



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

APPENDIX 1 – TERMS OF REFERENCE: CONSULTANCY FOR THE DEVELOPMENT OF A DIGITAL LEARNING HUB

Project Countries

Antigua and Barbuda (ATG), The Bahamas (BHS),
Barbados (BRB), Belize (BLZ), Cuba (CUB), Dominica (DMA),
The Dominican Republic (DR), Guyana (GUY), Saint Kitts and Nevis (SKN),
Saint Lucia (SLU), Suriname (SUR), Trinidad and Tobago (TTO)

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)*** 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 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 Projects (GEF 10279 and GEF 10472) which involves twelve (12) countries (Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago). Both project documents can be accessed via the links below:

- [GEF ISLANDS 10279 CEO Endorsement Package](#)
- [GEF ISLANDS 10472 CEO Endorsement Package](#)

A summary of the Components and Activities for both Child Projects can also be found [here](#).¹

The overarching goal of the ISLANDS programme is the sound management of chemicals and wastes in SIDS. The first component of the programme will support the achievement of this goal by enhancing capacity of subnational, national, and regional institutions to prevent the future build-up of waste. To ensure continuity in the field of chemicals and waste management in the Caribbean region, the BCRC-Caribbean recognises the need for a repository of resources used for capacity building to be

¹ Full link: <https://www.bcrc-caribbean.org/wp-content/uploads/2019/10/ISLANDS-10279-10472-projects-brief-final.pdf>

warehoused online to facilitate ease of access by regional and international stakeholders. To sensitize stakeholders to the tool, a communications strategy and training on the use of the tool must also be developed and delivered. In this regard, the BCRC-Caribbean is now seeking to recruit **a Consulting Team which is suitably qualified and experienced to develop a Digital Learning Hub (DLH) and Communications Strategy** to promote the availability and use of the DLH.

This consultancy falls under Activities 1.2.4 to 1.2.5 of *Output 1.2 – Sustainable training programme is developed to assist countries with implementing the Chemicals and Wastes MEAs at a national level* and will benefit all twelve (12) synergised project countries.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS POSITION

The main goal of this consultancy is **to develop a DLH to provide a central online location to collect, contribute and share digital learning resources developed under the project, and to create a communications strategy to raise awareness in the Caribbean Region on the availability and applications of the DLH.**

The implementation of the GEF ISLANDS Programme in the Caribbean will result in the development of training materials, learning content and knowledge enhancing products. All content (training programmes, materials, tools, and other resources) developed under the GEF ISLANDS Caribbean Child Projects will be housed within the DLH. These training materials will form part of the content to be housed on the DLH developed through this consultancy. The DLH and Communications Strategy Consulting Team will therefore be required to participate in discussions with the consulting team responsible for the development of the training programme on the MEAs, as it relates to the virtual training packages to be housed on the DLH

Additionally, the DLH will serve as the warehouse for knowledge products² developed under previous and future chemicals and waste management initiatives

² It is the expectation that all applicable content (training programmes and materials) developed through the ISLANDS Projects will need to be added to the DLH, which should be built with capacity to support same.

implemented by the BCRC-Caribbean in the region and must be accessible to regional and international stakeholders. The DLH will also feature links to external online trainings and other platforms where relevant eLearning products can be found, such as the official websites for the Secretariat of the BRS Conventions, the UNEP, and the FAO.

Under the guidance of the BCRC-Caribbean, and in close collaboration with the National Working Groups (NWGs)³ of the project countries, the Consulting Team responsible for the development of the DLH and the Communications Strategy will be expected to:

a) **Attend virtual briefing call with the BCRC-Caribbean.**

The Consulting Team will 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 virtual regional inception workshop with other project stakeholders.

b) **Facilitate a virtual regional inception workshop with project stakeholders.**

- The Consulting Team, in collaboration with the BCRC-Caribbean, UNEP and FAO, will facilitate a virtual regional inception workshop with relevant project stakeholders from the project countries and partner agencies to:
 - Present the draft work plan, methodology, including the approach to the beta testing of the DLH, and a draft stakeholder engagement plan,
 - Facilitate a stakeholder discussion on the expectations for the user experience on the DLH.
- The Consulting Team will develop and submit an inception report to the BCRC-Caribbean and the NWGs for review and acceptance. The Consulting Team's final workplan, methodology, stakeholder engagement plan, and a

³Coordination mechanism built into the project. The NWGs comprise of key national stakeholders involved in the Waste and Chemicals sector of each project country. Each NWG is led by a Chair and a National Project Coordinator (NPC). The Chair and the NPC provide technical backstopping and support with stakeholder engagement to consultants engaged under the GEF ISLANDS Projects. Other NWG members also support the BCRC-Caribbean in the review of all deliverables under the consultancy.

summary of the proceedings of the virtual regional inception workshop must be included within the inception report.

c) Conduct an assessment of relevant existing DLHs and eLearning hubs.

