



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

TERMS OF REFERENCE: TRAINING AND CAPACITY BUILDING ON CONSUMER RISK ASSESSMENTS FOR MAXIMUM RESIDUE LIMITS (MRLs)

Project Countries

Antigua and Barbuda (ATG), Barbados (BRB), Belize (BLZ),
The Dominican Republic (DOM), Guyana (GUY), Saint Kitts and Nevis (SKN),
Saint Lucia (SLU), Suriname (SUR), Trinidad and Tobago (TTO)

1. BACKGROUND

The Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme¹, 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.

The **Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean)** is currently executing the Caribbean Child Project, GEF 10279 (implemented by the FAO and UNEP) which involves nine (9) countries (Antigua and Barbuda, Barbados, Belize, 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. **Output 1.5** of the Caribbean projects aims to promote sustainable procurement among key stakeholders, with a view to reducing the manufacture/import of products containing hazardous chemicals. Sustainable procurement has four key foundational elements: environmental stewardship, social responsibility, economic development, and innovation.

One of the FAO-implemented activities under Output 1.5 seeks to ensure that the Caribbean region is able to comply with sustainable procurement practices in order to facilitate trade within and outside of the region. The

¹ Programme Website: [GEF ISLANDS](#)

Caribbean region relies heavily on its vibrant agricultural sector for national and regional food security, as well as for regional and international trade. However, there are concerns regarding improper agricultural practices, particularly the application of agrochemicals and pesticides and the risks which consumers may face as a result.

Consumer risk assessments are crucial for evaluating potential risks associated with consuming plant-based food products containing pesticide residues. These assessments can indicate the levels of pesticide residues in crops and can inform decision-making on improving agricultural practices, thereby increasing trade opportunities. Furthermore, the findings may serve as the baseline to support the shift away from Highly Hazardous Pesticides (HHPs), thus leading to improved human health and decreased consumer risks.

Maximum Residue Limits (MRLs) refer to the maximum concentration of a pesticide residue (expressed as mg/kg), to be legally permitted in or on food commodities. MRLs are applied in order to ensure that food products do not pose a risk to human health. By setting MRLs, countries can regulate food safety and protect consumers. Within the Caribbean region, compliance with internationally recognised MRLs on pesticide residues in agricultural products is also important in order to promote greater equity in trade. Within the region, countries seek to comply with the MRLs established for crops and pesticides as per the Codex Alimentarius², but some countries have also reported that they have faced challenges in trade with the United Kingdom and the European Union due to non-compliance with the MRLs in these regions.

² [Pesticide Database | CODEXALIMENTARIUS FAO-WHO](#)

It is therefore imperative to conduct thorough consumer risk assessments for MRLs to ensure the safety and quality of agricultural produce for consumers within the Caribbean Region, as well as to facilitate international trade. In this regard, the BCRC-Caribbean is seeking to recruit a **suitably qualified and experienced Consultant to develop and deliver a regional training programme on the development of Consumer Risk Assessments for MRLs for exports and locally consumed agricultural produce** for the nine (9) project countries.

2. DESCRIPTION OF REQUIRED SERVICES FOR CONSULTANCY

The overall objective of the consultancy is to **develop and deliver a training programme on Consumer Risk Assessments for MRLs for exports and locally consumed agricultural produce tailored for the Caribbean region** in the nine (9) project countries. Under the guidance of the FAO, the BCRC-Caribbean and in close collaboration with the National Working Groups (NWGs)³ of the project countries, the Consultant will undertake the following:

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

- The Consultant will be required to attend a virtual kick-off call with the BCRC Caribbean team to discuss the approach to work, the preliminary stakeholder mapping and the draft engagement plan. The BCRC-Caribbean will also provide guidance on any

³ 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.

administrative matters, and the planning and facilitation of the virtual regional inception workshop with other project stakeholders.

