

**GEF 5558: DEVELOPMENT AND IMPLEMENTATION OF A SUSTAINABLE  
MANAGEMENT MECHANISM FOR PERSISTENT ORGANIC POLLUTANTS (POPs)  
IN EIGHT (8) CARIBBEAN COUNTRIES**

**TERMS OF REFERENCE**

***National Project Assistant in Barbados***

***(Reference number: BCRC#5558\_2021\_015)***

***Issue date: September 29, 2021***

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 Co-operative Republic of Guyana    Jamaica    The Federation of Saint Kitts and Nevis    Saint Lucia    Saint Vincent and the Grenadines    The Republic of Suriname    The Republic of Trinidad and Tobago

## 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 BCRC-Caribbean is currently executing a regional project entitled “GEF 5558: Development and Implementation of a Sustainable Management Mechanism for POPs in Eight (8) Caribbean Countries”. The project is funded by the Global Environment Facility (GEF) and is being implemented through the United Nations Industrial Development Organisation (UNIDO).

The overall project has the following four (4) main objectives:

1. Strengthen the requisite human, institutional and infrastructural capacities for the compliance and implementation of the Stockholm Convention;
2. Strengthen the capacity of 5 Caribbean countries to improve waste management practices at their landfills to reduce site contamination by POPs and UPOPs; Establish demonstration projects for the reduction of POPs and UPOPs in Belize (medical waste) and Suriname (design and construction of an engineered landfill);
3. *Assess and rank potentially POPs contaminated sites in all 8 countries; determine contamination levels at the Guanapo landfill, Trinidad and develop appropriate remediation strategies for future implementation at this site;*
4. Manage the consolidation and off-island disposal of Polychlorinated Biphenyls (PCBs) in four (4) countries.

Further details can be accessed in the project document at: [GEF CEO Endorsement \(rev\) document](#)

## PROJECT OBJECTIVES

The project recognises that given the current lack of proper environmentally sound management and disposal POPs and chemicals, there is the real possibility that contamination of soil and groundwater exists in the areas where these chemicals are stored, were previously stored or used. These potentially contaminated sites were identified by project countries in their National Implementation Plans (NIPs), POPs inventories and through further consultations with the BCRC-Caribbean and the respective Project Working Committee’s (PWCs). However, not all of these sites have been fully investigated to determine the levels of contamination or the risk to both human health and the environment that can then be used to prioritise for future treatment and management.

To address this issue, the BCRC-Caribbean and national PWCs, seeks to:

1. Develop an inventory of potential contaminated sites in each project country (completed).
2. ***For each country's inventory, will be prioritized five (5) sites using a relevant and standardized methodology.***
3. ***Conduct preliminary site assessments for each of the 1-5 priority sites will be conducted in each country in order to determine its total preliminary risk assessment score.***

## **MAIN ROLE AND FUNCTIONS OF THE NATIONAL PROJECT ASSISTANTS**

The National Project Assistant (NPA) will serve as the BCRC-Caribbean's representative in Barbados (BDOS) during the conduct of the preliminary site assessments for each of the five (5) priority sites identified for BDOS. For the main functions, the NPA will be required to (under the guidance of the BCRC-Caribbean and BDOS Project Working Committee (PWC) Chair and National Project Coordinator (NPC)):

- Assist in the conduct of a site-prioritisation tool that ranks the top five (5) potentially POPs contaminated sites in BDOS. This will involve:
  - Review and validation of the preliminary listing of potentially POPs Contaminated sites developed for BDOS in collaboration with the PWC and the other key stakeholders.
  - Preliminary data collection on the sites validated for consideration in the site-prioritisation tool.
  - Input of data collected on the sites and presentation of the draft site-prioritisation tool with the proposed top five (5) potentially POPs contaminated sites, for the PWC review, endorsement and finalisation.
- Assist in the conduct of a desktop study for the selected five (5) priority sites by conducting a:
  - Literature review (including drafting of the relevant report sections) of the environmental conditions at each site (geology, hydrology, meteorology etc)
  - Literature review (including drafting of the relevant report sections) of the past, current and potential futures use of each site.
  - Function as a representative of BCRC-Caribbean to perform the in-country site visits and stakeholder consultations/ meetings to the five (5) previously determined potentially contaminated sites in order to undertake: Site visits
  - Verification of information collected for the desktop study

