



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

TERMS OF REFERENCE – POLYVINYL CHLORIDE (PVC) WASTE MANAGEMENT EXPERT CONSULTANCY

Project Countries

The Bahamas (BHS), Barbados (BRB), Cuba (CUB), Dominica (DMA),
Guyana (GUY), 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***¹, 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 Projects² via a synergized approach, ([GEF 10279](#) and [10472](#)) which involve **twelve (12) Project Countries**³ (Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica, The Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago). The Centre is also executing the [GEF 10258](#) project, which is being executed in **seven (7) Project Countries** (The Bahamas, Barbados, Belize, The Dominican Republic, Guyana, Suriname and Trinidad and Tobago).

The overarching goal of the ISLANDS Programme is the sound management of chemicals and wastes in SIDS. Component 3 aims to ensure that material loops are closed, and the recovery and recycling of materials are enabled. **Output 3.3** specifically aims to improve management of plastics, including

¹ Programme Website: [GEF Islands](#)

² Project Brief: [ISLANDS 10279 & 10472 Project Brief.pdf](#)

³ Synergized approach with GEF 10279 and 10472 countries.

polyvinyl chloride (PVC) through the life-cycle approach and coordination with the public and private sectors. **Activity 3.3.2** under this Output will assess the material flow of plastic wastes, including PVC from selected sectors and identify as well as demonstrate the environmentally sound management (ESM) options.

The management of halogenated plastics, especially PVC has been highlighted as a priority for six (6) of the twelve (12) countries involved in the GEF ISLANDS Caribbean Child Projects, namely The Bahamas, Barbados, Cuba, Dominica, Guyana and Trinidad and Tobago. PVC is one of the most widely used polymers globally; it is extensively used across a broad range of industrial, technical, and daily applications as it is a very durable and long-lasting material that can be used in a variety of applications. In the project countries involved in this activity, PVC is prominently used in the manufacturing, construction and demolition, agricultural and tourism sectors. The Caribbean is a high consumer of PVC, particularly in piping. For example, water pipes or ducts for power and telecommunications cables, piping in construction of ceilings and windows, and in consumer products like pools and garden hoses. As a tourism driven region, PVC usage is high to match the construction and renovation rates in this sector, to meet updated standards. PVC plastics are also widely used in the agricultural industries in Cuba and Dominica, as part of hydroponic equipment, packaging, and produce coverings.

Currently, in the project countries, PVC waste is largely comingled with municipal and construction wastes, and goes to landfills or other waste management sites. Open burning of waste (including PVC wastes) is a significant source of Unintentionally Produced Persistent Organic Pollutants (UPOPS), such as PCDDs/PCDFs⁴. Most emissions result from dumpsite/landfill

⁴ Polychlorinated dibenzo p dioxins/ polychlorinated dibenzofurans

fires and from backyard burning of municipal solid waste by households and recyclers. When this waste is burned, UPOPs are released along with other pollutants which eventually contaminate the environment (air, soil, and sediments). Like other POPs designated under the Stockholm Convention on Persistent Organic Pollutants⁵, when these UPOPs are released to the environment, there are permanent human health and environment implications such as altered liver function, immune, endocrine, and nervous system abnormalities, cancers, and disruption of biological systems in plants and animals.

Other than a preliminary qualitative assessment for four (4) project countries under the GEF 5558 project which established PVC as a waste stream of concern under the Construction and Demolition Waste Category, the preliminary baseline assessment for the Project Preparation Grant (PPG) phase for this project did not unearth any other existing studies or data on PVC usage and waste in the Caribbean. It is thus clear that no mechanism to capture this data currently exists. PVC applications are wide ranging and thus the scope of this assessment will be limited to PVC manufacturing, distribution, tourism, and the construction industries for the GEF 10279 project countries (Barbados, Guyana and Trinidad and Tobago), and along with these sectors there will also be a focus on agricultural sector in the GEF 10472 project countries (The Bahamas, Cuba, and Dominica). This is outlined in Figure 1 below.

