



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

TERMS OF REFERENCE:

CONSULTANCY TO SUPPORT THE IMPLEMENTATION OF
THE REGULATION FOR THE INTEGRATED MANAGEMENT
OF WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT
(WEEE) WITHIN THE FRAMEWORK OF EXTENDED
PRODUCER RESPONSIBILITY (EPR)

GEF 10258 Project Countries

The Bahamas (BHS), Barbados (BDOS), Belize (BZE), **The Dominican Republic (DR)**, Guyana (GUY), Suriname (SUR), Trinidad and Tobago (TTO)

Implemented by the Inter-American Development Bank (IDB)
through Investment Grant Agreement RG-G1049

Executed by

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

1. BACKGROUND

The **Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)** Programme¹ 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 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 (BHS), Barbados (BDOS), Belize (BZE), **The Dominican Republic (DR)** (the Project Area), Guyana (GUY), Suriname (SUR), Trinidad and Tobago (TTO). 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 (see details on Project here: [Project Document](#) and [Project Brief](#)).

Under “*Component 1: Financing policy and regulatory enabling processes to safely manage hazardous chemicals and waste*” of this GEF 10258 project, the BCRC-Caribbean is **seeking to recruit a suitably qualified and experienced Consulting Team²**, to conduct a national study in the Dominican Republic in order to establish an appropriate extended producer responsibility (EPR) system. This activity will **support the implementation of the Regulation for the Integrated Management of**

¹ Programme Website here: [GEF Islands](#)

² The Consulting Team should include a Waste Management / E-Waste Expert as team lead and at least one (1) local based project assistant to support with data collection.

Waste Electrical and Electronic Equipment (WEEE) within the framework of EPR, developed for the Dominican Republic.

2. OVERVIEW OF THE PROJECT ACTIVITY

According to estimated figures from the Global E-waste Monitor 2020, the Dominican Republic generated 67,000 tons of waste electrical and electronic equipment (WEEE) in 2019. This equates to an economic loss of approximately USD 71 million per year. Since October 2021, the International Telecommunication Union (ITU) and the United Nations Environment Programme (UNEP) supported the Ministry of Environment and Natural Resources and the Dominican Institute of Telecommunications (INDOTEL) in the elaboration and finalization of a Regulation for the Integrated Management of Waste Electrical and Electronic Equipment (WEEE) within the framework of Extended Producer Responsibility (EPR), hereinafter referred to as the "WEEE Regulation". The WEEE Regulation was developed following several rounds of consultations with the public and private sectors, and through the executive branch, was issued as [Decree 253-23](#), on June 7, 2023 and published on June 15 of the same year, with entry into force one year after its publication. A public launching ceremony was also held in October 2023³.

Preliminary studies during the preparation of the WEEE Regulation has identified that the collection and recycling of WEEE in the Dominican Republic is small but also carried out in a disorganised manner. Therefore, further to the technical assistance received under the project which has ended on December 31, 2022, it is recognised by the Government that the WEEE regulations can be improved by determining the appropriate local targets for collection and recycling, as well as defining the financing modalities for the implementation of the WEEE Regulations.

In this regard, this consultancy **seeks to conduct a national study to collect data on the generation of WEEE and the cost of treatment (collection and recycling) in the Dominican Republic**, in order **to establish appropriate rates for an EPR system, including recommendations for the collection and recycling targets to be applied to producers.**

³ <https://indotel.gob.do/republica-dominicana-fortalece-su-marco-regulatorio-para-gestionar-de-forma-apropiada-los-residuos-de-los-aparatos-electricos-y-electronicos/>

3. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

Under the guidance of, and reporting directly to the BCRC-Caribbean, in collaboration with the Ministry of Environment and Natural Resources and the National Working Group (NWG) of the Dominican Republic, the Consulting Team will be required to undertake the following activities:

1. Project Inception Phase

a) Attend a virtual kick-off meeting with the BCRC-Caribbean.

