



**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 overarching goal of the ISLANDS Programme is the sound management of chemicals and wastes in SIDS. Component 3 of the GEF 10279 and 10472 Projects aims to ensure that material loops are closed, and the recovery and recycling of materials are enabled. **Output 3.3** specifically aims to improve the life-cycle management of plastics, including polyvinyl chloride (PVC) through 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

¹ Programme Website: [GEF Islands](#)

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

³ Synergized approach with GEF 10279 and 10472 countries.

selected sectors and identify as well as demonstrate nationally appropriate options for environmentally sound management (ESM).

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 is suitable for multiple purposes. In the project countries involved in this activity, PVC is prominently used in the manufacturing, construction (including demolition), agricultural and tourism sectors. Examples of such usage includes pipes and fittings for fluid transfer, 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.

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 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 Persistent Organic Pollutants (POPs) designated under the Stockholm Convention on Persistent Organic Pollutants⁵, when these UPOPs are released to the environment, there are negative human health and

⁴ Polychlorinated dibenzo p dioxins/ polychlorinated dibenzofurans

⁵ <https://chm.pops.int/>

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. This suggests that a formal mechanism to capture this data may not currently exist.

Since PVC applications are wide ranging, the scope of this inventory will be limited to the construction sector⁶ for the **two (2) GEF 10279 project countries** (Guyana and Trinidad and Tobago) and the tourism sector, including hotel accommodation construction and upgrades for the **one (1) GEF 10279 project country** (Barbados) and the **three (3) GEF 10472 project countries** (The Bahamas, Cuba and Dominica). This is outlined in Figure 1 below:



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 an **individual Consultant** who is suitably qualified and experienced to assess the material

⁶ While the scope of this inventory is limited to the construction sector, the consultant may choose to focus on specific aspects or types of construction within this scope in collaboration with the National Working Groups (NWGs) and the BCRC-Caribbean

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.

The material flow assessment must identify the types and quantities of PVC plastics manufactured (where relevant), imported and used, the generators (inclusive of activities and products), quantities of PVC wastes generated and 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 development of pilot project designs to demonstrate the feasibility of the solutions.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

Under the guidance of the BCRC-Caribbean, and in close collaboration with the National Working Groups (NWGs)⁷ 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 scope of works and the engagement of stakeholders. The BCRC-Caribbean will also provide guidance on administrative matters, planning and facilitation of the virtual Regional Inception Meeting.

⁷ 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.

II. Facilitate a virtual Regional Inception Meeting with project stakeholders.

- The Consultant will be required to facilitate a **virtual Regional Inception Meeting**⁸ with all key stakeholders such as the National Working Groups (NWGs), representatives from the relevant sectors (tourism and construction), waste management specialists, and partner agencies from the project countries to present the:
 - Draft approach to the scope of works and methodology for data collection utilizing primary and secondary sources where appropriate,
 - Draft stakeholder engagement plan,
 - Draft work plan.
- The methodology must include a detailed approach to data collection⁹ and stakeholder engagement, with due consideration given to the unique context of each of the individual participating countries.
- Following the meeting, the Consultant will develop a Regional 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 the Regional Inception Meeting Report to the BCRC-Caribbean for review alongside the NWGs, and to then finalize the report based on stakeholder feedback.

⁸ The BCRC-Caribbean will organize the virtual Regional Inception Meeting, including hosting the meeting on its Zoom virtual meeting platform and inviting stakeholders to the meeting. The Consultant will be responsible for facilitating a presentation on the consultancy.

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.

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 identify:
 - The generators of PVC waste (PVC imported, produced, distributed and exported) from the identified sectors,
 - Quantities and types of PVC material produced/imported, used and exported (where applicable), and waste generated,
 - 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.
- The assessment and recommendations report shall incorporate fit-for-purpose material and information flow illustrations such as flow charts, process maps, swim lane diagrams etc. from product generation to waste treatment to adequately inform ESM techniques and practices.
- This report must also recommend the most feasible mechanism for the ESM of PVC in each sector and identify 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 in the sectors analysed, where possible. Consideration should be given to sustainable alternative materials or products based on similar functionalities to reduce PVC waste from each sector.

IV. Facilitate a virtual Regional Validation Workshop¹⁰.

- The Consultant will present and discuss with key stakeholders, the findings of the material flow assessments and the recommendations for the ESM of PVC waste from each sector at a **virtual Regional Validation Workshop**. 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 proceedings of the virtual Regional Validation Workshop and the steps towards the finalization of the Regional Material Flow Assessment and Recommendations Report, based on feedback received. The meeting agenda, list of meeting participants and the presentation should also be appended to the report.

V. Develop a Model National Strategy for the Management of PVC Wastes which can be applied to the six (6) project countries.

