



**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)**

TERMS OF REFERENCE

**PLASTIC WASTE MANAGEMENT CONSULTANCY
(DOMINICAN REPUBLIC)**



(Reference BCRC#10279_2022_002)

Date: 29 August 2022



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, and Atlantic Ocean, 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>).

In this regard, the BCRC-Caribbean is seeking to recruit **a qualified plastic waste management individual consultant** to work with us on **Activity 3.3.1: Assess plastic waste generation from the cruise ship sector in the Dominican Republic, identifying ways to process cruise ship plastic streams parallel to municipal waste in an environmentally sound manner.**

This activity falls under Output 3.3 of the project which involves the improved management of plastics through the life-cycle approach and coordination with the public and private sectors.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The overall objective of this consultancy is **to assess plastic waste generation from the cruise ship sector in the Dominican Republic and to determine how plastic waste from the Amber Cove Cruise Centre can be processed alongside municipal waste in an environmentally sound manner through the development of a demonstration pilot project.**

The Consultant will be required to achieve this objective through the following activities:

- I. Conduct assessments¹ on the following:
 - Plastic waste generation from the Amber Cove Cruise Centre² and the other cruise terminal located in the Puerto Plata Province³, and
 - Municipal solid waste (MSW) generation within the Amber Cove Cruise Centre and the other cruise terminal in the Puerto Plata Province.

These assessments should involve understanding the quantity, types, and sources of plastic waste and MSW being generated within the abovementioned areas as well as how these waste streams are currently being managed within these areas and how they interact with the current MSW management system of the Puerto Plata Province.⁴

- II. Develop and provide recommendations to establish the environmentally sound co-management of plastic waste generated from the Amber Cove Cruise Centre within the MSW management system of the Province.

These recommendations should be developed in collaboration or in close consultation with MSW management stakeholders, other key stakeholders within the Puerto Plata Province, such as Carnival Cruise Line, and the private sector. The recommendations should also take into consideration best practices documented in case studies and/or developed through similar sustainable tourism initiatives. The recommendations should also follow 3R (Reduce-Reuse-Recycle) and circular economy approaches regarding plastic waste.⁵

¹ In the technical proposal to be submitted, bidders are expected to provide details on how the necessary assessments will be undertaken (i.e., the methodology determined to be best suited for the activity and location).

² The Amber Cove Cruise Centre is managed by Carnival Cruise Line and a local partner and as such, they will be key stakeholders for this consultancy.

³ The other cruise terminal located in Puerto Plata Province is Taino Bay Cruise Port. Stakeholders involved in the management of this cruise terminal must also be considered.

⁴ It is understood that municipalities in the Dominican Republic have Cleaning Departments and City Councils who are charged with the management of MSW. These entities would be key stakeholders throughout this activity.

⁵ The focus of the recommendations can be on plastic waste in general or focus on the most used plastic products. The results of the assessments should guide development of the recommendations.

- III. Develop a demonstration pilot project⁶ in Amber Cove Cruise Centre, Puerto Plata Province that tests the recommendations developed to establish the environmentally sound co-management of plastic waste from the Amber Cove Cruise Centre with the MSW management system of the Puerto Plata Province. The development of the demonstration pilot project is expected to include the development and hosting of a Training Workshop on the monitoring and evaluation (M&E) needed. This workshop should include assisting the local entities to be involved in the implementation of the demonstration pilot project with assigning the roles and responsibilities of each entity, and developing an appropriate communications plan.
- This demonstration project will be completed in collaboration with Carnival Cruise Line, which operates the Amber Cove Cruise Centre along with the MSW management entity or entities that operate in Puerto Plata Province and other key identified stakeholders, such as the private sector.
- There is the possibility that the demonstration project could be expanded to two (2) additional cruise terminals. As such, the design of the pilot project along with its findings should be used to inform the expansion of the pilot.
- IV. Hosting a Validation Workshop to share the findings of work completed for the previously listed activities.⁷ The workshop will also be an opportunity to gather feedback from stakeholders.
- V. Meetings (including the inception and close-out meetings) with the Dominican Republic's National Working Group (NWG) for the project and the BCRC-Caribbean as needed during the consultancy.

3. EXPECTED OUTPUTS

The Consultant, under the guidance of, and reporting directly to the BCRC-Caribbean, is expected to deliver:

1. One (1) Inception Report (including a final workplan and preliminary stakeholder listing) (**Deliverable 1**)
2. One (1) Assessment Report on the plastic waste generated through the Amber Cove Cruise Centre and the other cruise terminal in Puerto Plata, and the MSW generated in the Amber Cove Cruise Centre and the other cruise terminal within the Province (**Deliverable 2**)
3. One (1) draft Recommendations Report on how plastic waste from the Amber Cove Cruise Centre in the Puerto Plata Province can be managed in parallel with the MSW management system of the Province (**Deliverable 3**)
4. One (1) draft Demonstration Pilot Project Design Plan, which should include clear objectives and outcomes, a preliminary workplan (inclusive of an inception

⁶ The demonstration pilot project will receive a pre-determined quantity of project funds (US\$50,000.00).