- The Consulting Team will participate in a virtual meeting with the BCRC-Caribbean as an administrative kick-off for the consultancy, 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 a National Inception Workshop with the NWG and key project stakeholders.

b) Participate and facilitate a National Inception Workshop

- The Consulting Team, in collaboration with the BCRC-Caribbean, will participate and facilitate a National Inception Workshop with key stakeholders (both public and private) from in the Dominican Republic to present the:
 - Project workplan,
 - Methodology for the national study, including list of key stakeholders, tools and draft surveys / questionnaires for data collection, and approach to stakeholder engagement and consultations.
- During the workshop, the Consulting Team will be expected to present the data collection instruments for validation and to ensure its applicability prior to their dissemination. Following this exercise, the data collection tools will be revised if necessary.
- The Consulting Team will develop and submit an Inception Report on the proceedings of the Inception Workshop to the BCRC-Caribbean. An updated workplan, stakeholder listing, and the final data collections tools/ questionnaires should be appended to the Inception Report.

2. Survey and Assessment Phase⁴

a) **Conduct a comprehensive national assessment of WEEE management in the Dominican Republic, including a baseline study on the generation of this waste and an evaluation of the cost of management.**

This national study will help to define the appropriate WEEE collection and recycling targets in the update of the corresponding national regulations. Tasks would include the following:

- Complete an analysis to identify relevant stakeholders that own or have access to data on the import weight and quantity of electrical and electronic equipment (EEE) based on harmonised system (HS) commodity codes for trade in goods.
- Determine the baseline on the amount of WEEE generated in the Dominican Republic based on import, distribution, usage, recovery and disposal methods. The baseline study will be informed by the collection of local and contextual data available through the formal and informal sectors and complemented by the market trade data collected by the General Customs Directorate.
- Data collection to **determine the cost of WEEE management in the Dominican Republic** and determine the appropriate financing options for an EPR system, including fees for the management of the **six (6) categories⁵** of WEEE in the Regulation. This should include the capital costs related to the management of each WEEE category associated with collection, transportation, storage, and other stages in handling (recycling, recovery and/or disposal), but also the operational costs (personnel costs, fuel, rent, access to waste etc). This activity should include:
 - i. Consultations with the producers, chambers of commerce, retailers and entrepreneurs (formal and informal) and existing companies involve in WEEE management.

⁴ It should be noted that a similar regional material flow assessment for twelve (12) project countries is being conducted under the Output 3.1 of the GEF ISLANDS Child Project 10279 and 10472, and therefore the results of this GEF 10258 study would be leveraged by that consulting team.

⁵ The categories include (i) temperature exchange devices, (ii) monitors, displays and devices with screens of surface area greater than 100 cm², (iii) lamps (iv) Large apparatus (with an external dimension greater than 50 cm), (v) Small appliances (with external dimensions less than 50 cm) and (vi) Small IT and telecommunications equipment (with external dimensions less than 50 cm)

- ii. Consultations with key government stakeholders on the options for financial mechanisms relevant to the WEEE Regulation.
 - iii. Consultations with the local governments of the Dominican Republic in the framework of the functions established in Law 225-20 and in the regulation on the integrated management of WEEE in the Dominican Republic.
- b) **Recommend a preliminary design for financing an EPR system for WEEE management in the Dominican Republic**, based on the data collected. Tasks would include the following:
- Calculate the total cost of operating an EPR system for WEEE management based on the potential fees for the management of the six (6) WEEE categories, including the overhead costs and identify the possible financing options.
 - Identify opportunities for government cross- to subsidize product tariffs across categories, in the event that the EPR rates for a particular product is considered too high or is deemed to be of strategic value to the country, such as small computer and telecommunications equipment.
 - Make recommendations on the required organisational structure and operational costs to support producers in meeting their obligations under the WEEE regulation.