⁵ <http://chm.pops.int/>

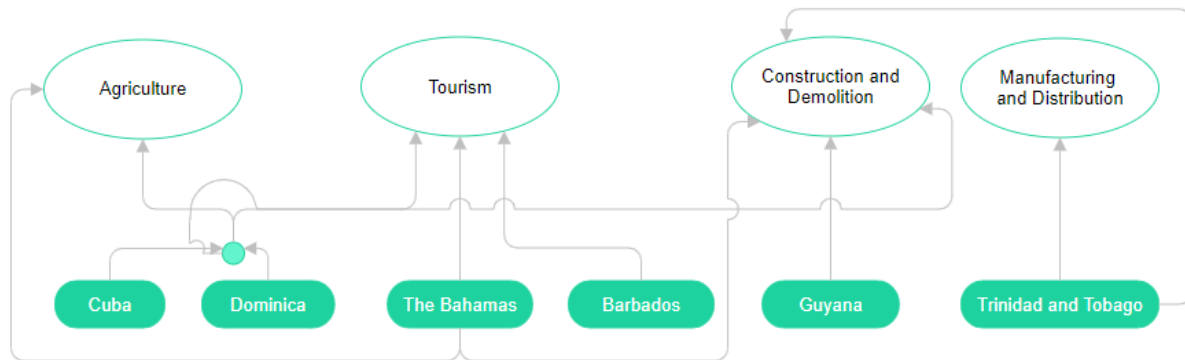


Figure 1: Scope of Assessment in Targeted Sectors in Each of the Six (6) Participating Project Countries

In this regard, the BCRC-Caribbean is seeking to recruit a suitably qualified and experienced **Consultant** to assess the material flow of PVC wastes from selected sectors in six (6) participating project countries (The Bahamas, Barbados, Cuba, Dominica, Guyana, and Trinidad and Tobago) and identify the environmentally sound management (ESM) options for same under Activity 3.3.2. of the projects.

This Activity will seek to develop and conduct a material flow assessment on PVC and PVC wastes in selected sectors in the six (6) participating project countries, which should involve the determination of the types and quantities of PVC plastics produced and used, the generators of PVC wastes, the activities or products which produce these PVC wastes, and any existing disposal or recovery methods, if any. This will inform the development of strategies to divert PVC wastes from landfills for environmentally sound treatment and the design of pilot projects to demonstrate the feasibility of the solutions.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The overall objectives of the consultancy are to assess the material flow of PVC waste in select sectors (Figure 1) in participating project countries and

identify the ESM options for diverting this waste stream from landfills. Under the guidance of the BCRC-Caribbean, and in close collaboration with the National Working Groups (NWGs)⁶ of the project countries, the Consultant will undertake the following:

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

- The consultant 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 administrative matters, planning and facilitation of the virtual regional inception meeting.

II. Facilitate a virtual regional inception meeting with project stakeholders.

- Facilitate a **virtual regional inception meeting**⁷ with all relevant stakeholders such as the National Working Groups (NWGs)⁸, national focal points and waste management specialists, and partner agencies from the project countries to present the:
 - Draft workplan and approach to work
 - Draft stakeholder engagement plan,
 - Draft methodology.

⁶ NWGs facilitate the coordination of project activities on a national level in their countries. NWG members comprise of representatives from all 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.

⁷ The BCRC-Caribbean will facilitate the organization and streamlining of the virtual regional inception meeting.

⁸ The National Working Group (NWG) is a project mechanism development in each project country where key stakeholders and experts in the field of chemicals and waste management are responsible for providing guidance on the execution of the project in relation to their national context. NWGs are led by a chairperson and comprise of national representatives.

- The methodology will inform the approach to data collection⁹ during the Assessment Phase and should include a detailed plan for execution of these assessments and feed into the workplan and stakeholder engagement plan, with due consideration given to the unique context of each of the individual participating countries.
- At this stage, the Consultant will be provided with feedback on the proposed workplan, stakeholder engagement plan, methodology as well as planning for the assessment phase.
- Develop an Inception Meeting Report which outlines the stakeholder engagement plan, the workplan, the endorsed methodology, a list of meeting participants and a summary of the proceedings of the Inception Meeting. The Consultant is required to submit this to the BCRC-Caribbean for review alongside the NWGs.