⁷ The work to be shared will include the completed assessment, the draft recommendations report, the draft demonstration pilot project design plan, and the results of the M&E training workshop.

meeting and a lessons learned/pilot project closure meeting), a budget and an implementation, M&E strategy (**Deliverable 4**)

5. One (1) Report on the development, hosting and results/outcomes of the training workshop and the identification of any support needed for national implementation of the pilot project based on training workshop (**Deliverable 5**)
6. One (1) Validation Workshop Report documenting the proceedings of the Validation Workshop and highlighting how the stakeholder feedback will be used in finalise the Recommendations Report and Demonstration Pilot Project Design Plan (**Deliverable 6**)
7. One (1) final Recommendations Report and one (1) finalised Demonstration Pilot Project Design Plan (**Deliverable 7a and 7b**)
8. One (1) final Consultancy Report (**Deliverable 8**)
9. Bi-monthly (every two (2) months) progress reports detailing work completed for the consultancy, challenges encountered, mitigation measures implemented and a forecast for upcoming activities. A template will be provided.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

To facilitate this consultancy in the Dominican Republic, the Consultant is expected to have following Education, Qualifications and Experience:

- A minimum of seven (7) years' work experience within the waste management sector of the Dominican Republic.
- A postgraduate degree in Waste Management, Environmental Science, Environmental Management, or related fields.
- Project management certification (PMP, PRINCE2 etc.) as well as a minimum of five (5) years of tangible project management experience. Project management experience within the Dominican Republic would be considered an asset.
- A minimum of seven (7) years' professional experience in plastic waste management and experience with conducting inventories.
- A minimum of five (5) years' professional experience in the fields of environmental or chemical and waste multilateral environmental agreements (MEAs).
- Demonstrated experience in capacity building for waste management activities.
- Demonstrated experience in the tourism sector and/or working with the private sector.
- Experience in conducting stakeholder meetings and workshops.
- Eligibility to work in and be based in the Dominican Republic is a requirement.
- Must be bilingual and able to fluently speak and write in English and Spanish.

5. DURATION

The duration of this consultancy is a maximum of **ten (10) months** and is expected to begin in November 2022 and end in August 2023.

6. REMUNERATION

- A total gross fee plus expenses to be incurred by the Consultant (inclusive of all relevant taxes) will be agreed on and stated in 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.
- Payments shall be made in instalments based on key deliverables identified within the contract and agreed on between the BCRC-Caribbean and the Consultant.

7. INSTITUTIONAL ARRANGEMENTS

The Consultant will be directly supervised by the BCRC-Caribbean with support from the NWG in the Dominican Republic as well as the National Project Assistant (NPA) hired under the GEF 10279 Project.

8. MODE OF WORK

Recognising the concerns surrounding the COVID-19 pandemic, the Consultant will be expected to conduct work virtually from their own location in the Dominican Republic as far as possible. Where face-to-face engagements are required, the Consultant will be required to follow all national COVID-19 safety protocols. Travel within the project country may be required and all health-related risks associated with travel, are the Consultant's responsibility. Likewise, any taxes and duties arising from said consultancy.

9. APPLICATION PROCEDURES

Applications are open to individual consultants who meet the qualifications of this consultancy and are based in the Dominican Republic.

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING AN APPLICATION

1. **Cover Letter**, confirming availability to start work in November 2022.
2. **Curriculum Vitae (CV)**, inclusive of email and telephone contact information for at least three (3) references for relevant past bilingual (Spanish and English) project/work experience.
3. **Technical Proposal** describing how the consultant will approach and complete the assignment. This should include the consultant's methodology and work plan, relevant qualifications and experience including bilingual competency, and non-financial resources to be assigned.
3. **Financial Proposal**, which should provide the best fixed price in United States Dollars (USD) to complete the proposed work. The fees and detailed expenses should be matched up against key milestones and a breakdown of the fees and

expenses associated with each project task (in accordance with the Bill of Quantities template provided in Appendix 1) should be included in the proposal.

All documents included in an application for this consultancy are to be submitted in English.

B. QUERIES

Interested individual candidates may submit all queries in English via email to:

Ms. Amara Prevatt Project Execution Officer I BCRC-Caribbean Email: amara.prevatt@bcrc-caribbean.org	Ms. Rachel Ramsey Project Coordinator BCRC-Caribbean Email: rachel.ramsey@bcrc-caribbean.org
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C. PROPOSAL SUBMISSION

Interested individual candidates are invited to apply in English by submitting an application **via email** to:

Ms. Jewel Batchasingh

Director
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

The deadline for the submission of proposals is 11:59 pm (GMT-4) on September 25, 2022.

10. NEXT STEPS

Once the submission deadline has passed, the bids received will be reviewed and evaluated by the BCRC-Caribbean in a fair and impartial way in accordance with the BCRC-Caribbean's Evaluation Procedure and Criteria. The estimated timeline for the completion of the evaluation process is three to four (3-4) weeks.

NOTES:

- When submitting bids, bidders **must ensure** that all documents are clearly labelled according to the following protocol:
BCRC#10279_2022_002_LastNameFirstName_DocumentName.
- *Bid documents shall remain the property of the BCRC-Caribbean.*
- *The working languages of the GEF 10279 Project are English and Spanish. As such a **bilingual Consultant is required.** Project correspondence, outputs and*

consultations are expected to be conducted with English/Spanish interpretation and translated resources.

- *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(s).*
- *The BCRC-Caribbean is not bound to accept the lowest Financial Bid.*
- *The successful candidate will be notified in writing of the award of contract and provided with an authorisation 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.*
- *The relationship between successful candidate and the BCRC-Caribbean is expected to be one based on mutual respect. Disrespectful behaviour by either party will not be tolerated.*