

Reference number

BCRC#10472\_2023\_002



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

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**TERMS OF REFERENCE:  
NATIONAL PROJECT ASSISTANT (NPA)  
– THE BAHAMAS**

**Project Countries**

The Bahamas (BHS), Cuba (CUB), Dominica (DOM)

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



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# 1. BACKGROUND

The **Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)** Programme<sup>1</sup> 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. The Programme is funded by the Global Environment Facility (GEF).

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: [Project Document.pdf](#)).

In this regard, the BCRC-Caribbean is seeking to recruit **a suitably qualified and experienced individual to work with us as a National Project Assistant (NPA) in The Bahamas**. The NPA will be required to provide requisite support on additional GEF ISLANDS Programme related activities that synergize with the 10472 Project (including the GEF 10279<sup>2</sup>, 10266, and 10258).

# 2. DESCRIPTION OF REQUIRED SERVICES

The main goal of this recruitment **is to engage a suitably qualified individual to support the National Working Group (NWG<sup>3</sup>) and project focal points<sup>4</sup> of The Bahamas with the national execution of the mentioned project(s).**

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<sup>1</sup> Programme Website here: [GEF Islands](#)

<sup>2</sup> GEF ISLANDS 10279 Project Countries include Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago.

<sup>3</sup> The National Working Group (NWG) is a project mechanism developed in each project country where key stakeholders and experts in the field of chemicals and waste management are designated.

Under the guidance of the national focal points and the BCRC–Caribbean, the **NPA will be required** to achieve this objective through the following activities:

- Provide requisite support for the implementation of the GEF ISLANDS Programme related activities that synergise with the 10472 Project (including the GEF 10279, 10266, and 10258).
- Provide technical backstopping and support as it relates to the planning and implementation of project activities (including but not limited to the design and review of Terms of References, review of project documents and deliverables).
- Provide support as it relates to the facilitation, communications, and engagement of key project stakeholders such as the Project Implementing Agency, Project Executing Agency, the NWGs of other project countries and other Project Steering Committee members (PSC).
- The NPA will report to the office of the Department of Environmental Planning and Protection<sup>5</sup> within the Ministry of the Environment and Natural Resources for three (3) working days, per week, (Monday through Wednesday). Working hours will be 8:00 a.m. to 4:00 p.m. The NPA will work remotely for two (2) days per week, for the same duration.
- Attend virtual project update and planning meetings on an as needed basis (internally with the NWG of The Bahamas and externally with the BCRC–Caribbean and other project focal points).

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<sup>4</sup> NWG's chairperson (situated at Department of Environmental Planning and Protection within the Ministry of the Environment and Natural Resources) and/or other nationally designated project representatives.

<sup>5</sup> Charlotte House, Ground Floor, Charlotte and Shirley Streets, P.O. Box N-7132, Nassau, Bahamas.

### 3. EXPECTED OUTPUTS

The NPA, under the guidance of and reporting directly to the Director of the Department of Environmental Planning and Protection within the Ministry of the Environment and Natural Resources, and the BCRC-Caribbean, is expected to provide the following:

- Monthly summary reports, including a brief synopsis and evidence of the support provided over the respective period.
- Written deliverables and/ or comments on project related outputs as required.
- Written meeting notes/ briefs/correspondence as required.
- Review and provide feedback on project status and quarterly reports, terms of references, and other documents related to the project as prepared by the BCRC-Caribbean.
- Assist in the preparation of The Bahamas' quarterly in-kind contribution reports for approval by the national focal point and submission to the BCRC-Caribbean.
- Assist in coordinating activities including meetings and site visits for the NWG.
- Ensure engagement of NWG members in project activities.
- Prepare meeting notes of NWG meetings.
- Draft correspondences and prepare / respond to emails.
- Establish a close working relationship with the BCRC-Caribbean and the NWG.
- Ensure timely implementation of national activities.
- Assist with public awareness and outreach activities and stakeholder engagement related to the project.
- Any other duties that may arise from time to time at the directive of the Department of Environmental Planning and Protection of the Ministry of the Environment and Natural Resources.

## 4. QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to provide the services outlined above, the NPA is expected to possess the following Education, Qualifications and Experience:

- Bachelor's degree in natural sciences, project management or related fields.
- A minimum of five (5) years professional and/or volunteerism experience in the hazardous waste and chemicals management fields.
- A minimum of three (3) years professional or volunteerism experience in either of the aforementioned fields in the Bahamas, the Caribbean region and/or other SIDS.
- Fluency in English is required.
- Experience in facilitation of workshops and meetings, including in virtual formats.
- Experience in multi-stakeholder project coordination will be considered an asset.

**NOTE:** The working languages of the GEF 10472 Project are **English and Spanish**. Bilingual competency will be considered an asset.

## 5. DURATION

The duration of this engagement is twelve (12) months from December 2023 to November 2024<sup>6</sup>. The term of this agreement is one (1) year in the first instance inclusive of a probationary period of three (3) months. There is no guarantee of a continued or subsequent contract(s) following the probationary period or full-term contract.