- The Consulting Team will assess existing DLHs, and e-Learning hubs based on the thematic areas of the training programme which will be developed under this Output and will also consider the features which will best suit the needs of the project.
 - This assessment should include but not be limited to:
 - Existing resources developed under previous and ongoing regional projects such as the Persistent Organic Pollutants Regional Information System⁴ ([POPs-RIS](#)), the UPOPs Compendium⁵ and the Massive Open Online Course (MOOC⁶) on the Stockholm Convention,
 - Resources developed under the GEF 10266 CCKM Project⁷,
 - Resources available through the Secretariats of the Basel, Rotterdam, Stockholm and Minamata Conventions, and UNEP^{8,9}.

⁴ The POPs-RIS aims to collect all information concerning POPs in the region, so that it can be queried and analyzed. The hub will enable persons to locate and register all information on Persistent Organic Pollutants in their country.

⁵ <https://upops.bcrc-caribbean.org/>

The UPOPs Compendium provides guidance to reduce the emission of Unintentional Persistent Organic Pollutants (UPOPs) by improving waste management practices at landfills. The website presents a compendium of materials developed and delivered to project countries between 2019 and 2021 under Output 2.1 of the GEF 5555 'Development and Implementation of a Sustainable Management Mechanism for POPs in Eight (8) Caribbean Countries' project.

⁶ These courses share information provided to Parties to the Stockholm Convention through the bRS Secretariat. They help the learner identify and use key guidance, tools and available resources.

⁷ GEF 10266 is currently being executed by the Green Growth Knowledge Partnership. This project focuses on the Coordination, Communications and Knowledge Management within the GEF ISLANDS Programme being executed in the Caribbean, Indian Ocean, Atlantic and Pacific Region. These resources can be accessed through www.gefislands.org

⁸ These include www.elearning.informea.org which is the United Nations Information Portal on Multilateral Environmental Agreements. It provides access to treaty texts, decisions and resolutions adopted by governing bodies, country reports and more.

⁹ [Minamata Tools | UNSSC | United Nations System Staff College](#)

The Minamata Tools platform consists of a series of self-paced e-Learning modules designed to help the national focal points of the Minamata Convention on Mercury to report on national actions, as well as to help persons understand the Convention and the national obligations under it.

- The Consulting Team will also provide recommendations on the best approach to the development of the DLH and hosting the DLH on the BCRC-Caribbean's current website¹⁰. Consideration must be given to the ability of the DLH to include links to other key regional or international platforms such as the Food and Agriculture Organization of the United Nations eLearning Academy¹¹.
- In addition to the training materials that will be developed under the GEF ISLANDS project, the DLH will also serve as a repository for training materials which have previously been developed by the BCRC-Caribbean and those which will be developed in future. The ability for the scalability and expansion of the DLH must also be taken into account in its design.
- Given the role of the BCRC-Caribbean to provide training and technology transfer to the region, the DLH is not intended to be a paid service but rather should be used to promote knowledge transfer and will house informational, academic, and vocational materials on the platform.
- The Consulting Team will submit a draft assessment and recommendations report on existing DLHs and the approach to the development on a DLH for the needs of the project. This will be reviewed by the BCRC-Caribbean and the NWGs prior to acceptance and finalization.

d) Prepare a Design Report inclusive of wireframe for the DLH.

The Consulting Team will be required to design the wireframe for the DLH, including a process flowchart or network diagram, based on the feedback received on the recommendations provided. The wireframe must be presented in a clear and digestible format in a design report. The DLH is expected to:

- Be user-friendly, visually appealing, suitable for mobile use, and available in both English and Spanish languages (with capabilities to include additional UN languages in future),

¹⁰ <https://bcrc-caribbean.org/>

¹¹ <http://www.fao.org/home/en/>

- Facilitate¹² interactive and modern content¹³ for users, considering the expectations of the stakeholders for the user experience,
- Be secure for persons who will register to access training content on the platform, as well as administrators who will be responsible for uploading materials to the platform and monitoring and maintaining it (with use of registration and log-in credentials),
- Facilitate access to data analytics including, but not limited to the number and demographics of persons interacting with the DLH and the training tools, the locations from which persons are using the DLH, the rates of completion for different training programmes and the number of inactive participants for each training course,
- Allow persons to provide feedback on the training courses they participate in through the DLH, as well as their user experience on the platform¹⁴,
- Allow persons who have completed training programmes to receive electronic certificates, and
- Link to existing relevant training portals, websites, and available materials from BCRC-Caribbean and other national, regional, and international agencies such as FAO and UNEP.