II. Participate in a virtual regional Inception Meeting with project stakeholders

- The Consultant, in collaboration with the BCRC–Caribbean and FAO, will facilitate a virtual regional Inception Meeting with relevant project stakeholders from the project countries and partner agencies to present the:
 - proposed work plan;
 - proposed methodology for developing the guidance document and training programme;
 - proposed stakeholder engagement plan (the Consultant will determine the key stakeholder groups in each of the project countries to define the approach to the engagement of key stakeholders).
- The Consultant will develop and submit an **Inception Report**, which will highlight the proceedings of the virtual regional inception meeting, the Consultant’s final workplan, stakeholder engagement plan, and methodology for developing the guidance document and training programme. The final meeting agenda and list of meeting participants must be appended to the inception report.

III. Conduct a Rapid Regional Assessment of the Frameworks for Conducting Consumer Risk Assessments for MRLs in the Caribbean

- The Consultant will be required to conduct a rapid assessment of existing consumer risk assessment frameworks and guidelines used in the nine (9) Caribbean countries for MRLs for priority crops

identified by Member States of the Caribbean Community (CARICOM)⁴, via desktop studies and stakeholder consultations.

- Consideration must be given to gaps in capacity for conducting consumer risk assessments for MRLs. This phase should also include and assess any barriers to the existing provisions.
- The Consultant will then develop and submit a Rapid Regional Assessment and Recommendations Report that will include the findings of the assessment and provide recommendations for Caribbean countries to define MRLs for the prioritized crops in the region based on consumer risk assessments.
- The report must be presented to the project stakeholders for validation at a **virtual regional validation meeting**.

IV. Develop a Manual on the Development of Consumer Risk Assessments for Setting MRLs in the Caribbean

- Based on the findings of the rapid assessment, and with a view towards addressing any gaps identified, the Consultant will develop a manual to provide guidance to Caribbean regulators on developing Consumer Risk Assessments for MRLs as legal instruments to regulate imports, exports and locally consumed products, as per the prioritized commodities. This document must consider any regional challenges, cultural considerations and specific industries involved in agriculture and food production within the region.
- This manual must provide guidance for countries to develop training tools and knowledge products at the farmer, distributor and government levels to raise awareness on good agricultural practices which would facilitate compliance with MRLs.

⁴ Consideration must be given to commodities selected for analysis under the study “Impact of Pesticide MRLs on the Marketing and Trade of Agricultural Produce in the Caribbean”, which is being funded by the Inter-American Institute for Cooperation on Agriculture (IICA). The selection of commodities in that study will be shortlisted from the regional priority commodity list. The commodities to be assessed under this consultancy will be finalized with the project team, the project countries, and the Consultant.

This manual should include communication mechanisms to raise awareness and highlight that agricultural produce originating from the Caribbean region is safe for the international market as well.

V. Develop a Training Plan for Regional Hybrid Training Programme

- Given that this training programme will be linked to the BCRC–Caribbean’s Digital Learning Hub⁵ and the FAO’s e-learning Academy⁶ and will also be delivered through a regional hybrid workshop, the Consultant must develop a detailed training plan to outline how the training programme will be adapted to both modalities. This plan will be reviewed by the BCRC–Caribbean and FAO teams.
- The training plan must include, *inter alia*:
 - A list of participants to be trained at the regional training workshop;
 - The workshop agenda
 - Clearly defined learning objectives and outcomes;
 - Framework of the materials and tools for the training programme, which should be based on the guidance manual developed;
 - Approach to training via hybrid meeting format⁷;
 - Monitoring and Evaluation (M&E) tools which will be used after the training is completed to ensure that the learning objectives were met.

VI. Develop Training Materials and/ or Tools

⁵ The BCRC–Caribbean previously issued a TOR for a Consultancy for the Development of a Digital Learning Hub (BCRC_ISLANDS+2023_005_V02). The Consultant engaged under this consultancy will be expected to collaborate with the project team to develop training materials which can be adapted to an online format and integrated into the DLH.

