



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

**APPENDIX 1 – TERMS OF REFERENCE:  
Consultancy to Improve the  
Capacity for the Identification and  
Management of Trade in Hazardous  
Chemicals in the Caribbean**

**Project Countries**

Antigua and Barbuda (ATG), The Bahamas (BHS),  
Barbados (BRB), Belize (BLZ), Cuba (CUB), Dominica (DMA),  
The Dominican Republic (DOM), Guyana (GUY), Saint Kitts and Nevis (SKN),  
Saint Lucia (SLU), Suriname (SUR) and 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**<sup>1</sup>, 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). The ISLANDS Programme covers four (4) geographical regions including the Caribbean, Indian Ocean, Pacific 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 two (2) Caribbean Child Projects<sup>2</sup>, ([GEF 10279](#) and [10472](#))<sup>34</sup> which involve **twelve (12) Project Countries** (Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica, The Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago).

During the Project Preparation Grant Phase, the capacities of the project countries' customs and border control agencies to identify chemicals and products containing chemicals such as Persistent Organic Pollutants (POPs), mercury and Highly Hazardous Pesticides (HHPs) were assessed. It was observed in some countries that the existing national and regional institutional and analytical frameworks related to the control of trade in these chemicals and products containing these chemicals require strengthening, and that the awareness among border control agencies and the public on restricted chemicals is limited. This is compounded by the lack of, or inconsistent communication and collaboration between agencies, and enforcement when illegal trade of hazardous chemicals<sup>5</sup> is detected. Most countries in the region also lack legislation related to labelling

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

<sup>2</sup> [Project Brief](#)

<sup>3</sup> The BCRC-Caribbean is also currently executing the Child Project GEF 10258 which is being implemented by the IDB.

<sup>4</sup> Recognizing that both Caribbean child projects contained multiple activities that were similar in terms of execution and expected outcome, the Project Steering Committees of both projects endorsed a synergised approach to the execution of this activity by the BCRC-Caribbean.

<sup>5</sup> Hazardous chemicals refer to POPs, mercury or HHPs that have harmful impacts on human health and the environment.

requirements, as well as methods for the identification and quantification of imported chemicals and products containing chemicals.

To improve the current situation, Output 1.3 of the GEF 10279 and 10472 projects seek to enhance national, institutional, analytical, and technical capacity to control the current and future trade of chemicals and products containing hazardous chemicals through the following activities:

Activity 1.3.1 – Develop a formal mechanism for inter-institutional collaboration and communication as it relates to the trade of restricted or controlled chemicals, products and waste, and management of data generated by relevant agencies.

**Activity 1.3.2<sup>6</sup> – Improve the capacity of customs and border control agencies for the identification of trade in restricted and prohibited hazardous chemicals, products containing chemicals and waste.**

In this regard, the BCRC-Caribbean is seeking to recruit a ***suitably qualified and experienced Consulting Team*** to assist with the execution of **Activity 1.3.2** under Output 1.3, through the development of a regional assessment on the capacity of customs and border control agencies and other affiliated regulatory agencies for the identification and management of trade in products containing restricted and prohibited hazardous chemicals, and wastes containing or contaminated by POPs, mercury and HHPs, and development of a regional training programme to improve capacity.

## **2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY**

The overall objective of this consultancy is to **develop a regional training programme for customs and border control agencies and affiliated regulatory agencies, to improve the institutional and technical capacity for the identification and management of imported products containing restricted and prohibited chemicals in the twelve (12) project countries** (Antigua and Barbuda,

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<sup>6</sup> This Activity is stated as 1.3.2 under GEF 10279, however it is 1.3.3 under GEF 10472 (See Project documents).

The Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago).

To achieve this, the Consulting Team will first be required to assess the current capacities for the identification and management of imported products containing restricted and prohibited chemicals within each country. Based on the existing gaps and priorities identified from the assessment, the Consulting Team will develop standardized pre-screening guidelines for the identification of POPs, mercury and Highly Hazardous Pesticides (HHPs) in products to address these gaps, which will be utilized in the training programme developed.

Under the guidance of the BCRC-Caribbean, and in close collaboration with the National Working Groups (NWGs<sup>7</sup>) of the project countries, the Consulting Team will undertake the following activities:

### **1. Attend a virtual kick-off meeting with the BCRC-Caribbean.**

- The consultants will participate in a virtual kick-off meeting 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 administrative matters, planning and facilitation of the virtual regional inception workshop.

