



TESTING OF GUIDANCE ON DEVELOPMENT OF PLASTIC WASTE INVENTORIES AND TESTING THE TECHNICAL GUIDELINES ON THE ENVIRONMENTALLY SOUND MANAGEMENT OF PLASTIC WASTE

(Antigua and Barbuda, Saint Lucia, Suriname)

Terms of Reference

National Consulting Team on Plastic Waste Management for Antigua and Barbuda

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1. BACKGROUND

Plastics are fossil fuel-based materials which are widely used in everyday products. Since the introduction of synthetic plastics in 1950, plastics production has increased from 1.5 million metric tons in 1950 to 359 million metric tons in 2018¹. Currently, different types of plastics are commonly used across myriad applications, including but not limited to the food industry, automotive and aerospace industries and in medicine. However, many plastic products have a short lifespan, but can remain intact for up to four hundred (400) years before fully biodegrading. Given that over four hundred thousand metric tons (400,000 mt)² of plastic waste are generated globally each year, this has major implications for waste management systems around the world. Additionally, at least 8 million metrics tons of plastic escape into our oceans from land-based sources each year, threatening marine life and the livelihoods of coastal communities.

The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal is one of the global conventions which seeks to address the management of plastic waste through various tools to including the Plastic Waste Partnership, and the Technical Guidelines on the Environmental Sound Management of Plastic Waste (the Technical Guidelines). These technical guidelines were first published in 2002 and following the call by the Fourteenth Meeting of Conference of the Parties to the Basel Convention (BC COP) to update them,³ a revised version was developed and later adopted at the Sixteenth Meeting of the BC COP.⁴ The Technical Guidelines consist of ten (10) modules which address measures to assist countries to control the generation of plastic waste, and provide guidance on the different stages of plastic waste management.

As part of the implementation of the Basel Convention's Programme of Work (PoW), in particular activity No. 20 on technical guidelines and on activity No. 24 on national reporting, the Secretariat of the Basel Convention (the Secretariat) is working with Basel Convention Regional Centres (BCRCs) in the Caribbean, China and Slovakia to demonstrate the applicability of the Technical Guidelines in different regions. The BCRC for Training and Technology Transfer for the Caribbean (BCRC-Caribbean), in collaboration with the Secretariat, is therefore implementing the project entitled ***“Testing of inventory guidance of plastic waste and testing of technical guidelines on the ESM of plastic waste”*** in three (3) Caribbean countries, namely **Antigua and Barbuda, Saint Lucia and Suriname.**

¹ Tieso, I. (2023, March 15). Plastic waste worldwide - statistics & facts. www.Statista.com. Retrieved August 16, 2023, from <https://www.statista.com/topics/5401/global-plastic-waste/#topicOverview>

² United Nations Environment Programme (UNEP) (2023, May 16). Turning off the Tap: How the world can end plastic pollution and create a circular economy. https://wedocs.unep.org/bitstream/handle/20.500.11822/42277/Plastic_pollution.pdf?sequence=4. Retrieved October 18, 2023.

³ Pursuant to decision BC-14/13, a small intersessional working group was established and was co-led by the Governments of China, Japan and the United Kingdom of Great Britain and Northern Ireland.

⁴ Technical Guidelines on the Environmentally Sound Management of Plastic Wastes, Rev 1. UNEP/CHW.16/6/Add.3/Rev.1. Click [here](#) to download.

Each project country has determined the modules of the Technical Guidelines they wish to test under this project based on their national situations with plastic waste management and national priorities to strategically improve plastic waste management. The Government of Antigua and Barbuda has decided to test the following modules:

- Module B - Legislative and regulatory framework
- Module C – Waste prevention and minimization
- Module D – Identification and inventories
- Module E – Sampling, analysis and monitoring
- Module F – Handling, separation, collection, packaging, compaction, transportation and storage

In order to support the testing of these modules of the Technical Guidelines in Antigua and Barbuda, the BCRC-Caribbean is seeking to recruit a ***suitably qualified national technical team (NTT)*** on plastic waste management in Antigua and Barbuda.

2. DESCRIPTION OF REQUIRED SERVICES

The main objective of this consultancy will be to develop a national inventory of plastic waste generation in Antigua and Barbuda, and an assessment and recommendations report on the country's national baseline as it relates to Modules B, C, E and F of the Technical Guidelines.