III. Develop a regional material flow assessment and recommendations report.

- The consultant will be required to conduct material flow assessments for the selected sectors in the participating project countries. These assessments should include:
 - The sources and generators of PVC waste (PVC imported, produced, distributed and exported) from the identified sectors,

⁹ National Project Assistants (NPAs) are project human resources in project countries to support with technical backstopping and national on-the-ground support as it relates to the implementation of project activities. NPAs are engaged by the BCRC-Caribbean under the GEF ISLANDS Caribbean Child Project, with the mandate of supporting with all ISLANDS Project Activities as determined by the BCRC-Caribbean. NPAs can be made available at the discretion of the BCRC-Caribbean to support the Consultant with data collection where needed and appropriate.

- quantities and types of PVC material produced, and waste generated,
- the assessment of existing PVC waste management practices (if any) in the identified sectors in each of the six (6) participating project countries, including existing information on the socio-economic implications and gaps in the ESM of the PVC waste stream.
- This report should incorporate the development of recommendations as to the most effective means of filling the ESM gaps and identification of sustainable alternative materials or products based on similar functionalities, options for the ESM of PVC wastes in accordance with best available techniques (BAT) and best environmental practices (BEP), as well as the options for reduction in consumption where possible, with consideration given to:
 - The feasibility of each option,
 - The identification of gaps in the national capacity to support the implementation of the prioritized option, and
 - Recommendations¹⁰ to address these gaps.
- The findings will be presented by the consultant at a regional validation workshop, which will precede the development of a regional validation workshop report. This workshop will support the finalization of the assessment report and will support the subsequent phases.

IV. Facilitate a regional validation workshop¹¹.

¹⁰ These recommendations should be aligned to the Basel Convention Technical Guidelines on the environmentally sound management of plastic wastes.

¹¹ The BCRC-Caribbean will facilitate the organization, streamlining and logistics (venue, catering, audio visual equipment, etc.) for the regional validation workshop. However, the Consultant will be responsible for including reimbursable travel expenses in their financial proposal.

- The consultant will present and discuss with key stakeholders, the findings of the material flow assessment. This workshop should also include the presentation of the draft proposed recommendations or solutions to address the gaps identified.
- This workshop will inform the development of the Regional Validation Workshop Report which should document the consultation on and presentation of the draft assessment and recommendations report, and support its finalization based on feedback received. This will support the subsequent phases.

V. Develop national strategies for the management of PVC wastes in the selected sectors in each of the six (6) project countries.

- This should consider raw material extraction, materials and product manufacture, importation and distribution, use and end-of-life of PVC.
- These strategies on the ESM of PVC waste (inclusive of BAT and BEP for the management of PVC waste) will address the diversion of PVC waste from landfills and illegal dumpsites, through pilot separation, collection, and temporary storage, in collaboration with the public and private sectors¹².

VI. Facilitate virtual national consultations with key stakeholders in each of the six (6) project countries.

- These workshops will serve to validate the national strategies in each country as well as to discuss priority aspects of the strategy for implementation in select project countries.

¹² This strategy will facilitate the uptake of the ESM of PVC by other Caribbean countries, including those which may not be beneficiaries of this project countries.

- Summaries of these national consultations will be included within six (6) national consultation reports, which will serve to validate the national strategies.

VII. Design three (3) pilot projects for select participating project countries as follows:

- Demonstration of the separation and diversion of PVC waste from landfills in Trinidad and Tobago, targeted at the manufacturing and construction sectors.
- Demonstration of recommendations for the diversion of PVC waste from landfills in either The Bahamas or Dominica¹³.
- Collaboration with Iberostar in Varadero, Cuba to identify ways to divert plastics generated by the hotel industry from landfills, and to promote their recycling or proper disposal. Recommendations will follow circular economy approaches, including the complete phase-out of single use plastics by hotels. Consideration should also be given for the expansion of this pilot to The Bahamas.
- These pilot projects should consider:
 - Financial, human, and technical resource requirements,
 - Training and capacity building materials/plans,
 - Assessment of behavioural change,
 - Awareness raising campaign and communications strategy, and
 - Monitoring and Evaluation plan¹⁴.

¹³ Participating pilot country will be determined based on the assessment of material flows of PVC waste. If Dominica is selected, synergies should be established under Activity 2.2.4 to facilitate integration of the interim storage facility designed as a part of the pilot project for that Activity.