### **2. Facilitate a virtual Regional Inception Workshop with project stakeholders.**

- The consulting team, in collaboration with the BCRC-Caribbean, will facilitate a virtual Regional Inception Workshop with key stakeholders and partner agencies from the project countries to present the:
  - Draft workplan,
  - Draft stakeholder list and engagement plan,
  - Draft methodology for the national assessments,
  - Draft approach to data collection.
- At the Inception Workshop, the consulting team will collect preliminary data from participants through roundtable discussions led by the team.

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<sup>7</sup> NWGs facilitate the coordination of project activities on a national level in their countries. NWG members comprise representatives from different national stakeholders relevant to the management of Waste and Chemicals. The NWGs will support the BCRC-Caribbean in the review of all deliverables under the consultancy.

- The consultants will develop and submit an **Inception Report** on the proceedings of the regional inception workshop to the BCRC–Caribbean, inclusive of the finalised workplan, stakeholder engagement plan and data collection plan.

### **3. Develop twelve (12) national Country Summaries.**

- Further to the preliminary data collected via the Regional Inception Workshop, the consultants will be required to conduct desktop research for each project country, collecting data from existing literature<sup>8</sup> on the current practices employed by the border control agencies within each country for the identification of chemicals and products containing hazardous chemicals and waste, with a focus on POPs, mercury and HHPs. The information collected should include details on any existing training programmes conducted by Customs and border control agencies, as well as information on the terms of office of Customs and border control officers to ensure the training programmes are adequately designed.
- In this regard, the consultants will develop **National Country Summaries**<sup>9</sup> to represent a brief overview of the existing capacities for identification and management of hazardous chemicals and waste containing or contaminated by POPs, mercury and HHPs in each country, based on the collation of data from the roundtable discussions at the Regional Inception Meeting and from the desktop research. The national country summaries will be shared with the BCRC–Caribbean and NWGs for review and validation.
- Based on the findings from the desktop review, the consultants will revise and finalize the data collection tools (not limited to questionnaires, interviews etc.) to assist with the next stage of the assessment.

### **4. Develop a Regional Assessment Report on the current capacities for the identification and management of hazardous chemicals and waste containing or contaminated by POPs, mercury and HHPs.**

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<sup>8</sup> The BCRC–Caribbean can provide some assessment reports that were previously completed for some countries in the region.

<sup>9</sup> This intended to be a short document (5–10 pages).

- The consultants will be required to conduct national assessments of each of the twelve (12) project countries to fill any gaps identified in the national country summaries in relation to the technical, institutional and analytical capacity for the identification and management of hazardous chemicals and wastes containing or contaminated by POPs, mercury and HHPs.
- Data must be collected from stakeholders in the public and private sectors, and agencies with responsibility for the environment and chemicals management, via the finalized data collection tools, and in-country missions, where necessary, to analyse the following, as it relates to trade in restricted and prohibited chemicals, products containing hazardous chemicals and waste:
  - The existing standard operating procedures for the pre-screening and identification of hazardous chemicals and waste containing or contaminated by POPs, mercury and HHPs.
  - The use of data management systems such as the Automated System for Customs Data (ASYCUDA) World System, or similar single electronic window systems, in the operations of stakeholder agencies.
  - The extent of collaborative efforts involved in the identification of illegal imports of hazardous chemicals and wastes containing or contaminated by POPs, mercury and HHPs also including monitoring and evaluation procedures for the confirmed cases of illegal traffic.
  - Officers' awareness of Multilateral Environmental Agreements (MEAs<sup>10</sup>) and prohibited chemicals covered under the Basel<sup>11</sup>, Stockholm<sup>12</sup> and Minamata<sup>13</sup> Conventions, the procedures in place to adapt to the identification of newly listed chemicals in the Stockholm Convention or Rotterdam Convention, as well as their awareness of the Harmonized System (HS) codes related to same.
  - The equipment used for detection of hazardous chemicals.

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<sup>10</sup> The [CARICOM Customs Handbook](#) is a guide for customs and border control officers to understand and enforce MEAs (however, it does not include a section on the Minamata Convention or newly added Stockholm Convention POPs).