The approach to integrating the DLH into the BCRC-Caribbean's website should also be documented in the report. The Consulting Team will also be required to meet with the Consulting Team with responsibility for the development of the Regional Training Needs Assessment on Chemicals and Wastes Multilateral Environmental Agreements, as well as Subject Matter Experts who will develop training materials for specific thematic areas, to inform the design of the DLH.

e) Develop the DLH.

¹² The Consulting Team will be responsible for the development of these tools – subject matter experts will provide the concepts and some materials, but it will be the responsibility of the Consulting Team to ensure that the requisite content is appropriately designed and transposed to the DLH.

¹³ Training content will include, but not be limited to videos, reports, and other forms of knowledge checks.

¹⁴ This feedback is critical to the future improvement of training tools and the platform itself.

Following the finalization and approval of the design report, the Consulting Team will be required to develop the DLH and seek to integrate it with the BCRC-Caribbean's website. The DLH must undergo alpha and beta testing and be revised based on feedback of the stakeholders involved in the testing. The platform must then be finalized by the Consulting Team for approval and launched by the BCRC-Caribbean. A user manual must be developed for the final version of the online training platform prior to its launch. This manual must be reviewed by the BCRC-Caribbean and the NWGs to ensure that it is sufficiently comprehensive and user friendly.

f) Develop an awareness campaign on the DLH and disseminate communication products through a virtual regional training workshop.

- The Consulting Team will be required to develop a communications strategy which includes an awareness campaign to promote the use of the DLH throughout the Caribbean.
- The Consulting Team will create communication products to promote the availability and use of the DLH. These communication products can include, but not be limited to, instructional videos, shorts, and infographics. Consideration can be given to the dissemination of the communication products through social and traditional media, as well as through regional and international partners. The implementation of the awareness campaign through the Coordination, Communication and Knowledge Management Project¹⁵ must also be considered.
- The Consulting Team will be required to arrange and facilitate a virtual regional training workshop to demonstrate the use of the DLH and its resources to key stakeholders in the region.¹⁶ The structure of the training

¹⁵ The GEF ISLANDS 10266 Project seeks to coordinate, communicate, and manage knowledge from the ISLANDS Programme to amplify the results of ISLANDS Child Projects throughout each region, resulting in the Programme being more than the sum of the parts of the individual projects. This project is being executed by the Green Growth Knowledge Partnership (GGKP).

¹⁶ The organization of the workshop should be done in tandem with the Training-of-the-Trainers Programme developed by the consulting team for the Regional Training Needs Assessment on Chemicals and Wastes Multilateral Environmental Agreements.

workshop will be based on the user manual developed by the Consulting Team.

g) **Provide support for content development and upload, monitoring, and maintenance of the platform for a period of six (6) months following the launch of the DLH.**

- Following the launch of the DLH, the Consulting Team will be responsible for monitoring the activity on the DLH and providing monthly reports on the usage of the DLH.
- The Consulting Team will also be responsible for providing technical support, maintenance and backstopping on the platform following the launch of the DLH. This will include, but not be limited to, the detection of any bugs on the platform and support for troubleshooting in case of any unforeseen issues.
- The Consulting Team will also be tasked with transposing training content/materials deemed appropriate by the BCRC-Caribbean to the DLH, based on other outputs from the GEF ISLANDS Projects.
- During this time, the Consulting Team is expected to collaborate with the resident technical support for the BCRC-Caribbean's website to hand over the ownership of the DLH, along with instruction for routine operations and maintenance.

3. EXPECTED OUTPUTS

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

1. **Deliverable 1-** Inception Report, including an overview of the proceedings of the inception workshop and the Consulting Team's final workplan¹⁷

¹⁷ Any major changes to the workplan throughout the duration of the project should be communicated to the BCRC-Caribbean via written correspondence and documented in the following quarterly reports. An updated workplan should be submitted upon request from the BCRC-Caribbean.

2. **Deliverable 2-** Assessment and Recommendations Report, including an assessment of existing DLHs and e-learning platforms and justifications for the recommended approach for the development of the DLH.
3. **Deliverable 3-** Design Report inclusive of wireframe for the DLH
4. **Deliverable 4-** Development of Alpha Version of DLH
5. **Deliverable 5-** Development of Beta Version of DLH
6. **Deliverable 6-** Final Digital Learning Hub
7. **Deliverable 7-** Development of User Manual for DLH
8. **Deliverable 8-** Development of a Communications Strategy for Awareness Campaign
9. **Deliverable 9-** Development of Communication Products for Awareness Campaign
10. **Deliverable 10-** Report on Regional Training Workshop for Use of DLH
11. **Deliverable 11-** Handover Report and Consultancy Closeout Report
12. **Quarterly reports** highlighting the consultancy activities completed, deliverables submitted, payment progress, challenges encountered with mitigation efforts, upcoming activities, and expectations for the next quarter. The reports for the final nine (9) months of the consultancy should include monthly data analytics reports.