¹⁴ All deliverables applicable to and involving Spanish speaking project countries are to be provided in Spanish, as well as English.

VIII. Reporting

- Prepare and submit Quarterly Reports¹⁵ to the BCRC-Caribbean highlighting the consultancy activities completed, stakeholders engaged/meetings held, deliverables submitted, payment progress, challenges encountered, mitigation measures for these challenges, as well as upcoming activities and expectations for the next quarter, within an agreed upon timeframe.

IX. Project Closeout Phase.

- The consultant will attend a virtual closeout meeting with 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 consultant will also be required to develop a **closeout report** to summarize the consultancy for approval by the BCRC-Caribbean.

3. EXPECTED OUTPUTS

The consultant, under the guidance of, and reporting directly to the BCRC-Caribbean, is expected to deliver the following outputs. Consideration should be given throughout to the provision of draft deliverables for stakeholder review and finalization of same, based on a minimum two (2) week review period and feedback provided.

¹⁵ A template will be provided by the BCRC-Caribbean to be used as guidance on Quarterly Reporting.

- (i) **Deliverable 1 (D1): Inception Report**, summarizing the outcomes of the inception meeting, including the finalized workplan¹⁶, preliminary stakeholder engagement plan, and the approved, finalized methodology.
- (ii) **Deliverable 2 (D2): Regional Material Flow Assessment and Recommendations Report** – on PVC wastes in selected sectors in six (6) project countries, including but not limited to ESM options. These should consolidate findings from the assessment phase and consider the feedback received during the regional validation workshop.
- (iii) **Deliverable 3 (D3): Regional Validation Workshop Report**, summarizing the outcomes of the regional validation workshop and the steps towards the finalization of the regional assessment and recommendations report (D2).
- (iv) **Deliverable 4 (D4): Six (6) National Strategies** for the management of PVC wastes.
- (v) **Deliverable 5 (D5): Six (6) National Consultation Reports** which validate the national strategies in each case through a summary of the consultation sessions.
- (vi) **Deliverable 6 (D6): Three (3) Pilot Project Designs**, one (1) each for Cuba, Trinidad and Tobago, and either The Bahamas or Dominica.
- (vii) **Deliverable 7 (D7): Six (6) Quarterly Progress Reports** as a part of project monitoring and evaluation.
- (viii) **Deliverable 8 (D8): Closeout Report**, providing an overview of the consultancy, and highlighting the achievements, challenges and lessons learnt from its execution.

¹⁶ The workplan and timeline should reflect accommodations for the review of Deliverables by the BCRC-Caribbean and the NWGs.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to facilitate the activities in the six (6) participating countries, the following Education, Qualifications and Experience are expected of the Consultant:

- A Postgraduate Degree in the Natural Sciences, Environmental Sciences, Environmental Engineering or related fields with tangible experience in the environmentally sound management of chemicals and waste.
- Project Management certification (PMP, PRINCE2 etc.) and/or a minimum of five (5) years project management experience.
- A minimum of ten (10) years professional experience in solid hazardous waste management, involving plastic waste, including but not limited to PVC waste management.
- A minimum of ten (10) years professional experience working on and managing multinational (such as UN agencies and the GEF) and multidisciplinary team projects.
- A minimum of five (5) years professional experience in design and implementation of waste and chemicals management pilot projects (including monitoring and evaluation plans and communications campaigns) in the Caribbean region and/or other SIDS.
- Demonstrated knowledge of Multilateral Environmental Agreements (MEAs) related to chemicals and waste, particularly the Basel and Stockholm Conventions.
- Demonstrated knowledge of the BAT/BEP on UPOPs.
- Experience in facilitating workshops and stakeholder engagement.
- Professional experience in the management of wastes in the Caribbean region and/or other SIDS would be an asset.
- Experience in project/proposal design would be an asset.

NOTES:

- (i) *The working languages of the GEF 10279 and 10472 Projects are English and Spanish. As such the consultant will be required to provide evidence of access to a technical Spanish speaking*

resource. Project correspondence, deliverables/outputs and consultations are expected to be conducted with English/Spanish interpretation and translations resources¹⁷.