<sup>11</sup> [Basel Convention](#)

<sup>12</sup> [Stockholm Convention](#); [Stockholm Convention - Listing of POPs](#)

<sup>13</sup> [Minamata Convention on Mercury](#)

- The procedures for sampling and laboratory analysis.
  - Requirements for importer/exporter licences and registration of imports/exports of hazardous chemicals and products containing chemicals and waste containing or contaminated by POPs, mercury and HHPs.
  - Monitoring and enforcement protocols for confirmed cases of illegal traffic.
  - Chain of custody at port facilities.
  - The process for seizures of hazardous chemicals and products containing chemicals and waste containing or contaminated by POPs, mercury and HHPs.
  - The process for the return or disposal of seized hazardous chemicals and products containing chemicals and waste containing or contaminated by POPs, mercury and HHPs.
  - Implementation of fines for importers of illegal or restricted goods.
  - Noteworthy activities that may be practiced within a country that can be considered/ used as best practices.
- Consideration may also be given to conducting country missions to collect data on-the-ground to fill any remaining gaps. Country missions will be prioritized based on the availability of literature and the countries prioritized for the pilot projects discussed under Sections 7 and 8.
  - Following the national assessments, the consultants will be required to consolidate the data from the twelve (12) project countries into a **Regional Assessment Report**, which will highlight the gaps and priority areas identified from a regional perspective and provide recommendations for addressing these gaps in each project country. This report will be submitted for review by the BCRC-Caribbean and the NWGs.
  - The findings from the assessments will be presented by the consultants at a virtual Regional Validation Workshop, which will precede the development of a **Regional Validation Workshop Report**. This Workshop will support the finalization of the Regional Assessment Report and will support planning for the development of the training programme in the subsequent activities.

**5. Develop a Regional Training Programme to strengthen the capacity of the national and regional customs and border control agencies to identify and manage trade in hazardous chemicals such as POPs, mercury and HHPs, products containing these chemicals and waste.**

- The consulting team will be required to develop **Pre-Screening and Inspection Guidelines** to support a standardized approach for the identification and management of hazardous chemicals and waste. The priority areas identified in the assessment phase will inform the development of these guidelines<sup>14</sup>. National situations should be considered in the development of the Guidelines.
- The Consulting team will be required to develop a **Training Programme**<sup>15</sup> to support the national and regional customs and border control agencies in adopting the developed Pre-screening and Inspection Guidelines. The training plan will also support building capacity of customs and border control agencies for monitoring and enforcement of requirements for chemicals identification and examination, notification procedures, and reporting and coordination, for activities related to the control of restricted and prohibited hazardous chemicals and product imports.
- The Training Programme will be intended for Pesticides and Customs Inspectors/Officers<sup>16</sup> and would include training materials that focus on preventing the illegal international trade of pesticides. Training materials will be developed on the inspection and control procedures for the import and export of pesticides and should include training modules on:
  - Pesticides regulation.
  - Registration law enforcement, including the procedure of confiscation, safe transportation, storage, and disposal.
  - The roles of Customs and Border Control in the control and inspection of imported pesticides and hazardous chemicals such as POPs, mercury and HHPs.
  - The role of Pesticides Inspectors and Types of Inspections.
  - Pesticides and chemicals import and export control.

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<sup>14</sup> The guidelines should be developed based on available guidance from the World Customs Organization (WCO) in order to address the gaps identified in the assessment phase.

<sup>15</sup> The [CARICOM Customs Handbook](#) can be referenced to support the development of the training programme.

<sup>16</sup> At least ten (10) persons are required to be trained on the monitoring of imported chemicals, 30% of which should be female.



- Collaboration among and between government agencies.
- Information on MEAs, their relevant prohibitions and notifications on any amendments.
- The Training Programme should include an agenda, objectives, modality, stakeholders to be trained, training tools and materials, and a monitoring and evaluation plan (inclusive of an evaluation form to assess the effectiveness of the training programme).

## 6. **Develop a Concept Note for integration into the Digital Learning Hub (DLH).**

- To ensure the sustainability of the training programme, the consulting team will develop a **Concept Note** for the integration of the training materials into the Digital Learning Hub (DLH)<sup>17</sup> for use in further trainings, both in-person and virtual modalities. The Concept Note should describe the steps for which the tools and materials can be adapted onto the DLH, including the digitization of the content; technical requirements to facilitate teaching and learning; as well as any additional requirements for the hosting of these resources.

