

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

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

**Consultancy to Improve the Capacity for the Identification and Management of
Trade in Hazardous Chemicals in the Caribbean**

(Reference Number: BCRC_ISLANDS+_2024_003)

**APPENDIX 7 – DOCUMENTATION OF CLARIFICATIONS AND ADDITIONAL
INFORMATION**

Published on 30 July 2024

Last updated on 04 September 2024

The following information is provided as a response to requests for clarification on the RFP package for the above-mentioned consultancy. This document will be updated as needed.

Question 1:

Kindly confirm the languages required in preparing the deliverables.

Response 1:

As per the Terms of Reference (ToR), the working languages of the GEF 10279 and 10472 Projects are English and Spanish. As such, project deliverables (except for progress reports) are expected to be submitted in both English and Spanish.

Question 2:

Kindly clarify the maximum budget for the current consultancy service. The information would be helpful to support in developing an offer at best describing the planned service.

Response 2:

Please note that the BCRC-Caribbean will not be declaring the budget for this consultancy. We kindly ask that you prepare a financial proposal reflecting the team's anticipated effort for the consultancy.

Question 3:

On Page 9 of the ToR, the consultants are required to deliver a hybrid training programme. On the other hand, the consultants are expected to conduct work virtually from their own location, as described on Page 15 of the ToR. Kindly clarify the extensiveness of an international expert to be present onsite for the current service.

Response 3:

The consulting team would be required to conduct work virtually at their own location, apart from where an in-person or hybrid activity is required. Under this consultancy, these may include the national Assessment Missions (if the consulting team determines it is necessary based on the results of the national Country Summaries), and the hybrid regional Training Programme.

Question 4:

Is it allowed to merge the two reports of pilots' results into one? We have identified that the merge will be potentially useful to group learnings and successes.

Response 4:

While this can be considered, it must be ensured that there are distinct chapters for each selected country within the report, in order to ensure that the results and recommendations are specific to each country and that the individual situations within each country, which may cause the results to vary, are clearly highlighted.

Question 5:

In addition to Question 1 above, project correspondence, outputs and consultations are expected to be conducted with English/ Spanish interpretation and translation resources. What exactly does this mean for hybrid sessions?

Would it be sufficient to jointly determine 1 language prior to every session?

Response 5:

During hybrid sessions, simultaneous English-Spanish interpretation must be provided. Virtual participants will be able to listen to the meeting in Spanish via a virtual meeting platform which facilitates interpretation, such as Zoom. If interpretation booths are not available for the in-person participants, they will also be required to listen to the interpretation via the virtual meeting platform. If a Spanish-speaking participant is providing feedback online or in the room, the interpretation mode will switch from simultaneous to consecutive. Therefore, both working languages of the project will be facilitated during hybrid sessions.

Please note that the BCRC-Caribbean will cover the cost of interpretation at both virtual and hybrid regional sessions such as the Inception Workshop, the Validation Workshop and the Training Workshop. However, the consulting team is responsible for covering the cost of interpretation during the national assessment phase and the translation of their deliverables.

Additionally, the BCRC-Caribbean will facilitate the logistics for the hybrid regional workshops and trainings (venue, catering, AV equipment, interpretation, etc.). However, the consulting team will be responsible for including travel reimbursable expenses in their financial proposal.

Question 6:

Could you please provide additional details about the procurement process of the XRF device?

Response 6:

The consulting team will be required to present at least three (3) quotations and specifications for XRF devices when designing the pilot projects. These quotations should be attached to the design plans. While the BCRC-Caribbean will approve a quotation for a device to be procured and will remit for the payments to the supplier(s), shipping agent(s) and cover any transportation costs and duties incurred, the consulting team will be required to support the procurement process by liaising with the suppliers and overseeing logistical arrangements. The consulting team will also be required to maintain communication with the BCRC-Caribbean and national focal point of the selected countries on the arrangements being made.

Question 7:

In reviewing the eligibility form, we noticed that one of the eligibility requirements is the submission of an audited financial statement or a banker's reference letter for the last three years. Given that both our branches were established relatively recently, would you be able to kindly advise if we would be eligible to apply for this consultancy?

Response 7:

You are still eligible to apply for the consultancy, however you will be required to present a banker's reference letter if an audit has not yet been conducted. The letter must speak to credit worthiness, include an average running balance for the submitted account using general figures (For example, "Equal to or Greater than \$100,000.00") and should not be older than three (3) months from the date of submission.

Please note that payments under this consultancy will be disbursed in accordance with the submittal and approval of deliverables; pre-approved expenses will also be paid on a reimbursable basis where evidence of expenditure is provided. As such, the consulting team is expected to bear the costs upfront.

Question 8:

Would you be able to confirm if internationally registered consulting organizations are eligible to apply for this opportunity?

Response 8:

Yes, the consultancy opportunity is open to regional and international experts/ organizations. Please see the following link to our website for more details: [BCRC Caribbean - Customs Consultancy Opportunity](#)