Development of pilot projects based on the selected solutions. Proposed activities should consider existing legislative and institutional frameworks, ongoing waste management practices, and opportunities for economies of scale;
  - Identification of specific opportunities to reduce, reuse, recycle and recover materials from e-waste. This can be done nationally and/or regionally. The Consultant should provide a conceptual design(s) of the identified e-waste management solutions and should consider the Basel, Stockholm and Minamata Conventions, a circular economy approach and existing e-waste management initiatives throughout Latin America and the Caribbean;
  - A preliminary cost/benefit analysis and environmental risk assessment should be included for the recommended activities;
  - Determination of potential public-private partnerships and economic instruments to manage and finance the recommended activities in the long-term.

## **EXPECTED OUTPUTS**

- Workplan
- Preliminary Assessment Report on the trade flows for e-waste
- Assessment Report on appropriate mechanisms for e-waste management including SWOT analysis of EPR instruments and preliminary feasibility study
- Alternative Scenario Text, activities and associated budget for Component 3 in collaboration with the team
- Estimation of Global Environmental Benefits (as per project indicators)
- Progress reports

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

### Functional competencies:

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a multidisciplinary team;
- 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: Advanced University Degree in Hazardous Waste Management, Environmental Sciences, Environmental Engineering, Resource Management or any other related field;
- Work experience: 10 years' experience in the field of waste and chemicals management;
- Proven knowledge of e-waste management strategies including life-cycle management, collection systems, waste segregation, material recovery and recycling, BAT/BEP to reduce releases of PBDEs and other POPs, mercury and other harmful chemicals, extended producer responsibility, and public-private partnerships;
- Project development and project financing experience is highly desired;
- Experience in conducting stakeholder meetings and desktop 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 estimated to be completed in six (6) weeks from end of January 2020 to early March 2020.

## **USEFUL LINKS**

[https://www.thegef.org/sites/default/files/council-meeting-documents/GEF-7%20Programming%20Directions%20-%20GEF\\_R.7\\_19.pdf](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)

<http://www.basel.int/Implementation/CountryLedInitiative/EnvironmentallySoundManagement/ESMToolkit/Overview/tabid/5839/Default.aspx> (**Basel Convention ESM Toolkit**)

<http://www.basel.int/Implementation/TechnicalMatters/DevelopmentofTechnicalGuidelines/TechnicalGuidelines/tabid/8025/Default.aspx> (**Basel Convention Technical Guidelines**)

<http://www.basel.int/Implementation/TechnicalAssistance/Partnerships/PACE/PACEGuidanceDocument/tabid/3246/Default.aspx> (**PACE Guidance Document**)

## **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 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:

<b>Ms. Analissa Rasheed</b> Project Execution Officer Email: <a href="mailto:analissa.rasheed@bcrc-caribbean.org">analissa.rasheed@bcrc-caribbean.org</a> Phone: (868) 628-3829 / 9372	<b>Ms. Leselle Vincent</b> Research Assistant Email: <a href="mailto:lesellek.vincent@bcrc-caribbean.org">lesellek.vincent@bcrc-caribbean.org</a> 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](mailto:jewel.batchasingh@bcrc-caribbean.org) and [info@bcrc-caribbean.org](mailto:info@bcrc-caribbean.org)

The deadline for the submission of proposals is **6:00pm (Trinidad and Tobago, GMT - 4) on January 12th, 2020**. 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 the post PPG stage of this project.
- **The successful candidate will be expected to start work as of January 27<sup>th</sup>, 2020 and MUST indicate their availability in their submission.**