In consultation with national stakeholders, the National Technical Team will be required to identify the sources of plastic waste generation in Antigua and Barbuda and quantify the amounts of plastic wastes generated. The inventory must be conducted in accordance with the Basel Convention's Toolkit on the Product Lifespan (PL) Method⁵ and the Practical guidance for the development of inventories of plastic waste.⁶

The National Technical Team will also be required to develop an assessment report on the national legislative framework for plastics management, the analytical capacity for the sampling, analysis and monitoring of plastics, and the current practices for the handling of plastic wastes. The report must also provide recommendations as to how the current practices in Antigua and Barbuda can be improved in order to better align to best environmental practices (BEP), and to support the application of best available technologies (BAT) within the national context.

⁵ The Toolkit on the Product Lifespan Method (June 2023) can be accessed here:

<https://www.basel.int/Countries/NationalReporting/Toolkitsforwasteinventory/tabid/9043/Default.aspx>

⁶ Practical guidance for the development of inventories of plastic waste published by the Secretariat of the Basel Convention: <https://www.basel.int/Portals/4/download.aspx?d=UNEP-CHW-NREP-INVENT-GUID-PlasticWaste-2022.English.pdf>

Under the guidance of the BCRC-Caribbean, and in close collaboration with the national working groups (NWGs)⁷ of Antigua and Barbuda, the National Technical Team will undertake the following:

a. Attend virtual briefing call with the BCRC Caribbean and the National Focal Points for the project in Antigua and Barbuda.

- Participate in a virtual kick-off call with the BCRC-Caribbean to discuss the approach to the work and the engagement of stakeholders. The BCRC-Caribbean will also provide guidance for the planning and facilitation of the national inception workshop with other project stakeholders.

b. Facilitate a national inception workshop with project stakeholders.

- The National Consulting Team, in collaboration with the BCRC-Caribbean and the Secretariat, will facilitate a national inception workshop with relevant project stakeholders and partner agencies to present:
 - Draft workplan
 - Draft stakeholder engagement plan
 - Draft data collection instruments to inform the development of the national inventory on plastic waste and the national assessment and recommendations report.

The national inception workshop will entail a working session with national stakeholders to support the validation of the National Technical Team's approach to work. The session will serve to assist in defining the scope of the plastic waste inventory, discuss the types of plastic products and wastes which are generally of concern in the country's environment, aspects of Antigua and Barbuda's legislation on which the National Technical Team should focus, and the approach for assessing their analytical capacity and infrastructural capacity as it relates to handling plastic wastes.

The national technical team must consider the different types of plastic polymers which are used in plastic products in their approach to work.

- The format of the national inception workshop will be hybrid, in order to facilitate the in-person participation of national stakeholders in Antigua and Barbuda, and the remote participation of project partners.
- The National Technical Team will develop and submit an inception report on the proceedings of the national inception workshop to the BCRC-Caribbean. The Technical Team's final workplan, final stakeholder engagement plan, and draft data collection instruments must be appended to the inception report. Based on the discussions on the scope of the national inventory on plastic wastes, the inception report should also indicate preliminary research on the main categories of products consisting

⁷ The NWG is a national coordinating mechanism put in place to steer project development. It is comprised of representatives from Antigua and Barbuda's public and private sector, as well as civil society. The official contact point of the NWG is referred to as the Focal Point. An Alternate Focal Point is also appointed to support with liaising with project stakeholders.

of or containing plastic that are imported and manufactured in the country and their lifespans.

c. Conduct an inventory on the generation of plastic wastes in Antigua and Barbuda and develop an inventory report.

- Attend a virtual training with the Secretariat of the Basel Convention on the application of the PL methodology. The training will be organized by the BCRC-Caribbean.
- Finalize data collection instruments based on the scope of the inventory as confirmed by the NWG and any guidance from the training.
- Develop the inventory using the finalized data collection instruments approved by the BCRC-Caribbean and the NWG through consultations with national stakeholders.
- Develop a national inventory report on plastic wastes in Antigua and Barbuda and submit to the BCRC-Caribbean for review and approval.
- Prepare a case study on the inventory of plastic waste in Antigua and Barbuda. The case study should consider the applicability of the inventory guidance to Antigua and Barbuda as a SIDS.

d. Assessment of Antigua and Barbuda's implementation of Modules B, C, E and F of the Technical Guidelines.

- Finalize the data collection instruments based on scope of the assessment as guided by the NWG.
- Conduct an assessment on the national legislative capacity, analytical capacity and waste management practices against Modules B⁸, C, E and F of the Technical Guidelines.
- Prepare an assessment and recommendations report based on the findings of the assessment, including barriers to implementation and recommendations on measures that could be put in place to address these barriers. The assessment and recommendations report must be submitted to the BCRC-Caribbean for review and approval.
- Prepare a case study on pilot testing of the Technical Guidelines in Antigua and Barbuda. The case study should consider the applicability of the Technical Guidelines to Antigua and Barbuda as a SIDS.

