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## IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES (ISLANDS)

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

### APPENDIX 1 - TERMS OF REFERENCE:

Software Development and Communications Consultancy

(Reference Number: BCRC#10279\_2021\_002)



## 1. BACKGROUND

The ***Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)*** programme seeks to address the sound management of chemicals and waste in Least Developed Countries (LDCs) and Small Island Developing States (SIDS). This ISLANDS programme covers four (4) geographical regions including the Caribbean, Indian Ocean, Pacific Islands and Atlantic Ocean 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 Inter-American Development Bank (IDB).

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is currently executing the **Caribbean Child project (GEF 10279)** which involves nine (9) countries (Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago) (see project document here: <https://bcrc-caribbean.org/wp-content/uploads/2019/10/GEF-ISLANDS-10279-CEO-Endorsement-Package.pdf>).

A summary of the Components and Activities are provided in **Appendix 2 to the RFP Package – The Project Brief**.

In this regard, the BCRC-Caribbean is now seeking to recruit ***a suitably qualified and experienced consulting team*** to work with us on Activities 1.2.4 to 1.2.5 under *Output 1.2 Sustainable training programme is developed to assist countries with implementing the Chemicals and Wastes MEAs at a national level*, with all nine (9) project countries (Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago).

## 2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The main goal of this consultancy is **to develop a sustainable online (web-based) learning platform which will also act as a repository to promote sustainability of all training material developed under the project and raise awareness on the availability of the platform in the Caribbean Region.**

Throughout the lifetime of the ISLANDS child project, as well as other chemicals and wastes initiatives through the BCRC-Caribbean, many activities will result in the creation of training videos, learning content and knowledge enhancing products. This online platform is intended to house all learning products for ease of access, to build capacity

and sustainability in the region, as well as provide online (web-based) learning opportunities (See Activity 1.2.4 and 1.2.5 - page 47 of the project document<sup>1</sup>).

Under the guidance of the BCRC-Caribbean, and in close collaboration with the national working groups (NWG) of the project countries<sup>2</sup>, the Consulting Team will be expected to:

- Assess existing eLearning platforms and repositories based on the needs and expectations of the project and provide recommendations, highlighting the advantages and disadvantages of each. This assessment must consider the possibility of linking to the BCRC-Caribbean's current website<sup>3</sup>, other key regional or international platforms such as the Food and Agriculture Organization of the United Nations<sup>4</sup>. The Consulting Team will be expected to review the relevant project documents and meet with the project team to fully grasp the expectations.
- Prepare a draft design of the training platform, including context or process flow diagram of the proposed platform, based on the feedback received on the recommendations provided. The design must be presented in a clear and digestible format and will be subject to reviews and revisions as needed. The design is expected to:
  - be user-friendly and secure;
  - use a creative eLearning approach;
  - include an interactive format;
  - apply modern technologies and eLearning tools; and
  - link to existing training portals, websites and available materials from BCRC-Caribbean and other national, regional and international agencies such as FAO and UNEP.
- Develop the platform/repository based on the approved and finalised design.
- Create illustrations such as infographics and videos on the availability and use of the platform and develop an awareness raising strategy to promote its use throughout the Caribbean.
- Facilitate a virtual regional workshop to demonstrate and provide training and knowledge transfer on the use of the platform and its resources to key stakeholders in the region.

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<sup>1</sup> <https://bcrc-caribbean.org/wp-content/uploads/2019/10/GEF-ISLANDS-10279-CEO-Endorsement-Package.pdf>

<sup>2</sup> Coordination mechanism built into the project. The NWG comprises of national stakeholders relevant to the management of Waste and Chemicals. The NWG also plays a significant role in the review, validation and endorsement of deliverables.

<sup>3</sup> <https://bcrc-caribbean.org/>

<sup>4</sup> <http://www.fao.org/home/en/>

- Provide services to track and monitor activity on the platform – through built in and/or predetermined data analytics, determine areas or tools that may need more awareness raising, and develop graphics to update the project team for an additional year following the launch of the platform.
- Provide technical support, maintenance and backstopping on the platform for six (6) months following the launch of the platform. This backstopping should also include necessary training for the management of the platform to the staff of the BCRC-Caribbean to encourage sustainability.

