

Reference number: BCRC_ISLANDS10258_2023_001



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

**TERMS OF REFERENCE:
TECHNICAL PROJECT CONSULTANT**

To support Child Project: GEF 10258

Implemented through
IDB Technical Cooperation: RG-G1049

The Basel Convention Regional Centre for Training and
Technology Transfer for the Caribbean (BCRC-Caribbean)

Date: May 22, 2023 (Revision 1)

1. BACKGROUND

The **Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)** programme, funded by the Global Environment Facility (GEF), 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, 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 the executing agency for three (3) components of the **Caribbean Child Project GEF 10258**, which has been approved for the development of a Caribbean Incubator Facility. The specific objectives of the project are to (i) finance the development and strengthening of policy, legal, regulatory, and financial frameworks, tools, and instruments; and (ii) channel financing to the private and public sectors to advance the sustainable management of hazardous chemicals and waste.

This project is being implemented by the Inter-American Development Bank (IDB) and will support the following seven (7) countries: The Bahamas, Barbados, Belize, Dominican Republic, Guyana, Suriname and Trinidad and Tobago¹ (the Project Area), in improving the management of chemicals and waste identified in multi-lateral environmental agreements such as the Basel, Rotterdam, Minamata, and Stockholm Conventions, the Montreal Protocol and Strategic Approach to International Chemicals Management (SAICM). For purposes of the facility, three (3) other SIDS countries recognised by the GEF ISLANDS Programme, namely Antigua and Barbuda, Saint Kitts and Nevis and Saint Lucia, could also be eligible for Facility support and financing under the “*de-minimis*” approach.

The activities under this project will be implemented through a Technical Cooperation grant under the IDB’s Caribbean Incubator Facility for the Sustainable Management of Hazardous Chemicals and Wastes (RG-G1049). Priority chemicals and waste streams identified by the project countries to be addressed under the Facility include Waste Electrical and Electronic Equipment (WEEE), End-of-Life Vehicles (ELVs), waste from used lubricating oils, waste from mercury-added

¹ These seven (7) countries in the Project Area are IDB Member Countries.

products such as lighting devices, polychlorinated biphenyl (PCB) waste, plastics that may contain/are contaminated by POPs and/or mercury, including, but not limited to, polyvinyl chlorides (PVC).

A summary of the Project Components and Activities can be obtained in the Project Document: <https://tinyurl.com/2s5snszy> and Project Brief Summary available [here](#).

The BCRC-Caribbean is seeking to recruit **a suitably qualified and experienced individual as a Technical Project Consultant** to support the Centre with the execution and management of project activities under Component 1, 2 and 5, considering synergies with the other two Caribbean Child Projects² – GEF 10279³ and 10472⁴. The aforementioned project components are as follows:

- **Component 1: Financing policy and regulatory enabling processes to safely manage hazardous chemicals and waste (C&W).** The goal of this component is to strengthen the policy, regulatory and legal enabling environment and build institutional capacities in participating countries to support, guide and facilitate public and private sector investments. This component will focus on working with regional, national, sub-national or local government counterparts such as ministries, statutory bodies, municipalities and/or waste management agencies responsible for C&W management.
- **Component 2: Improving the bankability of hazardous Chemicals and Waste public sector projects.** The goal of this component is to improve the technical quality and bankability and increase financing for public sector projects targeting C&W in the participating countries. This component will focus on working with regional, national, sub-national or local government counterparts such as ministries, statutory bodies, municipalities and/or waste management agencies responsible for C&W management.
- **Component 5: Designing applied knowledge mechanisms for partnership building.** The goals of this component are: (i) to advance knowledge management around C&W in the Caribbean; and (ii) build partnerships

² In the Caribbean, the Global GEF ISLANDS Programme will support three child projects: i) GEF 10279, a UNEP/FAO-implemented child project (valued at US\$ 11 million) that will focus on working with government agencies such as regulators, customs, and import departments on the regulatory framework for chemical and waste management, ii) GEF 10472, a UNEP implemented child project that will focus on similar areas as GEF 10279 for three (3) additional Caribbean countries including The Bahamas, Cuba and Dominica iii) IDB's child project, GEF 10258 described in this document for US\$ 10 million. Project countries have agreed that all project activities under the GEF ISLANDS Programme must be synergised to maximise the efficiency of resources.

³ GEF 10279 Project document: <https://bit.ly/3R8a16o>

⁴ GEF 10472 Project document: <https://bit.ly/3umpo8j>

around the C&W agenda. This component will focus on supporting the facility's knowledge management requirements, including intermediate and final evaluations of the facility, and bridging the knowledge generated by the IDB with the UNEP/FAO's child projects – GEF 10279 and 10472.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS POSITION

Reporting directly to the Director of the BCRC-Caribbean, and supporting the Project Coordinator, the **Technical Project Consultant** will be required to provide assistance through research, scientific, technical, and administrative support, in order to facilitate the objectives of the BCRC-Caribbean in fulfilment of his/her role during the execution of the GEF ISLANDS 10258 project and related activities.