- Site interviews with site owners, managers, workers and other sources.
- Collection of site-specific data which is inclusive of:
  - the nature and location of the contaminants (obtain quantitative data only where it already exists)
  - potential pathways for contamination migration,
  - the location of sensitive receptors,
  - the potential for direct human exposure to contaminants, and
  - the identification of any possible co-contaminants
  - using this information to develop the conceptual site model for each of the five (5) locations.
- Assist the BCRC-Caribbean in producing the preliminary risk assessment report as stipulated by defined methodologies and best practices in the field<sup>1</sup>.
- Assist in the drafting of country reports.
- Provide any other general in-country assistance required by the BCRC-Caribbean as it relates to the scope of the Preliminary Risk Assessment exercise within the timeframe of the engagement.
- Provide any other general in-country assistance required by the BCRC-Caribbean and/ or the BDOS PWC, through the Environmental Protection Department (EPD), as it relates to the larger GEF 5558: *Development and Implementation of a Sustainable Management Mechanism for POPs in Eight (8) Caribbean Countries, within the timeframe of the engagement.*

## **INSTITUTIONAL ARRANGEMENTS**

A Scope of Works based on the present Terms of Reference will be issued from the BCRC-Caribbean to the selected candidate. The NPA will be supervised by the BCRC-Caribbean's designated Country Officer. Furthermore, the BCRC-Caribbean will initiate contact between the Consultant and the in-country National Project Coordinator (NPC) of the Environmental Protection Department in the Ministry of Environment and National Beautification.

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<sup>1</sup> Methodology and format of the report will be done in accordance with a template that will be provided by the BCRC-Caribbean.

## PROJECT DELIVERABLES AND TIMEFRAME

The level of effort by the Consultant is anticipated to not exceed a period of twelve (12) weeks. The expected start date is no later than November 01, 2021. A high level workplan is provided below.

Deliverables	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12
1. Review and validate preliminary listing of sites	■	■										
2. Collect and input data into prioritization tool		■	■									
3. Present draft site prioritization			■	■								
4. Establish contact with Stakeholders/ Desktop study (top 5 sites)					■	■						
5. Site visits (top 5 sites)						■	■					
6. Development of Conceptual Site models							■	■	■			
7. Development of preliminary Risk Assessments							■	■	■			
8. Draft & Final country report										■	■	■

Expected deliverables under the project shall be submitted by the National Project Assistant to the BCRC-Caribbean as follows:

- Deliverable 1: A workplan for the project at the end of Week one (1), detailing the timeframe for proposed site visits, consultations and other deliverables.
- Deliverable 2: Final site-prioritisation tool with the determined top five (5) sites at the end of Week four (4).
- Deliverable 3: Completed Preliminary Site Assessment forms for all five (5) sites at the end of Week nine (9).
- Deliverable 4: Draft country report on the preliminary risk assessment of five (5) sites at the end of Week twelve (12)

## QUALIFICATIONS

As a basic requirement, the National Project Assistant is expected to possess:

- A degree in Natural sciences, Environmental Sciences/ Management or related fields.
- Experience in the conduct of research and desktop reviews;
- Excellent report writing skills, data collection and analysis;
- The ability to plan and execute assigned tasks in a multi-stakeholder environment;
- Good interpersonal skills;
- Proficiency in the use of Microsoft Office;
- Excellent oral and written communication skills in English, experience with stakeholder consultations.

**A relevant Master's level degree and experience working in the waste management sector and/ or conducting risk assessments will be considered as assets.**

**Applicant must currently reside in Barbados.**

## RENUMERATION

Payment to the National Project Assistant will be based on the satisfactory submission of deliverables as outlined in the 'PROJECT DELIVERABLES AND TIMEFRAME' above. The payment structure is as follows:

- Submission of Deliverable 1 – 15% of Contract Sum
- Submission of Deliverable 2 – 25% of Contract Sum
- Submission of Deliverable 3 – 30% of Contract Sum
- Submission of Deliverable 4 - 30% of Contract Sum

The Contract allows for direct reimbursable expenditure which the NPA may accrue due to expenses related to travel to sites etc. These will only be repaid upon completion of an invoice and submission of the supporting receipts.

*NB. Release of payments must firstly be authorised by the Project Manager at the BCRC-Caribbean*

## APPLICATION

Interested applicants are invited to apply by sending: (i) Curriculum Vitae (CV), (ii) cover letter and (iii) a sample of your reporting from the past two (2) years showing evidence of your technical writing abilities, on or before **October 14, 2021.**

Applications should be sent via email with subject heading “Ref 5558\_2021\_015 NPA Barbados - [First Initial, Last Name]” 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: [submissions@bcrc-caribbean.org](mailto:submissions@bcrc-caribbean.org)

The successful candidate will be expected to start work no later than November 01, 2021.

## QUERIES

All queries can be directed to: Ms. Maurissa Charles ([maurissa.charles@bcrc-caribbean.org](mailto:maurissa.charles@bcrc-caribbean.org)).

## NOTES:

- *The working language of the BCRC-Caribbean is English.*
- *When submitting documents, candidates must ensure that all documents are labelled clearly.*
- *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 hiring process and reject all submission, 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 the assignment and provided with an authorization to proceed. The successful candidate shall be required to enter into an appropriate Agreement on the basis of the terms of reference and incorporating any other appropriate provisions within that period of time.*