⁸ The BCRC-Caribbean is currently executing the Global Environment Facility (GEF) funded project entitled "Implementing Sustainable Low and Non-chemical Development in Small Island Developing States" (ISLANDS) in twelve (12) Caribbean countries, including Antigua and Barbuda. Under Output 1.1 of this project, a team of consultants has been procured to develop national assessments of the legal and institutional capacity of each project country to manage different waste streams, including plastic wastes. The assessment developed for Antigua and Barbuda under Output 1.1 of the gEF ISLANDS project will be shared with the consulting team to support their assessment under this project as it relates to Module B.

e. Participate in an in-person mid-term meeting with national stakeholders, the BCRC-Caribbean, and the Secretariat to discuss the progress of the deliverables.

- Participate in an in-person mid-term meeting in Antigua and Barbuda with project stakeholders to discuss the progress with the development of project deliverables. The meeting will be organized by the BCRC-Caribbean.
- Present on the data collected for each module of the Technical Guidelines being tested in Antigua and Barbuda, and to discuss any challenges being faced in the development or finalization of project deliverables.
- Address feedback from national stakeholders, the BCRC-Caribbean and the Secretariat on gaps identified.
- Submit a summary report of the meeting (consisting of the agenda, participants, proceedings of the meeting, and next steps as it relates to addressing gaps and finalizing outstanding project deliverables) to the BCRC-Caribbean for review and approval.

f. Facilitate a national validation meeting with project stakeholders.

- The National Technical Team, in collaboration with the BCRC-Caribbean and the Secretariat, will facilitate a national virtual workshop with relevant project stakeholders and partner agencies to present on their final draft deliverables.
- The format of the national validation workshop will be hybrid, in order to facilitate the in-person participation of national stakeholders in Antigua and Barbuda, and the remote participation of project partners.
- The National Technical Team will develop and submit a validation meeting report on the proceedings of the national validation meeting to the BCRC-Caribbean. The report must include an account of the feedback received from national stakeholders on the deliverables, and the approach to finalizing the deliverables.

g. Provide quarterly progress reports to the BCRC-Caribbean

- The National Technical Team will be required to provide these reports to highlight the consultancy activities completed, deliverables submitted, payment progress, challenges encountered, upcoming activities, and expectations for the next quarter.

h. Attend a virtual closeout meeting with the BCRC-Caribbean

- Attend a close out meeting with the BCRC-Caribbean to review and discuss the outcomes of the project activity and the consultancy. This will include successes, challenges faced, lessons learned, and potential up-scaling and transfer for future work.
- Review and approve the close-out report prepared by the BCRC-Caribbean for the consultancy.

3. EXPECTED OUTPUTS

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

- i. **Deliverable 1-** Project Inception Report, including the proceedings of the national inception workshop to the BCRC-Caribbean, with the National Technical Team's final work plan, final stakeholder engagement plan and draft data collection instruments appended.
- ii. **Deliverable 2-** National Inventory Report on Plastic Wastes Generated in Antigua and Barbuda
- iii. **Deliverable 3-** Assessment and Recommendations Report on the Status of the Implementation of the Technical Guidelines (Modules B, C, E and F) in Antigua and Barbuda
- iv. **Deliverable 4-** Case study on the national inventory report on plastic wastes generated in Antigua and Barbuda
- v. **Deliverable 5-** Case study on the pilot testing of the Technical Guidelines in Antigua and Barbuda
- vi. **Deliverable 6-** Summary report of mid-term meeting with national stakeholders, the BCRC-Caribbean and the Secretariat
- vii. **Deliverable 7-** Validation Meeting Report, including but not limited to a discussion on the proceedings of the national validation meeting and the approach to finalizing outstanding deliverables.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to facilitate the work under this consultancy, a minimum one (1) team member must possess one (1) of each of the following requirements:

- Advanced qualifications in environmental sciences, natural sciences or a related field.
- A minimum of five (5) years of experience in reviewing or conducting assessments in the environmental field. Evidence of experience in the field of chemicals and waste management will be an asset.
- A minimum of five (5) years of experience in project management.
- Experience in data collection and analysis.
- Demonstrated experience in the review and/or development of technical reports.
- Experience in stakeholder engagement (consultations, facilitating workshops, etc.)
- Project management certification (PMP, PRINCE2 etc.) would be considered an asset.
- Experience with multinational projects implemented through intergovernmental agencies would be considered an asset.
- Evidence of good drafting skills, good communication skills, the ability to work well as part of a team and good time management skills would be considered as an asset.