The Technical Project Consultant will be required to achieve the objectives through activities, not limited to, the following:

- Undertake and execute duties assisting the Director and/or the designated Project Coordinator in the management of the GEF 10258 project and related project activities.
- Provide technical assistance, backstopping and support as it relates to the planning of project activities, including but not limited to, procurement⁵ for the hiring of consultants to support the execution of activities under Component 1, 2 and 5.
- Serve as the project liaison for the management of select project activities and consultant engagements. This can include support for the review of all project deliverables and outputs, submitted reports and research on recommended technologies for the implementation of pilot projects.
- Provide support and input to the development of knowledge, communications and training products on best practices, approaches and technologies, which is to be shared in collaboration with the Communications Coordination and Knowledge Management (CCKM) Child Project GEF 10266.
- Assist in tracking project progress through the preparation of quarterly and annual project progress reports, monitoring of the overall work plan and that of consultancy work plans along with the budget and payment progress for

⁵ This includes assistance for development of terms of references and the process for technical evaluation and selection of activity consultants.

submitted deliverables, and documentation of challenges encountered and mitigation measures.

- Assist in the preparation of technical reports and presentations.
- Provide support as it relates to the facilitation, communication, and engagement of key project stakeholders such as the National Working Groups⁶ and other Project Steering Committee (PSC) members.
- Provide support as it relates to logistic arrangements for the hosting of virtual and in-person meetings, technical workshops, and consultations.
- Support in any other duties to support the synergies with GEF ISLANDS Child Projects 10279, 10472 and 10266, and any other duties.

3. QUALIFICATIONS, EXPERIENCE, AND SKILLS

Academic Qualifications/Education and Experience:

- Master's degree in Natural Science, Environmental Management, Environmental Sciences, Environmental Engineering, Public Health Management or related disciplines;
- Project management Certification (e.g., PMP, Prince) and/or a minimum of ten (10) years of tangible project management experience;
- Minimum of ten (10) years of progressive professional experience in field of environmental and/or waste management field; with working knowledge of environmental governance, national environmental policy, environmental economics, sustainable financing and/or related fields;
- A minimum of five (5) years professional experience in the fields of environmental or chemical and waste multilateral environmental agreements (MEAs) including but not limited to the Basel, Rotterdam, Stockholm and Minamata Conventions;
- A minimum of ten (10) years professional experience working on and managing multinational and multidisciplinary team projects in the Latin American and Caribbean region is highly desired;
- Working experience with international organizations such as UN Agencies, the GEF and the IDB is an asset.
- Proficiency and fluent competency in **both English and Spanish**⁷ is strongly desired.

⁶ The National Working Group (NWG) is a coordination mechanism established in each project country, whereby key stakeholders and experts in the field of chemicals and waste management are designated to provide oversight on the project activities.

⁷ The working languages of the GEF 10258 project are English and Spanish in the case of the Dominican Republic. As such evidence of the ability to conduct work in both English and Spanish should be clearly demonstrated by the applicant. The language used will be dependent on the project activity.

Required Knowledge and Functional Competencies:

- Proven professional working experience in conducting research, data collection, data processing and interpretation in the field of environmental and/or waste management.
- Proven experience in data collection, data processing and interpretation and thorough identification of documents for at least three (3) different projects in field of waste management;
- Previous working experience in developing Terms of References (ToRs) and technical documentation for at least two (2) environmental and/or waste management projects;
- Demonstrated competence and experience in conducting analysis and identification of sustainable financing mechanisms for the environmental and/or waste management sector is an asset;
- Strong facilitation skills and experience in conducting stakeholder meetings / consultations / workshops with government agencies is an asset; and
- Strong and highly developed interpersonal, communication and negotiation skills;
- Strong diplomatic skills with networking aptitude and ability to work in a team;
- Good writing, reporting and presentation skills;
- Excellent time management skills, and ability to deliver quality results against tight deadlines, given the heavy workload and short timelines.

4. DURATION

The duration of this position for **Technical Project Consultant** is anticipated to be for a period of **twenty-four (24) months** and is expected to begin in July 2023 and end on or before June 2025.

5. REMUNERATION

The Technical Project Consultant will be compensated through a monthly disbursement as agreed on and mentioned within the contract for this position, upon proof and approval of work through monthly reports or other deliverables.

6. INSTITUTIONAL ARRANGEMENTS

The Technical Project Consultant will be directly supervised by the Director and the designated Project Coordinator or Officer at the BCRC-Caribbean. For the purposes of the GEF 10258 project, this may include coordination with the IDB as the implementing agency.