### **3. EXPECTED OUTPUTS**

The Consulting Team, under the guidance of, and reporting directly to the BCRC-Caribbean, is expected to provide the following:

- Workplan<sup>5</sup> (Deliverable 1)
- Recommendations report including an assessment of existing platforms (Deliverable 2)
- Design report for training platform (Deliverable 3)
- Public Awareness/ Public Education strategy (Deliverable 4)
- Training platform (Deliverable 5)
- Training Workshop Report and User manual (Deliverable 6)
- Final consultancy report (Deliverable 7)
- Quarterly reports highlighting the consultancy activities completed, deliverables submitted, payment progress, challenges encountered with mitigation efforts, upcoming activities and expectations for the next quarter.

### **4. QUALIFICATIONS, EXPERIENCE AND SKILLS**

In order to facilitate the activities in the nine (9) participating countries, the following Education, Qualifications and Experience are expected within the consultancy team (minimum of one (1) team member must possess the following requirements:

- A minimum of 5 years' experience, formal training and higher-level certification in computer science and engineering, ICT, software/web development and/or related fields.
- Experience in developing outputs for communications or public awareness would be an asset.

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<sup>5</sup> Any major changes to the workplan throughout the duration of the project should be documented, and an updated workplan submitted.

- Previous professional experience working on eLearning platforms or similar work<sup>6</sup>.
- Project management certification (PMP, PRINCE2 etc.) as well as tangible project management experience.
- A minimum of five (5) years professional experience in both the aforementioned fields in the Caribbean region and /or other SIDS.
- Previous experience in conducting stakeholder meetings/trainings/workshops.

**NOTES:**

- (i) The working languages of the GEF 10279 Project are English and Spanish. As such a bilingual team member is required. Project correspondence, outputs and consultations are expected to be conducted with English/ Spanish interpretation and translated resources.*
- (ii) Bidders are also encouraged to use local content or resources wherever possible. Wherein the Bidder uses the services of one or more sub-contractor(s), the Bidder shall explicitly identify the parts of the ToR where sub-contractors are to be used.*

## 5. DURATION

The overall estimated duration of this consultancy is **eighteen (18) months**, beginning **February 2022**, and ending **August 2023**. This will include the software development phase, of approximately twelve (12) months and the additional supporting services required, as mentioned in section two (2) above for approximately 6 months. Tracking and monitoring activity on the platform and technical support, maintenance and backstopping on the platform and necessary training for the management of the platform to the staff of the BCRC-Caribbean to encourage sustainability.

## 6. REMUNERATION

- A total gross fee plus expenses to the consultancy team 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.
- Expenses will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms and conditions of the contract agreement.

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<sup>6</sup> Samples of previous technical work to be included in the proposal, such as links to previous eLearning platforms, website designs or reports. The instructions to prepare the technical and financial proposals are included in Appendix 4.

- Payments shall be made in instalments based on key deliverables identified within the contract and agreed to by the BCRC-Caribbean and the consultancy team.

## 7. INSTITUTIONAL ARRANGEMENTS

The consultancy team will be directly supervised by the BCRC-Caribbean.

## 8. MODE OF WORK

Cognizant of the ongoing COVID-19 pandemic, the Consultant will be expected to conduct work virtually from their own location as far as possible. Should face-to-face engagements be required, the Consultant will be required to follow all COVID-19 safety protocols.

## 9. APPLICATION PROCEDURE

This Request for Proposals (RFP) contains the following items:

- Request for Proposal Cover Letter
- Appendix 1: Terms of Reference (This document)
- Appendix 2: GEF ISLANDS Project Brief
- Appendix 3: Eligibility Form
- Appendix 4: Instructions to Prepare the Technical and Financial Proposals
- Appendix 5: Bill of Quantities

Appendix 4 outlines in detail the requirements for the preparation and submission of proposals.

## 10. REQUEST FOR INFORMATION/ CLARIFICATION

All queries are directed to **both:**

Ms. Rachel Ramsey Project Coordinator Email: <a href="mailto:rachel.ramsey@bcrc-caribbean.org">rachel.ramsey@bcrc-caribbean.org</a>	Ms. Arielle Mootra Research Officer Email: <a href="mailto:arielle.mootra@bcrc-caribbean.org">arielle.mootra@bcrc-caribbean.org</a>
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