## 6. REMUNERATION

- The NPA will be compensated via a monthly disbursement of Two Thousand United States Dollars (USD 2,000.00 per month) upon proof and approval of the work outlined in the Monthly Reports referenced in Section 3 above, and a signed invoice.
- The NPA will be responsible for the remittance of local income tax and other mandatory statutory remittances.
- Expenses will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.
- Expenses may be associated with inter-island and/or international travel and refer to the costs associated with aspects of the project such as flights, accommodations etc. In this case, the project expenses may be directly covered by the BCRC-Caribbean and/or be treated as reimbursable expenses and as such, the pre-approved expenses will be reimbursed by the BCRC-Caribbean, upon provision of the required evidence.

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<sup>6</sup> Please note there is the possibility for renewal based on the NPA's performance and the recommendations of The Bahamas NWG.

## 7. INSTITUTIONAL ARRANGEMENTS

The NPA will be directly supervised by the Director of the Department of Environmental Planning and Protection and the relevant Project Officer within the BCRC-Caribbean.

## 8. APPLICATION PROCEDURES

Applications are open to individual consultants **based in Nassau, The Bahamas**.

### A. DOCUMENTS TO BE INCLUDED IN APPLICATION

Interested persons are invited to apply by submitting:

1. **Cover letter** (confirming availability to start work during December 2023).
2. **Curriculum Vitae (CV)**, inclusive of three (3) **references** with their email and telephone contact information.
3. A **Technical Writing Sample** demonstrating report writing skills from the past two (2) years and showing evidence of your technical capabilities in the field of natural sciences.

**NB.** *Bids must be submitted in English. Shortlisted candidates may be contacted to participate in an interview with the BCRC-Caribbean.*

### B. QUERIES

Interested applicants may submit all queries in writing to both:

<b>Ms. Shalina Rooplal</b> Research Officer BCRC-Caribbean Email : <a href="mailto:shalina.rooplal@bcrc-">shalina.rooplal@bcrc-</a>	<b>Dr. Rhianna Neely-Murphy</b> Director Department of Environmental Planning and Protection
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<a href="http://caribbean.org">caribbean.org</a>	Ministry of the Environment and Natural Resources Email: <a href="mailto:RNeely-Murphy@depp.gov.bs">RNeely-Murphy@depp.gov.bs</a>
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### C. SUBMISSIONS

Applications should be submitted **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: [applications@bcrc-caribbean.org](mailto:applications@bcrc-caribbean.org)

The deadline for the submission of applications will be **Tuesday October 10, 2023, at 11:59 p.m. (GMT -4).**

## 9. MODE OF WORK

The NPA will be required to report to the office of the Department of Environmental Planning and Protection within the Ministry of the Environment and Natural Resources for three (3) days per week, from 8:00a.m. to 4:00p.m, and to work remotely two (2) days per week, for the same duration.

Please note that involvement in international travel, fieldwork, site visits and meetings at external national locations may be required and this will be determined at the discretion of the Director of the Department and the relevant Project Officer of the BCRC-Caribbean.



## NOTES:

<i>Submission</i>
<ul style="list-style-type: none"> <li>i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: <b>BCRC#10472_2023_002_LastNameFirstName_DocumentTitle</b></li> <li>ii. The application documents must be submitted in PDF file format unless otherwise stated.</li> <li>iii. Application documents shall remain the property of the BCRC-Caribbean.</li> <li>iv. The successful applicant will be notified in writing of the award of the contract.</li> </ul>
<i>Obligations</i>
<ul style="list-style-type: none"> <li>v. The BCRC-Caribbean reserves the right to accept or reject any application, and to cancel the recruitment process and reject all applications, at any time before the award of the Contract, without thereby incurring any liability to the affected applicants.</li> <li>vi. The successful applicant is required to include GPS coordinates of activity sites in their reports.</li> <li>vii. The NPA may be required to provide requisite support on additional related activities within the Chemicals &amp; Waste Management portfolio of The Bahamas (including other BCRC-Caribbean execution initiatives).</li> </ul>
<i>Gender Sensitivity</i>
<ul style="list-style-type: none"> <li>i. The ISLANDS Programme encourages that all projects, staff, consultants, and all activities, engage in a working environment that embraces equality, eradicates bias, and is inclusive.</li> <li>ii. The ISLANDS Programme is seeking to enable 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 racial or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.</li> </ul>
<i>Conduct and Disabilities</i>
<ul style="list-style-type: none"> <li>i. Reasonable accommodation for applicants with disabilities may be</li> </ul>

<p>provided to support participation in the recruitment process when requested and indicated in the application.</p> <ul style="list-style-type: none"> <li>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.</li> <li>iii. The NPA is expected to conduct professional communication and interaction with the National Working Group representatives, BCRC-Caribbean representatives, and project stakeholders, at all times.</li> </ul>
<p><i>Leave Allowances</i></p>
<ul style="list-style-type: none"> <li>i. The NPA will have an allowance for vacation and sick leave in keeping with the standard practices of the Department of Environmental Planning and Protection. Advance notice of no less than two (2) weeks to the BCRC-Caribbean's designated officer is required when taking extensive leave. Records of vacation and sick days must be included in the NPA's reporting to the BCRC -Caribbean.</li> </ul>