⁶ [FAO elearning Academy](#)

⁷ Consideration should be given to the engagement of workshop participants who are present both in-person and via online platforms.

- The Consultant will be required to develop training materials and/or tools to achieve the learning objectives and outcomes defined in the training plan.
- The Consultant must design interactive training materials including but not limited to, presentations, toolkits and case studies to facilitate thorough learning and ensure effective outcomes at training workshops. These materials should aim to expand the views and improve understanding on this complex subject to all stakeholders involved.

VII. Deliver the Regional Hybrid Training Workshop

- The Consultant must deliver the training materials to the stakeholders defined in the training plan via a regional hybrid training workshop.
- The aim of this regional training workshop session will be to aid the Caribbean region to play a greater role in the process of establishing regional and national standards for the prioritized commodities. These workshops should aim to strengthen the capabilities of regulatory authorities within the region in residue risk assessment for the establishment of MRLs for exports and locally produced agriculture.
- This Consultant will be required to submit a **Training Workshop Report** covering the proceedings of the training workshop. This Training Workshop Report must also include the Monitoring and Evaluation survey results, the final agenda, list of participants (in-person and online), and finalised training materials based on feedback from the training workshop for onward use.

VIII. Provide quarterly progress reports to the BCRC-Caribbean

- The Consultant will provide quarterly progress reports to the BCRC-Caribbean. These reports should highlight any activities completed throughout the period, any meetings held, stakeholders that were consulted, deliverables submitted, payment progress, challenges

encountered and mitigation measures as well as any upcoming activities and expectations for the next month. All raw data, stakeholder engagement notes, collected data, etc. should be included in the annex of the report.

IX. Project Closeout Phase

- The Consultant will attend a virtual close-out meeting with the BCRC-Caribbean and FAO to review and discuss the outcomes of the project activity and the consultancy. This will include successes, challenges faced, lessons learned, and potential for up-scaling and transfer of future work.
- The Consultant will also review and sign a close-out 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 the feedback provided.

- 1. Deliverable 1** – Inception Report.
- 2. Deliverable 2** – Rapid Regional Assessment and Recommendations Report on the Frameworks for Conducting Consumer Risk Assessments for MRLs in the Caribbean
- 3. Deliverable 3** – Validation Report to support the Assessment and Recommendation phase.
- 4. Deliverable 4** – Guidance Manual on the Development of Consumer Risk Assessments for Setting MRLs in the Caribbean

5. **Deliverable 5** – Training Plan
6. **Deliverable 6** Training Materials/ Tools
7. **Deliverable 7** – Training Workshop Report
8. **Deliverable 8** – Four (4) quarterly progress reports

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

To facilitate the activities required, the Consultant is required to have the following Education, Qualifications and Experience:

- Advanced university degree in agricultural science, agronomy, environmental science, natural science, or related field.
- A minimum of ten (10) years' experience and demonstrated expertise in consumer risk assessment, preferably within the agricultural sector.
- Demonstrated knowledge of international standards and guidelines for Maximum Residue Limits
- A minimum of five (5) years' experience in developing and facilitating training programmes and training tools in an interactive manner.
- Experience in the aforementioned fields in the Caribbean region and/or other SIDS would be an asset (considering the capacity and eligibility to work in the twelve participating countries)
- Professional experience working on and managing multinational (including UN agencies, FAO, specifically and the GEF) and multidisciplinary team projects will be an asset.
- Project management certification (PMP, PRINCE2 etc.) and/or as tangible project management experience will be an asset.
- Excellent technical writing skills and demonstrated experience in technical screening of information.

N.B.:

- i. *The working languages of the GEF 10279 Project are English and Spanish. As such the Consultant will be required to provide evidence of access to a technical Spanish speaking resource. Project correspondence, outputs and consultations are expected to be conducted with English/Spanish interpretation and translations.*
- 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 **nine (9) months** starting from **April 2025**.