- (ii) *Bidders are also encouraged to use local content wherever possible. Wherein the Bidder uses the services of one or more sub-contractor(s), the Bidder shall explicitly identify the parts of the Terms of Reference (ToR) where sub-contractors are to be used.*

5. DURATION

The tasks of this consultancy are estimated to be completed in eighteen (18) months starting **January 2025**.

6. REMUNERATION

- A total gross fee plus expenses to the consultants 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 approval of key deliverables identified within the contract and agreed on between the BCRC-Caribbean and the Consultant.

7. INSTITUTIONAL ARRANGEMENTS

¹⁷ Interpretation and translation resources will be the responsibility of the consultant.

The consultant will be directly supervised by the BCRC-Caribbean with support from the FAO and UNEP and the NWGs 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 work 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 consultant is expected to conduct work virtually from their own location, utilizing their own resources and facilities as required.
- Unless authorized in advance, all expenses¹⁸ 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 consultant.
- 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.
- The consultant is expected to utilize their own resources for the successful completion of the project, with the understanding that necessary resources and support will be provided virtually.

9. APPLICATION PROCEDURES

¹⁸ Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, visas, medical attention, and insurance.

Applications are open to individual consultants who meet the qualifications outlined in this Terms of Reference (TOR).

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL:

1. **Signed Cover Letter** confirming availability to start work in January 2025.
2. **Technical Proposal** including the Consultant's **Curriculum Vitae (CV)**, inclusive of contact information for at least three (3) references, for relevant past project/work experience. This proposal must also describe the approach to work and include the methodology and workplan and non-financial resources to be assigned.
3. **Financial Proposal** which should provide the best fixed price 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 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.

NOTES:

- All documents included in an application for this consultancy are to be submitted in English.
- All documents included in the submission package must be typed and signed by the bidder.

B. QUERIES:

Interested bidders may submit all queries in English via email to:

<p>Ms. Shalina Rooplal Research Officer, BCRC-Caribbean Email: shalina.rooplal@bcrc-caribbean.org</p>	<p>Ms. Janine Boodram Senior Technical Officer, BCRC-Caribbean Email: janine.boodram@bcrc-caribbean.org</p>
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When submitting queries, ensure that the Reference number and name of this TOR (BCRC#ISLANDS+_2023_004_V03 – Polyvinyl Chloride Waste Management Expert Consultancy) is stated in the subject of the email.

C. PROPOSAL SUBMISSION

Interested bidders are invited to apply in English by submitting an application **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 applications will be **Sunday October 13th, 2024 11:59p.m. (GMT-4)**.

10. NEXT STEPS

The submissions 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 preferred applicant to the Director of the BCRC-Caribbean will be made for consideration. The estimated timeline for the completion of the evaluation process is six (6) to eight (8) weeks. However, please note this timeline is contingent upon the number of applications received and if there is a need to enter negotiations with the preferred applicant.

NOTES:

<p><i>Submission</i></p>
<ul style="list-style-type: none"> i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC_ISLANDS+_2023_004_V03_LastNameFirstName (or organisation name)_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 bidder will be notified in writing of the award of the contract.
<p><i>Obligations</i></p>
<ul style="list-style-type: none"> v. 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. vi. The BCRC-Caribbean is not bound to accept the lowest Financial Bid. vii. 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. viii. 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. ix. 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.
<p><i>Language</i></p>
<ul style="list-style-type: none"> x. 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.
<i>Conduct and Disabilities</i>
<ul style="list-style-type: none"> xi. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application. xii. 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. xiii. The consultant is expected to conduct professional communication and interaction with the UNEP, FAO, NWG representatives, BCRC-Caribbean representatives, and other project stakeholders, at all times.
<i>Health and Travel</i>
<ul style="list-style-type: none"> i. All health-related risks associated with travel, is the consultant’s responsibility. ii. Recognising the concerns related to the COVID-19 pandemic, as well as other public health emergencies of international concern, the consultant will be expected to follow all COVID-19 and general health and safety protocols in all countries during face-to-face engagements and travel
<i>ISLANDS Reporting Requirements</i>
<ul style="list-style-type: none"> i. In accordance with the reporting requirements stipulated by the GEF and UNEP, the consultant 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) Project (GEF 10266), the consultant 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 Consultant’s reports, as well as the reports and social media posts of the BCRC-Caribbean.

- iii. 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 Consultant 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.