

Reference
number

BCRC#10279_2024_008



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

**TERMS OF REFERENCE:
NATIONAL PROJECT ASSISTANT (NPA)
– Saint Kitts and Nevis**

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 Ocean Islands, and Atlantic Ocean Islands and is being implemented by the United Nations Environment Programme (UNEP), the United Nations Development Programme (UNDP), the Food and Agriculture Organisation of the United Nations (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 10279) which involves nine (9) countries (Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, **Saint Kitts and Nevis**, Saint Lucia, Suriname and Trinidad and Tobago (See [Project Document](#) and [Project Brief](#)).

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 Saint Kitts and Nevis**².

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

² The NPA will be required to provide requisite support on additional GEF ISLANDS Programme related activities that synergise with the GEF 10279 Project (including GEF 10258, 10266 and 10472).

2. DESCRIPTION OF REQUIRED SERVICES

The main goal of this recruitment is **to engage a suitably qualified individual to support the National Working Group³ (NWG) and project focal points⁴ of Saint Kitts and Nevis with the national execution of the mentioned project(s).**

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

- Provide requisite technical and administrative support for the implementation of the GEF ISLANDS Programme related activities that synergise with the 10279 Project (including the GEF 10258, 10266 and 10472 Child Projects).
- Provide technical backstopping and support as it relates to the planning and implementation of project activities (including but not limited to the design of Terms of References, review of project documents and deliverables).
- Provide support related to the facilitation, communication, and engagement of key project stakeholders, such as the Project Implementing Agency, Project Executing Agency, National Project Focal Points, NWG, and other Project Steering Committee members (PSC)⁵.
- The NPA will work through a Work-from-home arrangement, where he/she will be required to work from their home base from Monday to

³ The 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.

⁴ The two (2) National Project Coordinators (NPCs) (situated at the Saint Kitts and Nevis Bureau of Standards, Ministry of International Trade, Industry, Commerce and Consumer Affairs), National Working Group (NWG) Chair at the Department of Environment, Ministry of Sustainable Development, Environment, Climate Action and Constituency Empowerment and/or other nationally designated project representative.

⁵ The Project Steering Committee comprises the national project focal points of each project country as well as the funding, implementing, and executing agencies. The PSC is a management mechanism to review and monitor the progress of the project.

Friday between the hours of 8:00 AM to 4:30 PM. Some activities may require in-person attendance⁶.

- Attend virtual project update and planning meetings on an as needed basis (internally with the NWG of Saint Kitts and Nevis and externally with the BCRC-Caribbean, and other project focal points).

3. EXPECTED OUTPUTS

The NPA, under the guidance of, and reporting directly to the National Project Coordinators (NPCs), the NWG Chair in Saint Kitts and Nevis and the BCRC-Caribbean, is expected to provide the following:

- Prepare monthly summary reports, including a brief synopsis and evidence of the support provided over the respective period.
- Provide written deliverables and/ or comments on project related outputs as required.
- Prepare meeting notes of NWG meetings, other meetings, briefs and 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 coordinating activities including report reviews, meetings, and site visits for the NWG.
- Act as liaison for and ensure engagement of the NWG members in project activities.
- Establish a close working relationship with the BCRC-Caribbean and its affiliates to ensure effective project implementation.
- Support the timely implementation of national activities.

⁶ On occasion, the NPA will be required to report to the office of the Saint Kitts and Nevis Bureau of Standards, P.O. Box 186, La Guerite, Basseterre, St. Kitts in person for meetings or other activities.

- Assist in the preparation of Saint Kitts and Nevis' quarterly in-kind contribution reports with the National Project Focal Points. These reports are to be submitted to the BCRC-Caribbean.
- Assist with public awareness and outreach activities and stakeholder engagement related to the project as planned/designed by BCRC-Caribbean and/or recommended by the NWG/Bureau of Standards/Department of Environment, Ministry of Sustainable Development, Environment, Climate Action and Constituency.
- Assist with any other duties assigned by the Bureau of Standards/Department of Environment and/or BCRC-Caribbean that may arise from time to time that are consistent with or contribute to the effective implementation of the project.