5. DURATION

The tasks under this consultancy are expected to be completed over seven (7) months, with an expected start date of December 2023.

6. REMUNERATION

The total gross fee plus expenses available to the National Technical Team, inclusive of all taxes, is twenty-two thousand and four hundred United States Dollars (USD 22,400).

7. CONSULTANCY RESOURCES

The bidder is at liberty to determine the size of the team for the consultancy, giving consideration to the scope and budget stated herein. However, it is recommended that the team should comprise of at least a team lead, who will spearhead the development of the project deliverables and stakeholder engagement, and an assistant, who will support on-the-ground data collection and the organisation and facilitation of national meetings and workshops.

8. INSTITUTIONAL ARRANGEMENTS

The National Technical Team will be directly supervised by the BCRC-Caribbean with support from the National Working Group. During the consultancy, the Consultant will be expected to attend virtual meetings for general information exchange, to provide updates on the progress of the works and discuss feedback as required. This will include, but not be limited to, the introductory briefing meeting and the consultancy closeout meeting.

9. MODE OF WORK

The Technical Team will be expected to conduct work virtually from their own location as far as possible using their own resources and facilities, as required. The National Technical Team may be required to attend site visits, meetings, workshops and to conduct fieldwork to support data collection and validation under this consultancy. Unless authorized in advance, expenses⁹ of every kind incurred in connection with such execution shall be solely for the account of the Consulting Team.

⁹ Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, visas, medical attention and insurance.

10. APPLICATION PROCEDURES

Applications are open to National Consulting Teams **based in Antigua and Barbuda**.

A. DOCUMENTS TO BE INCLUDED IN THE APPLICATION

Interested teams are invited to apply by submitting:

- i. A **cover letter** signed by the team lead, indicating the availability of all team members to start work in December 2023 and support the completion of deliverables through till June 2024.
- ii. The **curriculum vitae (CV)** of each team member.
- iii. A **technical proposal**, indicating the technical team's understanding of the required services, methodology for data collection and analysis and overall approach to work, a work plan and a stakeholder engagement plan. The technical proposal should also include an organisational chart and relate the roles of each team member to the work plan.
- iv. A **technical writing sample** not older than three (3) years.

N.B. 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:

<p>Ms. Janine Boodram Research Analyst BCRC-Caribbean Email address: janine.boodram@bcrc-caribbean.org</p>	<p>Dr. Linroy Christian Director Department of Analytical Services Email address: linroy.christian@ab.gov.ag</p>
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C. SUBMISSIONS

Applications should be submitted **via email** and **in English** to:

Ms. Jewel Batchasingh

Director
BCRC-Caribbean
8 Alexandra Street
Saint Clair
Port of Spain
Trinidad and Tobago

Email address: submissions@bcrc-caribbean.org

The deadline for the submission of applications will be **Sunday 03rd December 2023 at 11:59 PM (GMT-4)**.

11. NOTES

Submission	
(i)	<i>When submitting applications, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC_SSFA2317_2023_002_TeamName_Name of Document.</i>
(ii)	<i>The applicant's documents must be submitted in PDF file format unless otherwise stated.</i>
(iii)	<i>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.</i>
Obligations	
(i)	<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.</i>
(ii)	<i>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.</i>
Language	
(i)	<i>The working language for this project is English. All consultations with project stakeholders are therefore expected to be conducted in English.</i>
Gender Sensitivity	
(i)	<i>The BCRC-Caribbean 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.</i>
Conduct	
(i)	<i>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.</i>
Health and Travel	
(i)	<i>All health-related risks associated with travel are the consultant's responsibility.</i>

- (ii) *Recognising the recent concerns related to the COVID-19 pandemic¹⁰, the National Consulting Team will be expected to follow all COVID-19 safety protocols in all countries during face-to-face engagements and travel.*

BCRC-Caribbean Reporting Requirements

- (i) *The BCRC-Caribbean, in conjunction with the Secretariat, will provide guidance on the reporting templates for the national inventory report, the assessment and recommendations report and the case studies. The BCRC-Caribbean will also provide guidance on the template for the National Consulting Team's monthly reports.*
- (ii) *The Consulting Team will be required to assist with the collection of content for knowledge products related to the work under the consultancy, e.g., photographs and summary notes from stakeholder engagements. These may be included in the Consulting Team's reports, as well as the reports and social media posts of the BCRC-Caribbean.*

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