4. CONSULTING TEAM RESOURCES

Bidders are at liberty to define the size and structure of their consulting team to produce the expected outputs and successfully fulfil the objectives of the assignment. The roles and responsibilities of each team member should be clearly identified in the Technical Proposal and included in the Eligibility Form of the proposal package under Annex 1 “Schedule of Key Personnel” with completed CVs.

5. QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to facilitate the activities in the twelve (12) participating countries, the following Education, Qualifications and Experience are expected within the consultancy team (minimum of one (1) team member must possess each requirement):

- Bachelor's Degree in Information Technology, Computer Science, Software Engineering or any related field is a requirement, or a minimum of seven (7) years' experience, formal training and higher-level certification in computer science and engineering, ICT, software/web development, learning management systems and/or related fields. Master's degree in relevant field or related subject will be an asset.
- Bachelor's Degree in Communications, Marketing or any related field is a requirement, or a minimum of five (5) years' experience in lieu of same. Master's Degree in relevant field or subject will be an asset.
- A minimum of five (5) years' experience in developing DLHs and/or other e-Learning platforms¹⁸.
- Experience in data collection, analysis, and written assessment and recommendations reports.
- A minimum of three (3) years' experience in creating communications or public awareness materials, including infographics and videos. Experience in the development of communication materials for Caribbean audiences would be considered an asset.
- Demonstrable knowledge and work experience in designing and web hosting.
- Experience in developing similar e-Learning platforms and presenting complex issues in an accessible and engaging manner.
- Experience in stakeholder engagement and facilitating workshops and/or trainings.
- Project management certification (PMP, PRINCE2 etc.) as well as tangible project management experience would be considered an asset.

¹⁸ Samples of previous technical work to be included in the proposal, such as links to previous eLearning platforms, website designs or reports. The instructions to prepare the technical and financial proposals are included in Appendix.

- Experience in collaborating with multidisciplinary teams would be considered an asset.
- Experience in multinational or international environments would be considered an asset.

NOTES:

- (i) *The working languages of the GEF 10279 and 10472 Projects are English and Spanish. **As such a bilingual team member is required.** Project correspondence, outputs and consultations are expected to be conducted with English/ Spanish interpretation and translation resources¹⁹. All deliverables should be submitted in English and Spanish where needed. The ability to communicate in Dutch will be regarded as an asset.*
- (ii) *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.*
- (iii) *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.*

6. DURATION

The tasks of this consultancy are estimated to be completed in eighteen (18) months. The DLH is expected to be developed and finalized within the first nine (9) months of the consultancy, while the remaining nine-month period will involve maintenance and the provisions of technical support as needed.

¹⁹ Interpretation and translation resources will be the responsibility of the consultant.

7. REMUNERATION

- A total gross fee plus expenses to the consultancy 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 expenses will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.
- Payment shall be made in instalments based on key deliverables identified within the contract and agreed on between the BCRC-Caribbean and the Consultancy team.

8. INSTITUTIONAL ARRANGEMENTS

The Consulting Team will be directly supervised by the BCRC-Caribbean with support from the National Working Groups in each Project Country. 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 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, expenses²⁰ of every kind incurred in connection with such execution shall be solely for the account of the Consulting Team.

²⁰ Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, visas, medical attention, and insurance.

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 diem²¹) will be reimbursed by the BCRC-Caribbean by mutual agreement.

NOTES:

| Submission | |
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| (i) | <i>When submitting applications, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC_ISLANDS+2023_005_V02_DLH_LastNameFirstName_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 is an asset. Project</i> |

²¹ Hotel costs and a pro-rated DSA as per UN rates will be paid by the BCRC-Caribbean for the respective destination.

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| 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. |
| 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 |
| <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> |
| Health and Travel |
| <p>(i) All health-related risks associated with travel, are the consultant's responsibility.</p> <p>(ii) Recognizing the recent concerns related to the COVID-19 pandemic²², the Officer will be expected to follow all COVID-19 safety protocols in all countries during face-to-face engagements and travel.</p> |
| ISLANDS Reporting Requirements |

²² 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>

- (i) In accordance with the reporting requirements stipulated by the GEF and UNEP, 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.*
- (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 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.*