## 7. **Deliver the hybrid Regional Training Programme to the twelve (12) project countries and submit a Workshop Report.**

- The consulting team will deliver the regional training programme via a hybrid Training Workshop to the project countries.
- The consulting team will develop and submit a **Workshop Report** to outline to proceedings of the Regional Training Workshop and will highlight feedback received from participants through evaluation forms developed by the consultants. The workshop agenda and list of participants must also be attached to the report. Disaggregated data on the number of male to female participants, as well as gender neutral individuals must also be indicated in the report.

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<sup>17</sup> The work under this consultancy must be synergized with the work described in the Terms of Reference for a Digital Learning Hub and Communications Strategy (Reference Number: BCRC\_ISLANDS+\_2023\_005), which will serve as a repository for the training materials and tools developed under this training programme. This Consulting Team will therefore be required to liaise with the other Consulting Team responsible for the development of the DLH. These discussions will inform the development of the DLH and how the training programme will be rolled out on same.

## 8. Design two (2) Pilot Exercises to test the effectiveness of the developed Pre-Screening and Inspection Guidelines in two (2) countries.

- The consulting team will develop and submit two (2) **Design Plans** for Pilot Exercises to test the effectiveness of the developed Pre-screening and Inspection Guidelines in two (2) countries where the need exists. The country to be chosen under [GEF 10279](#) is either Guyana or Suriname; and the country to be chosen under [GEF 10472](#) is either Cuba or The Bahamas. The consultants will develop criteria to rank these countries and select the two (2) to be prioritized for the pilot exercise based on the assessments conducted. The design plans will include the objectives, workplan and estimated budget.
- The consulting team will procure two (2) X-ray Fluorescence (XRF) devices (or similar devices), to improve the capacity of border control agencies to detect and control imported mercury-added products in each project country selected for the pilot exercises.
- The consulting team will determine the agencies and stakeholders that will be involved in the Pilot Exercise and develop a communication plan with assigned roles and responsibilities.
- The consulting team will facilitate a training session on the use of the XRF device. Persons to be trained will include members of agencies such as customs and border control, port owners, environmental departments, and agencies with responsibility for pesticides, chemicals and waste.
- The estimated timeframe for the implementation and execution is ten (10) months, therefore it is suggested that this phase begin simultaneously with the development of the Pre-screening and Inspection Guidelines.

## 9. Execute two (2) Pilot Exercises in two (2) countries to test the effectiveness of the developed Pre-Screening and Inspection Guidelines.

- Under the guidance of the BCRC-Caribbean, and assistance from the relevant agencies in each country, the consulting team will execute two (2) **Pilot Exercises** in two (2) countries<sup>18</sup> where the need exists.
- The consulting team will assess elements on the design, via a monitoring and evaluation framework. The progress and outcomes will be evaluated

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<sup>18</sup> Determined from Section 8.

against the objectives to ensure the goals are achieved efficiently and effectively.

- Based on the outcomes of the pilot Exercises, the consulting team will provide recommendations for improvements and adjust the guidelines to support their finalization.

#### 10. **Provide Quarterly Progress Reports to the BCRC-Caribbean**<sup>19</sup>

- 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.

#### 11. **Project Closeout Phase**

- The consultants will attend a virtual Closeout Meeting with the UNEP and 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 for future work in the Caribbean.
- The consultants will also be required to develop a **Consultancy Closeout Report** to summarize the consultancy, for approval by the BCRC-Caribbean.

### 3. **EXPECTED OUTPUTS**<sup>20</sup>

The Consulting Team, under the guidance of, and reporting directly to the BCRC-Caribbean, is expected to deliver the following outputs<sup>21</sup>:

1. **Deliverable 1:** One (1) Regional Inception Report summarizing the proceedings of the Inception Workshop, including the finalised workplan, stakeholder engagement plan, and data collection plan.
2. **Deliverable 2:** Twelve (12) National Country Summaries with a brief overview of the existing situation in each project country.

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<sup>19</sup> A template will be provided by the BCRC-Caribbean to be used as guidance on Quarterly Reporting.

<sup>20</sup> All deliverables applicable to and involving Spanish speaking project countries are to be provided in Spanish, as well as English.

<sup>21</sup> Consideration should be given to the provision of draft deliverables for stakeholder review and finalization of same, based on feedback provided.