- The Consultant will be responsible for creating a **Model National Strategy for the ESM of PVC Wastes** based on the recommendations outlined in the Regional Material Flow Assessment and Recommendations Report. The strategy must 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 sectors¹¹.
- The Strategy should include two subsections for the construction sector and the tourism sector and should seek to consider the raw material extrusion, materials and product

¹⁰ The BCRC–Caribbean will spearhead the organization, streamlining and logistics for the Regional Validation Workshop.

¹¹ 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.

manufacture, importation and distribution, use and end-of-life of PVC.

- The Consultant will facilitate **virtual consultations** with key stakeholders from the six (6) project countries to obtain endorsement of the model national strategy, as well as to discuss priority aspects of the strategy for implementation. The feedback from the consultations will be included in a quarterly progress report.

VI. Develop three (3) pilot project designs for three (3) of the participating project countries as follows:

- The Consultant will be responsible for creating three (3) pilot project designs with the aim of diverting PVC waste from landfills. The Consultant will design:
 - one (1) pilot project in the tourism sector in Cuba,
 - one (1) pilot project in the construction sector in Trinidad and Tobago and
 - one (1) pilot project in the tourism sector in one (1) other 10472 project country based on the material flow assessment.
- Each pilot project design should consider:
 - Financial, human, infrastructure and technical resource requirements,
 - Training and capacity building materials/plans,
 - Assessment of behavioural change,
 - Awareness raising campaign and communications strategy, and
 - Monitoring and Evaluation plan¹².

¹² All deliverables applicable to and involving Spanish speaking project countries are to be provided in Spanish, as well as English.

VII. Reporting

- Prepare and submit Quarterly Progress Reports¹³ 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.

VIII. 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 discussions of the Closeout Meeting and 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.

- **Deliverable 1 (D1): Regional Inception Meeting Report**, summarizing the outcomes of the Inception Meeting, including the finalized workplan¹⁴, preliminary stakeholder engagement plan, and the approved, finalized methodology.

¹³ A template will be provided by the BCRC-Caribbean to be used as guidance on Quarterly Reporting.

¹⁴ The workplan and timeline should reflect accommodations for the review of Deliverables by the BCRC-Caribbean and the NWGs.

- **Deliverable 2 (D2): Regional Material Flow Assessment and Recommendations Report** on PVC wastes in selected sectors in the 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.
- **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).
- **Deliverable 4 (D4): One (1) Model National Strategy** for the management of PVC wastes. There should be a virtual consultation session to obtain endorsement of the strategy from each country as well as to discuss priority aspects of the strategy for implementation in select project countries.
- **Deliverable 5 (D5): Three (3) Pilot Project Designs** for three (3) project countries (Cuba, Trinidad and Tobago and one (1) other 10472 project country based on the material flow assessment).
- **Deliverable 6 (D6): Four (4) Quarterly Progress Reports** as a part of project monitoring and evaluation.
- **Deliverable 7 (D7): Closeout Report**, summarising the discussions of the Closeout Meeting, providing an overview of the consultancy, and highlighting the achievements, challenges and lessons learnt from its execution.

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.

- Undergraduate qualifications in Economics would be an asset.
- 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/English speaking resource if their first language is not Spanish/English. Project correspondence, deliverables/outputs and consultations are expected to be conducted with English/Spanish interpretation and translations resources¹⁵.

¹⁵ Interpretation and translation resources will be the responsibility of the consultant.

(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 twelve (12) months starting **May 2025**.

6. REMUNERATION

- A total gross fee plus expenses to the Consultant 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

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 expenses¹⁶ 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 will be required for the purposes of the material flow assessments, 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

Applications are open to 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 May 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.

¹⁶ Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, visas, medical attention, and insurance.

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 Analyst, BCRC-Caribbean Email: shalina.rooplal@bcrc-caribbean.org</p>	<p>Ms. Naphtali John Research Officer, BCRC-Caribbean Email: naphtali.john@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_V04 – 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 30th March 2025, 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:

Submission

- i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol:
BCRC_ISLANDS+_2023_004_V04_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.

<p>iv. The successful bidder will be notified in writing of the award of the contract.</p>
<p><i>Obligations</i></p>
<p>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.</p> <p>vi. The BCRC-Caribbean is not bound to accept the lowest Financial Bid.</p> <p>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.</p> <p>viii. The relationship between the successful candidate and the BCRC-Caribbean is expected to be one based on mutual respect. Disrespectful behaviour by either party will not be tolerated.</p> <p>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>
<p><i>Language</i></p>
<p>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.</p>
<p><i>Gender Sensitivity</i></p>
<p>xi. 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</p>

<p>marginalized backgrounds, especially race or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.</p>
<p><i>Conduct and Disabilities</i></p>
<p>xii. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.</p> <p>xiii. 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.</p> <p>xiv. 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.</p>
<p><i>Health and Travel</i></p>
<p>xv. All health-related risks associated with travel, are the Consultant’s responsibility.</p> <p>xvi. 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</p>
<p><i>ISLANDS Reporting Requirements</i></p>
<p>xvii. 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.</p> <p>xviii. 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.</p>

- xix. 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.