The Consulting Team will be required to prepare an assessment report on the findings of the national baseline study on WEEE generation and management costs, and the recommendations for the WEEE financing plan, inclusive of the EPR rates per WEEE category and the financing options.

3. Project Validation Phase

- a) Further to stakeholder consultations during the survey and assessment phase, the Consulting Team will be required to **facilitate a national Validation Workshop**, where the findings of the Assessment will be presented to the national stakeholders for endorsement of the proposed EPR financing recommendations and calculations of the proposed EPR rates. The Consulting Team will be required to prepare and submit a Validation Workshop Report.

- b) Review, finalize and submit the Final Assessment Report, integrating the feedback received in the Validation Workshop.
- c) Develop a **summary brief** and **facilitate a presentation of results to the relevant Government Ministers and Agencies**.
- d) Provide **quarterly progress reports** to the BCRC-Caribbean
 - The Consulting 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.

4. EXPECTED OUTPUTS⁶

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

1. A Consultancy Inception Report (including a workplan, preliminary stakeholder listing and draft data collections tools/ questionnaires for data collection) (**Deliverable 1**).
2. A Draft Assessment Report on the current generation of WEEE and cost of WEEE management in the Dominican Republic, inclusive of financing recommendations for the EPR system (**Deliverable 2**).
3. A Validation Workshop Report (**Deliverable 3**).
4. Final Assessment report (**Deliverable 4**).
5. Summary Briefing and Minister-level Presentation of Results (**Deliverable 5**)
6. **Quarterly Progress reports** highlighting the consultancy activities completed, stakeholders engaged, deliverables submitted, challenges encountered, mitigation efforts and upcoming activities and expectations for the next quarter.

5. CONSULTING TEAM RESOURCES

Bidders are encouraged to propose a consulting team, that aligns with the requirements to generate the expected outputs and effectively meet the assignment's objectives. **The Team should include a Waste Management / E-Waste Specialist as the Project Lead, and at least one (1) local based Project**

⁶ Deliverables need to be submitted both in Spanish and English.

Assistant. The roles and responsibilities of each team member should be clearly identified in the Technical Proposal as a "List of Key Personnel" and submitted with current Curriculum/ Curricula Vitae (CVs).

Travel may be required for the workshops as well as any national stakeholder engagement/ information gathering initiatives as determined by the consulting team's approach to work. On-the-ground resources for the data collection activities should be considered. The travel and visa requirements must be taken into consideration, if needed, as the consulting team will be responsible for ensuring that these requirements are met.

6. QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to facilitate the activities in the Dominican Republic, the following Education, Qualifications and Experience are expected within the consultancy team (minimum of one (1) team member must possess one of each requirement):

- An advanced degree in Environmental Sciences, Hazardous Waste Management, Environmental Engineering, Natural Sciences, and/or Natural Resource Management, or any other related field.
- An advanced degree in economics, environmental economics, or a related field.
- A minimum of 7 years professional experience conducting economic assessment to support environmental governance, national environmental policy, regulatory frameworks, public administration and/or related fields.
- Experience working in the waste management sector and related knowledge of public-private partnerships is highly desired.
- Specialized WEEE Management Expertise: Demonstrable qualifications, experience, and skills in the field of WEEE management (such as development of e-waste management strategies including life-cycle management, collection systems, waste segregation etc) would be considered an asset.
- Demonstrated competence and experience in conducting analysis and identification of sustainable financing mechanisms for the environmental and/or waste management sector is an asset.

- Demonstrated competence and experience in data collection and development of inventories would be regarded as a significant asset.
- Project management certification (PMP, PRINCE2 etc.) or at least five (5) years of tangible project management experience.
- A minimum of five (5) years professional project experience in the context of the chemicals and waste Multilateral Environmental Agreements (MEAs).
- A minimum of five (5) years professional experience working with intergovernmental agencies or institutions, such as UN agencies, the Inter-American Development Bank, the GEF, etc., and managing multinational (including UN agencies and the GEF) and multidisciplinary team projects.
- Experience in conducting stakeholder meetings /consultations / workshops with government agencies is an asset; and
- Relevant experience in Latin America and the Caribbean region and/or other SIDS is highly desired.
- Previous experience in the Caribbean with the capacity and eligibility to work in the Dominican Republic would be considered an asset.