- 3. Deliverable 3:** One (1) Regional Assessment Report detailing the gaps and priority areas identified from the country summaries and national assessments, with recommendations for addressing these gaps in each project country.
- 4. Deliverable 4:** One (1) Regional Validation Workshop Report summarizing the proceedings of the Regional Validation Workshop and the steps towards the finalization of the Regional Assessment Report.
- 5. Deliverable 5:** Regional Pre-Screening and Inspection Guidelines for a standardized approach to identify and manage trade in hazardous chemicals and products containing hazardous chemicals.
- 6. Deliverable 6:** A Regional Training Programme for customs and border control agencies to adopt and enforce the developed Pre-Screening and Inspection Guidelines that can be adapted for in-person and virtual delivery.
- 7. Deliverable 7:** A Concept Note for the integration of the Training Tools and materials into the DLH, to provide a guide for the adaptation of the training tools and materials onto the digital platform.
- 8. Deliverable 8:** One (1) Training Workshop Report, to capture the proceedings of the Training Workshop and highlight feedback received from participants.
- 9. Deliverable 9:** Two (2) Deign Plans for two (2) Pilot Exercises to test the effectiveness of the developed Pre-Screening and Inspection Guidelines in two (2) countries.
- 10. Deliverable 10:** Two (2) Implementation Reports for Pilot Exercises conducted in two (2) countries to test the Pre-Screening and Inspection Guidelines.
- 11. Deliverable 11:** Quarterly Progress Reports highlighting the activities completed, deliverables submitted, payment progress, challenges encountered and upcoming activities.
- 12. Deliverable 12:** One (1) Closeout Report<sup>22</sup>, providing an overview of the consultancy, and highlighting the achievements, challenges and lessons learnt from its execution.

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<sup>22</sup> This deliverable is not expected to be detailed. It should be a summary of the events during the course of the consultancy.

#### 4. 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 (**a minimum of one (1) team member must possess one of each requirement**):

- A university degree in Trade Policy, Business Management or any related fields.
- A university degree in Environmental Sciences or related fields.
- Experience in the environmentally sound management of chemicals and waste, and demonstrated knowledge of the chemicals and waste management MEAs.
- A minimum of five (5) years of experience in Customs and Excise.
- Project management certification (PMP, PRINCE2 etc.) or at least five (5) years of tangible project management experience.
- A minimum of five (5) years professional experience working with intergovernmental agencies or institutions, such as UN agencies, the IDB, the GEF, etc., and managing multinational (including UN agencies and the GEF) and multidisciplinary projects as part of a team.
- Demonstrated experience in conducting stakeholder meetings, research, desktop reviews and training sessions.
- Experience with development of communication/ training materials and/or training programmes.
- Previous experience working in the Caribbean region and/or other SIDS (considering the capacity and eligibility to work in the twelve (12) participating countries) would be considered an asset.
- Knowledge on the use of an XRF device or access to resource personnel to conduct training on same.

#### NOTES:

1. *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 resources<sup>23</sup>. All*

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<sup>23</sup> Interpretation and translation resources will be the responsibility of the consultant.

*deliverables should be submitted in English and Spanish where needed. The ability to communicate in Dutch will be regarded as an asset.*

- 2. 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 included in bidder's submission.*
- 3. Bidders are advised to take note of the requirement that if they intend to enlist the professional services of **Cuban nationals** for this consultancy or any other consultancy within the purview of the BCRC-Caribbean, they must engage individuals affiliated with one of the pre-approved and accredited environmental consulting firms in the country.<sup>24</sup>*

## 5. DURATION

The duration of this consultancy should be no more than **eighteen (18) months** and is expected to begin in November 2024.

## 6. REMUNERATION

- A total gross fee<sup>25</sup> 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 expenses will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms and conditions 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 selected Consulting Team.
- Payments will be disbursed upon the approval of the deliverables by the BCRC-Caribbean.

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<sup>24</sup> Potential bidders may contact the BCRC-Caribbean to access the list of approved consulting firms within Cuba should they require it.

<sup>25</sup> This will be paid in United States Dollars (USD).

## 7. INSTITUTIONAL ARRANGEMENTS

The Consulting Team will be directly supervised by the BCRC-Caribbean with support from the NWGs in each project country. During the consultancy, the Consultants 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.