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 science, environmental science, or related fields.
- A minimum of one (1) year professional or volunteerism experience in the environmental field.
- A minimum of one (1) year professional or volunteerism experience in one of the aforementioned fields in Saint Kitts and Nevis, the Caribbean region and/or other SIDS.
- Fluency in English is required.
- Experience in facilitation of workshops and meetings, including virtual formats will be considered an asset.
- Experience in multi-stakeholder project coordination will be considered an asset.

- Qualifications and experience in project management will be considered an asset.

5. DURATION

The duration of this engagement is **twelve (12) months from August 2024 to July 2025**⁷. 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

- As per contract with the BCRC-Caribbean, the NPA will be compensated via a monthly disbursement of One thousand, five hundred United States Dollars (USD 1,500.00 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.
- Expenses⁸ will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.

⁷ Please note there is the possibility for renewal based on the NPA's performance and the recommendations of the NWG.

⁸ Expenses may be associated with 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).

7. INSTITUTIONAL ARRANGEMENTS

The NPA will be directly supervised by the NPCs and the designated officer at the BCRC-Caribbean.

8. APPLICATION PROCEDURES

Applications are open to **individual consultants based in Saint Kitts and Nevis**.

A. DOCUMENTS TO BE INCLUDED IN APPLICATION

Interested persons are invited to apply by submitting:

1. **Signed Cover letter** (confirming availability to start work during August 2024).
2. **Curriculum Vitae (CV)**, inclusive of three (3) references with their email and telephone contact information.
3. A **Technical Writing Sample** demonstrating your report writing skills that was completed within the past two (2) years and showing evidence of your technical capabilities in the field of natural sciences.
4. Copies of key academic qualifications.

NB. Applications 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**:

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| Mr. Sachin Ramlakhan Junior Research Officer BCRC-Caribbean Email: sachin.ramlakhan@bcrc-caribbean.org | Mr. Franklyn Connor (ISLANDS NPC) Chemist Saint Kitts and Nevis Bureau of Standards Ministry of International Trade, Industry, Commerce and Consumer Affairs Email: franklyn.connor@gov.kn |
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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

The deadline for the submission of applications will be **Sunday 14th July 2024 at 11:59 p.m. (GMT -4)**.

9. MODE OF WORK AND DUTY STATION

The NPA will be required to work under work-from-home conditions. Occasionally, the NPA will be required to visit the in-office location being, *the Saint Kitts and Nevis Bureau of Standards, P.O. Box 186, La Guerite, Basseterre, St. Kitts* for meetings and other related activities when informed by the NPCs.

Please note that travel, fieldwork, site visits and meetings may be required for off-site or international locations on occasion. This will be determined at the discretion of the BCRC-Caribbean, and on the advice of the NPCs.

NOTES:*Submission*

- i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol:
BCRC#10279_2024_008_LastNameFirstName_DocumentTitle
- ii. The application documents must be submitted in PDF file format unless otherwise stated.
- iii. Application documents shall remain the property of the BCRC-Caribbean.
- iv. The successful applicant will be notified in writing of the award of the contract.

Obligations

- i. 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.
- ii. The successful applicant is required to include GPS coordinates of activity sites in their reports.
- iii. The NPA may be required to provide requisite support on additional related activities within the Chemicals & Waste Management portfolio for Saint Kitts and Nevis (including other BCRC-Caribbean execution initiatives).

Gender Sensitivity

- 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.
- 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 race or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.

Conduct and Disabilities

- i. Reasonable accommodation 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.
- 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.

Leave Allowances

- i. The NPA will have an allowance for vacation and sick leave in keeping with the standard practices at the Saint Kitts and Nevis Bureau of Standards. Advance notice of no less than two (2) weeks to the BCRC-Caribbean's designated officer, as well as the in-country designated officer to whom the NPA directly reports, is required when taking leave. Permission must be obtained from the NPCs in writing prior to proceeding on leave. Records of vacation and sick days must be included in the NPA's reporting to the BCRC-Caribbean.