Notes:

- The working languages of the GEF 10258 Project and for this activity are English and Spanish. **As such a bilingual team member is required and should be clearly demonstrated in the technical proposal submitted by the consulting team.** Project correspondence, outputs, and consultations are expected to be conducted **in both English and Spanish** with interpretation and translation resources.*
- Bidders are also encouraged to use local resources/ national assistance wherever possible. Where the Bidder uses the services of one or more sub-contractor(s), the Bidder shall explicitly identify the parts of the TOR where sub-contractors are to be used. The inclusion of an organisational chart to define the roles of team members should be considered.*
- The GEF ISLANDS Programme recognizes the need to be gender inclusive. 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.*

7. DURATION

The duration of this consultancy is **nine (9) months** and is expected to begin in May 2024.

8. REMUNERATION

- A total gross fee plus expenses to the Consulting Team, 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.
- Pre-approved expenses⁷ 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 selected Consulting Team.

9. INSTITUTIONAL ARRANGEMENTS

The Consulting Team will be directly supervised by the BCRC-Caribbean with support from the IDB, the ITU, the National Focal Points and National Working Group for the Dominican Republic through the Directorate of Environmental Quality and the Integrated Waste Management Program of the Ministry of Environment and Natural Resources.

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.

⁷ This may include reimbursable expenses such as travel, accommodation, interpretation, etc agreed to during the contract negotiation.

10. MODE OF WORK

The Consulting Team will be expected to conduct work virtually from their own location, as far as possible using their own resources and facilities, as required. Unless authorized in advance, expenses⁸ of any kind incurred in connection with such execution shall be solely for the account of the Consulting Team. Any taxes and duties arising from the consultancy are the Consultant's responsibility.

Travel⁹ to and within the project country 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 diem¹⁰) will be reimbursed by the BCRC-Caribbean by mutual agreement.

11. SCHEDULE OF PAYMENTS

Payment terms will be based on project milestones or deliverables. Suggested payment schedule¹¹ is as follows:

| Deliverable | % |
|--|------|
| Deliverable 1 – Inception Report | 20 % |
| Deliverable 2 – Draft Assessment Report on the current WEEE generation and the cost of managing WEEE in the Dominican Republic, inclusive of recommended financing options for an EPR system | 30 % |
| Deliverable 3 – Validation Workshop Report | 15 % |
| Deliverable 4 – Final Assessment Report | 25 % |
| Deliverable 5 – Briefing and Minister-level Presentation | 10 % |

12. APPLICATION PROCEDURES

A. Application Criteria

Applications should include the following documents to be considered, as follows:

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

⁹ In the case of consultant team not based in the Dominican Republic

¹⁰ Hotel costs and a pro-rated DSA as per UN rates will be paid by the BCRC-Caribbean for the respective destination.

¹¹ Bidders can propose an alternative deliverable and payment schedule based on the proposed approach to work in the submitted proposal.

1. **Signed Cover Letter**, confirming availability to start work within the month of May 2024.
2. **Technical Proposal**: This proposal should provide a detailed description of the understanding and approach to work, including a (i) methodology, (ii) a work implementation plan, and (iii) the non-financial resources to be assigned. The bidder must demonstrate the relevant capability and experience of the Consultant Team to provide the services, by submitting the **CVs** for each team member. At least **three (3) recent and relevant references**/ client references should be included with each CV to verify past project performance (including email and telephone contact for the references). Additional references may be requested.
3. **Financial Proposal**, which should provide the best fixed priced 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.

The proposal for this consultancy, including all supporting documentation, shall be written in **English Language**.

