



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

**TERMS OF REFERENCE**

**PLASTIC WASTE MANAGEMENT CONSULTANCY  
(THE BAHAMAS)**



**(Reference BCRC#10472\_2022\_004)**

**Date: November 7, 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 10472) which involves three (3) countries (The Bahamas, Cuba and Dominica) (see Project Document here: [10472 CEO Endorsement Document.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 Bahamas, developing strategies 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 flows from the cruise ship sector in The Bahamas and provide recommendations on the environmentally sound co-management of plastic waste with municipal waste management stakeholders.**

This consultancy will focus on the cruise centres on New Providence Island and Grand Bahama Island. The Consultant will be required to achieve the consultancy objective through the following activities:

- I. Conduct a stakeholder mapping exercise to understand which waste management facilities and companies serve the cruise centres located on New Providence and Grand Bahama Islands.

Consultations with stakeholders will be integral in understanding how cruise centres manage their plastic waste streams and how the waste is managed after it is removed from the centres.

- II. Complete an assessment on the quantity, types, and sources of plastic wastes that are generated at the cruise centres. The assessment should also highlight how plastic waste streams are currently being managed at the cruise centres (e.g., source segregation for recycling) and by the identified waste management facilities and companies that serve the cruise centres on New Providence and Grand Bahama Islands.

Records from cruise centres and local waste management facilities that serve these centres should be examined during the assessment.

- III. Complete an assessment on the municipal solid waste (MSW) generation within the cruise centres on the islands of New Providence and Grand Bahama as well as how said waste interacts with the MSW management system present on the islands.<sup>1</sup>

- IV. Based on the completed assessments and stakeholder consultations, develop recommendation<sup>2</sup> that follow 3Rs (Reduce-Reuse-Recycle), circular economy, and socially inclusive approaches for the environmentally sound co-management of plastic wastes from cruise centres within the MSW management system present on the islands.

The recommendations should take into consideration best practices documented in case studies and/or developed through similar sustainable

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<sup>1</sup> The assessments completed under this activity should also consider the social impact of the cruise centres through a gender and social analysis of those involved in and around these centres. Guidance can be provided.

<sup>2</sup> This activity should be completed in close collaboration with local stakeholders including but not limited to waste management facilities, cruise lines, such as Carnival Cruise Lines and relevant government entities.

tourism initiatives. These recommendations should also consider and ensure compliance of the cruise ship sector with The Bahamas' recently promulgated legislation on the control of plastic pollution, that is, the Environmental Planning and Protection (Control of Plastic Pollution) Act, 2019. These recommendations should also consider collaborations with existing private sector entities involved in the management of plastic waste locally.

- V. Using the developed recommendations, draft a national strategy for the management of cruise centre plastics in collaboration with government stakeholders, national stakeholders in the private sector with interest in plastic waste management, heads of the major cruise ship lines, such as Carnival Cruise Lines (CCL), which dock in The Bahamas, the owners and managers of the cruise centres and community and local civil society stakeholders.

In the development of strategy, consideration should be given to Environmental Planning and Protection (Control of Plastic Pollution) Act, 2019 and the strategy's adaptability to national and regional contexts.

- VI. Develop a pilot project<sup>3</sup> to be executed at the CCL<sup>4</sup> cruise centre in Freeport, Grand Bahama to demonstrate the strategy.

The development of the pilot project is expected to include the development and hosting of a Training Workshop on the Monitoring and Evaluation (M&E) needed for the pilot project. This workshop should include assisting the local entities to be involved in the implementation of the pilot project with assigning the roles and responsibilities of each entity and developing an appropriate communications plan.

- VII. Hosting a Validation Workshop to share the findings of the completed assessment, the draft recommendations report, the draft national strategy, the draft pilot project design plan, and the results of the M&E training workshop. The workshop will also be an opportunity to gather feedback from stakeholders.
- VIII. Meetings (including the inception and close-out meetings) with The Bahamas' 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 an updated workplan and preliminary stakeholder listing) (**Deliverable 1**)

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<sup>3</sup> The pilot project will receive a pre-determined quantity of project funds (approximately US\$50,000).

<sup>4</sup> CCL will be a key stakeholder in the development of the pilot project given their involvement the cruise centre on Grand Bahama.

2. One (1) report on the results of the completed stakeholder mapping exercise **(Deliverable 2)**
3. One (1) report on the assessments completed on plastic waste and MSW generated at the cruise centres, and how that waste is managed as well as how it interacts with the MSW system present on the islands of New Providence and Grand Bahama **(Deliverable 3)**
4. One (1) draft recommendations report on how plastic waste from the cruise centres on New Providence and Grand Bahama Islands can be managed in parallel with the present MSW management systems **(Deliverable 4)**
5. One (1) draft national strategy for the management of plastics from cruise centres alongside MSW **(Deliverable 5)**
6. One (1) draft pilot project design plan, which should include clear objectives and outcomes, a preliminary workplan (inclusive of an inception meeting and a lessons learned/pilot project closure meeting), a budget and an implementation, and M&E strategy **(Deliverable 6)**
7. 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 will be expected **(Deliverable 7)**
8. One (1) validation workshop report documenting how the feedback from the workshop will be used in finalise the recommendations report, the national strategy and pilot project design plan **(Deliverable 8)**
9. One final recommendations report, one final national strategy, and one finalised pilot project design plan **(Deliverable 9a, 9b and 9c)**
10. A final consultancy report **(Deliverable 10)**
11. 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

This project highly encourages diversity in application from qualified individuals, especially those from marginalised groups. To facilitate this consultancy in The Bahamas, the Consultant is expected to possess following Education, Qualifications and Experience:

- A minimum of seven (7) years' work experience within the waste management sector of The Bahamas.
- 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 Bahamas 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 Bahamas is a requirement.

## 5. DURATION

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

## 6. REMUNERATION

- A total gross fee plus expenses to the Consultant 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.
- 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 National Working Group in The Bahamas under the GEF 10472 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 Bahamas 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 Bahamas.

### A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING AN APPLICATION

1. **Cover Letter**, confirming availability to start work in January 2023.
2. **Curriculum Vitae (CV)**, inclusive of email and telephone contact information for at least three (3) references for relevant past 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, and non-financial resources to be assigned.
4. **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 via email to:

<b>Ms. Amara Prevatt</b> Project Execution Officer I BCRC-Caribbean Email: <a href="mailto:amara.prevatt@bcrc-caribbean.org">amara.prevatt@bcrc-caribbean.org</a>	<b>Ms. Rachel Ramsey</b> Project Coordinator BCRC-Caribbean Email: <a href="mailto:rachel.ramsey@bcrc-caribbean.org">rachel.ramsey@bcrc-caribbean.org</a>
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#### C. PROPOSAL SUBMISSION

Interested individual candidates are invited to apply 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](mailto:submissions@bcrc-caribbean.org)

**The deadline for the submission of proposals is 11:59 pm (EST) on December 16, 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#10472\_2022\_004\_LastNameFirstName\_DocumentName.**
- *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(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.*