7. MODE OF WORK

The Technical Project Consultant will be required to conduct all work **virtually** from their own location, using their own facilities and equipment. The Technical Project Consultant will be expected to be available during reasonable working hours on weekdays for at least twenty (20) hours each week.

Unless authorized in advance, expenses⁸ of every kind incurred in connection with such execution shall be solely for the account of the Technical Project Consultant.

Regional travel between project countries may be required for the purposes of the project such as site visits, consultations, meeting or workshops and field work, where the expenses to be incurred from travel (i.e., travel, accommodation, per diem⁹) will be reimbursed by the BCRC-Caribbean by mutual agreement.

8. APPLICATION CRITERIA

Interested individuals who are residents of or residing in IDB Member Countries, preferably but not limited to the Caribbean and Latin American Project Region, are invited to apply by submitting the following documents to be considered:

1. **A signed Cover Letter**, expressing interest in the position and confirming availability to start work in July 2023.
2. **Curriculum Vitae (CV)**, inclusive of contact information (email and phone number(s)) for at least three (3) references for the relevant past project/work experience.
3. **Technical writing sample**, authored by the applicant, on relevant work completed no more than five (5) years old.

Short-listed applicants will be contacted for an interview with the BCRC-Caribbean and may be asked to deliver a short technical presentation, as part of the technical evaluation process.

⁸ Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, visas, medical attention and insurance.

⁹ Hotel costs and a pro-rated DSA as per UN rates will be paid by the BCRC-Caribbean for the respective destination.

9. APPLICATION PROCEDURES

A. APPLICATION SUBMISSION

Applications must be submitted in English on or before, **June 11, 2023 at 11:59 pm (Trinidad and Tobago, GMT -4)** 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

Any applications received after this time will be immediately rejected.

B. QUERIES

Interested applicants can submit all queries in writing to ***both and clearly stating the reference number of the TOR:***

Ms. Maurissa Charles Project Execution Officer II BCRC-Caribbean Email: maurissa.charles@bcrc-caribbean.org	Ms. Rachel Ramsey Project Coordinator BCRC-Caribbean Email: rachel.ramsey@bcrc-caribbean.org
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Please ensure to include both emails in any submission of queries.

10. COMPULSORY COMPLIANCE

- Eligibility: Applicants must be a citizen of an IDB Member Country or must have established his/her domicile in an IDB Member Country as a “bona fide” resident and is legally entitled to work in the country.
- No Conflict of Interest: as per 1.9 of GN-2350-9 March 2011/1.11 of GN-2350-15.
- Not Sanctioned by the Bank: IDB’s Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>.

11. NEXT STEPS

The submissions 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. Following the evaluation process, the identification and recommendation of a preferred applicant to the Director of the BCRC-Caribbean will be made for consideration. The estimated timeline for the completion of the evaluation process is three (3) to six (6) weeks. However, please note this timeline is contingent upon the number of applications received and if there is a need to enter into negotiations with the preferred applicant.

NOTES:

Submission
<p>(i) When submitting applications, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC_ISLANDS10258_2023_001]_LastNameFirstName_TechProjOfficer.</p> <p>(ii) The applicant's documents must be submitted in PDF file format unless otherwise stated.</p> <p>(iii) The successful applicant will be notified in writing of the award of the contract and provided with a letter of offer. The successful bidder shall be required to enter into an appropriate Contract based on the tender documents and incorporate any other appropriate provisions within that time.</p>
Obligations
<p>(i) 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 before the award of the Contract, without thereby incurring any liability to the affected bidder.</p> <p>(ii) Any data gathered and draft or final deliverables developed under the execution of this position shall not be shared with third parties without approval from the BCRC-Caribbean.</p>
Language
<p>(i) The working languages of the GEF 10258 Project are English and Spanish. As such a bilingual applicant would be an asset. Project correspondence, outputs, and consultations are expected to be conducted with English/</p>

Spanish interpretation and translated resources; the ability to communicate in Dutch will be regarded as an asset.

Gender Sensitivity

- (i) *ISLANDS is a project enabling equal opportunity for applicants to overcome structural biases in recruitment and selection. ISLANDS does not discriminate in its recruitment practices, welcoming applications from all qualified people. We strongly encourage applicants of diverse and marginalized backgrounds, especially race or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.*

Conduct and Disabilities

- (i) *Reasonable accommodations for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*
- (ii) *The successful applicant will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.*

Health and Travel

- (i) *All health-related risks associated with travel, are the consultant's responsibility.*
- (ii) *Recognising the recent concerns related to the COVID-19 pandemic¹⁰, the Officer will be expected to follow all COVID-19 safety protocols in all countries during face-to-face engagements and travel.*

¹⁰ As of May 05, 2023, COVID-19 is now an established and ongoing health issue, which no longer constitutes a public health emergency of international concern. <https://bit.ly/3OqAbcm>