B. Application Submission

Interested bidders are invited to apply by submitting the requisite documents **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 p.m. (Trinidad and Tobago, GMT -4) on Tuesday 02 April 2024.**

Any bids received after this time will be rejected **immediately**.

The email caption for the submission should include the name of the bidder and the role for which they are applying. Please use the protocol:

BCRC_ ISLANDS10258_2024_001_Consultant /Team Name

13. REQUEST FOR INFORMATION/CLARIFICATION

Interested bidders can submit all queries in writing to **both**:

| | |
|---|--|
| Ms. Maurissa Charles Project Coordinator BCRC-Caribbean Email: maurissa.charles@bcrc-caribbean.org | Mr. Troy Glod Project Execution Officer I BCRC-Caribbean Email: troy.glod@bcrc-caribbean.org |
|---|--|

You are advised to submit your queries with sufficient time before the deadline to avoid any potential delays due to technical or high traffic issues. When submitting queries via email, candidates must ensure that the email subject contains the name of the TOR. Eg. "Query: TOR_BCRC_ISLANDS10258_2024_001"

Please also note that all clarifications and responses will be added to the Consultancy Notice via the BCRC-Caribbean's website (www.bcrc-caribbean.org)

14. RETENTION OF PROPOSALS

Following the submission of proposals and final evaluation, the BCRC-Caribbean reserves the right to retain unsuccessful proposals. It is the bidder's responsibility to identify any information of a confidential or proprietary nature, so it may be handled accordingly.

15. TYPE OF CONTRACT

The successful bidder is expected to enter into a Cost-Plus Fixed Fee contract with the BCRC-Caribbean. As such, the financial proposal should clearly illustrate all

fees and proposed expenses associated with each task and activity to be performed in fulfilment of the scope of works as detailed in this TOR.

16. WITHDRAWAL OF PROPOSALS

The bidder must notify in writing their intention to withdraw a submitted proposal on/or before the deadline for the submission of proposals.

ADDITIONAL NOTES:

| | |
|---------------------------|---|
| Submission | |
| (i) | <i>When submitting applications, applicants must ensure that all documents are clearly labelled according to the following protocol: ISLANDS10258-2024_001_ConsultantTeam_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 languages of the GEF ISLANDS Caribbean Projects 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/ Spanish interpretation and translated resources; the ability to communicate in Dutch will be regarded as an asset.</i> |
| Gender Sensitivity | |

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|---|
| <p>(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.</p> |
| <p>Conduct and Disabilities</p> |
| <p>(i) Reasonable accommodations for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.</p> <p>(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.</p> |
| <p>Health and Travel</p> |
| <p>(i) All health-related risks associated with travel, are the consultant's responsibility.</p> <p>(ii) Recognising the recent concerns related to the COVID-19 pandemic¹², the Officer will be expected to follow all COVID-19 safety protocols in all countries during face-to-face engagements and travel.</p> |
| <p>ISLANDS Reporting Requirements</p> |
| <p>(i) In accordance with the reporting requirements stipulated by the GEF (as the funding agency) and UNEP (as the overall global GEF ISLANDS Implementing agency), the Consulting Team will be required to report the global positioning system (GPS) coordinates for meetings and site visits conducted while on missions to the Project Countries.</p> <p>(ii) To support with the knowledge management requirements under the Coordination, Communication and Knowledge Management (CCKM), 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</p> |

¹² 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>

may be included in the Consulting Team's reports, as well as the reports and social media posts of the BCRC-Caribbean.

- (iii) The Consulting Team will be required to apply the GEF ISLANDS Branding Kit, Gender Action Plan, Stakeholder Engagement Plan and Communications Strategy to all work under this consultancy, including the development of presentations, reports, etc. All templates and documents will be provided to the Consulting Team by the BCRC-Caribbean, and guidance on the use of the GEF ISLANDS Branding Kit, plans and strategies will be discussed at the briefing meeting between the BCRC-Caribbean and the Consulting Team.*