## 8. MODE OF WORK

- The consultants are expected to conduct work virtually from their own location, utilizing their own resources and facilities as required.
- Unless authorized in advance, all expenses incurred in connection with the execution of the consultancy, including but not limited to equipment, software, and internet connectivity, shall be borne solely by the consultants.
- Regional travel between project countries may be required for the purposes of the Inception Workshop and the Training Workshop, with expenses (i.e., travel, accommodation, per diem) to be mutually agreed upon for reimbursement by the BCRC-Caribbean. However, it should be noted that all other assessments and workshops will be conducted virtually.

## 9. APPLICATION PROCEDURES

### A. APPLICATION SUBMISSION

Applications must be submitted on or before **Sunday 8<sup>th</sup> September 2024 at 11:59 p.m. (Trinidad and Tobago, GMT-4)** 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](mailto:submissions@bcrc-caribbean.org)

**Applications received after this time will be immediately rejected.**

## B. QUERIES

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

<b>Ms. Stephanie Lalla</b> Junior Research Officer BCRC-Caribbean Email: <a href="mailto:stephanie.lalla@bcrc-caribbean.org">stephanie.lalla@bcrc-caribbean.org</a>	<b>Ms. Amara Prevatt</b> Project Execution Officer II BCRC-Caribbean Email: <a href="mailto:amara.prevatt@bcrc-caribbean.org">amara.prevatt@bcrc-caribbean.org</a>
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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 **“Query-TOR\_BCRC\_ISLANDS+\_2024\_003\_LastName\_FirstName”**.

*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](http://www.bcrc-caribbean.org)). It is recommended that you check the Consultancy Notice from time to time.*

The bids received will be reviewed and evaluated by the BCRC-Caribbean in a fair and impartial way in accordance with the BCRC-Caribbean’s Evaluation Procedure and Criteria. Following the evaluation process, the identification and recommendation of a proposed bidder to the Director of the BCRC-Caribbean will be made for consideration. The estimated timeline for the completion of the evaluation process is six to eight (6-8) weeks. However, please note this timeline is contingent upon the number of bids received and if there is a need to enter into negotiations with the preferred bidder.



***NOTES:***

***Submission***

1. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol:  
**BCRC\_ISLANDS+\_2024\_003\_Customs\_LastNameFirstName (or organisation name)\_DocumentTitle**
2. The application documents must be submitted in PDF file format unless otherwise stated.
3. Application documents shall remain the property of the BCRC-Caribbean.
4. The successful bidder will be notified in writing of the award of the contract.

***Obligations***

5. 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 prior to the award of Contract, without thereby incurring any liability to the affected bidders.
6. The BCRC-Caribbean is not bound to accept the lowest Financial Bid.
7. The successful bidder will be notified in writing via email, of the award of contract and provided with an authorisation to proceed. The successful bidder shall be required to enter an appropriate Contract based on the terms of reference and incorporating any other appropriate provisions within that period of time.
8. The relationship between successful candidate and the BCRC-Caribbean is expected to be one based on mutual respect. Disrespectful behaviour by either party will not be tolerated.
9. Any data gathered, and draft and final deliverables developed under this consultancy shall not be shared with third parties without approval from the BCRC-Caribbean.

***Language***

10. The working languages of the GEF 10279 and GEF 10472 Projects are English and Spanish. As such 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.

***Conduct and Disabilities***

11. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

12. The successful Consultant will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.
13. The consultants are expected to conduct professional communication and interaction with the UNEP, FAO, NWG representatives, BCRC-Caribbean representatives, and other project stakeholders, at all times.

#### ***Health and Travel***

1. All health-related risks associated with travel, are the consultants' responsibility.
2. Recognising the concerns related to the COVID-19 pandemic<sup>26</sup>, as well as other public health emergencies of international concern, the consultants will be expected to follow all COVID-19 and general health and safety protocols in all countries during face-to-face engagements and travel.

#### ***ISLANDS Reporting Requirements***

1. In accordance with the reporting requirements stipulated by the GEF and UNEP, the consultants will be required to report the global positioning system (GPS) coordinates for meetings and site visits conducted while on missions to the Project Countries.
2. To support with the knowledge management requirements under the Coordination, Communication and Knowledge Management (CCKM) Project (GEF 10266), the consultants 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 Consultants' reports, as well as the reports and social media posts of the BCRC-Caribbean.
3. The Consultant 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 kick-off meeting between the BCRC-Caribbean and the Consultant.

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<sup>26</sup> 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>