6. REMUNERATION

- A total gross fee plus expenses, inclusive of all taxes, will be as agreed upon within the contract based on the financial proposal developed and negotiated cost for this consultancy.
- Expenses will be paid on a reimbursable basis where evidence and expenditure are provided in accordance with the terms of the contract agreement.
- Payment shall be made in instalments based on key deliverables identified within the contract and agreed on between the FAO, BCRC-Caribbean and the Consultant.

7. INSTITUTIONAL ARRANGEMENTS

The Consultant will be directly supervised by the BCRC-Caribbean with support from the FAO 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 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 Consultant will be expected to conduct work virtually from their own location using their own resources and facilities, as required.
- Unless authorised in advance, expenses⁸ of every kind incurred in connection with such execution shall be solely for the account of the Consultant.
- Travel to one of the project countries will be required for the purposes of the regional hybrid training workshop. The expenses to be incurred from travel (i.e., travel, accommodation, per diem⁹) must be pre-approved by the BCRC-Caribbean in order to be eligible for reimbursement.

9. APPLICATION PROCEDURES

Applications are open to individual Consultant's that meet the qualifications outlined in this Terms of Reference (TOR).

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL:

⁸ Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, visas, medical attention, and insurance.

⁹ Pro-rated DSA as per UN rates will be paid by the BCRC-Caribbean for the respective destination.

1. **Cover Letter**, confirming availability to start work in April 2025.
2. **Curriculum Vitae (CV)**, clearly illustrating the relevant project/work experience.
3. **Technical Proposal** - describing how the Consultant will approach and complete the assignment. This should include the Consultant's methodology and work plan, relevant qualifications and experience including bilingual competency, and non-financial resources to be assigned.
4. **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 the 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 the cover letter must be signed by an officer authorised to enter contracts on behalf of the Consultant.*

B. QUERIES

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

<p>Ms. Hadassah Bournes Research Officer BCRC-Caribbean Email: hadassah.bournes@bcrc-caribbean.org</p>	<p>Mr. Troy Glod Project Execution Officer II BCRC-Caribbean Email: troy.glod@bcrc-caribbean.org</p>
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When submitting queries, ensure that the Reference number and name of this TOR (*BCRC#10279_2025_01 - Training and Capacity Building on Consumer Risk Assessments for Maximum Residue Limits*) 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: applications@bcrc-caribbean.org

The deadline for the submission of applications will be **April 06, 2025, at 11:59 p.m. (GMT -4)**. Any applications received after this time will be immediately rejected.

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 four (4) to six (6) 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 applicant.

NOTES:

<i>Submission</i>
<ul style="list-style-type: none"> i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC#10279_2025_01_MRL_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 applicant will be notified in writing of the award of the contract.
<i>Obligations</i>
<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 of the award of contract and provided with an authorisation to proceed. The successful bidder

<p>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 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 Project 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. The ISLANDS Programme encourages that all projects, staff, consultants, and all activities, engage in a working environment that embraces equality, eradicates bias, and is inclusive.</p> <p>xii. The ISLANDS Programme is seeking to enable equal opportunity for applicants to overcome structural biases in recruitment and selection. ISLANDS does not discriminate in its recruitment practices, welcoming applications from all qualified people. We strongly encourage applicants of diverse and marginalized backgrounds, especially racial or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.</p>
<p><i>Conduct and Disabilities</i></p>

- xiii. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.
- xiv. 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.
- xv. The consultant is expected to conduct professional communication and interaction with the FAO, National Working Group representatives, BCRC-Caribbean representatives, and other project stakeholders, at all times.

Health and Travel

- (i) All health-related risks associated with travel, are the consultant's responsibility.
- (ii) Recognising the recent concerns related to the COVID-19 pandemic¹⁰ the Officer will be expected to follow all COVID-19 safety protocols in all countries during face-to-face engagements and travel.

ISLANDS Reporting Requirements

- (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), 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.

¹⁰ 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>

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 briefing meeting between the BCRC-Caribbean and the consultant.