

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)

Terms of Reference for the Development of a Regional Training Programme on Project Initiation, Management and Communication

(Reference Number: BCRC_ISLANDS+_2025_003)

APPENDIX 1 – DOCUMENTATION OF CLARIFICATIONS AND ADDITIONAL INFORMATION

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

Question 1:

Upon review of the TOR, I noticed that one of the listed qualifications is *an advanced degree (PhD or MSc.) in Environmental Sciences, Environmental Engineering or related fields with tangible experience in the environmentally sound management of chemicals and waste management*. Given the nature of the core deliverables – which centre training design and delivery – I wanted to kindly ask whether the above requirement is essential for eligibility.

Response 1:

An advanced degree in Environmental Sciences, Environmental Engineering or related fields with tangible experience in the environmentally sound management of chemicals and waste is not essential for eligibility. It will, however, be an asset given the nature of the work, and as such, will be attributed an appropriate scoring value during the evaluation process.

Question 2:

Kindly advise how the Closeout Report can be submitted in advance of the project close out meeting?

Response 2:

The question regarding the Closeout Report found on page 6 of the TOR intended to be submitted in draft form in advance of the meeting, where the consultant can include details on the successes, challenges, and lessons learned from their perspective. The notes of the meeting should be annexed to the report (following the meeting) for the final submission.

Question 3:

Kindly indicate what you would regard as pre-approved expenses?

Response 3:

The Pre-Approved Expenses on page 8 can include but not be limited to travel costs (flight, incidentals, transport) to attend the training workshop in person or translation of reports/deliverables in Spanish. The Consultant will be required to detail these expenses in advance via email for approval by the BCRC-Caribbean following approval, as well as proof of payment, then the Centre will reimburse the Consultant accordingly.

Question 4:

Kindly assist in clearing up the connection between (a) the project's objective (thematic area 4) with (b) the training modules listed and (c) its alignment with the qualifications and experience, which has a leaning towards Training and Project management.

Response 4:

The questions associated with the Scope and Objectives of the project, the information that was presented is correct. The consultant will be required to develop training materials in collaboration with another consulting team responsible for the development of our Digital Learning Hub. These materials will be shared by the Consultant at the training workshop for key stakeholders. The Training Modules do lean towards project management, qualifications in environmental sciences, and experience in chemicals and waste management as listed will be an asset given the context of the work being done under the GEF ISLANDS Projects and the stakeholders being trained.

Question 5:

What are the training materials that will be developed? What do you mean by develop if there's another consulting team? What's the expectation when you refer to collaboration?

Response 5:

The selected bidder will be expected to act as the subject matter expert in the development of training material (guidance documents/presentations) in close communication with the consulting team responsible for the development of a digital learning hub. This team is responsible for transposing the requisite training material to an online course.

Question 6:

What materials will be shared by the consultant at the training workshop and by/from whom?

Response 6:

Modules 4.1 and 4.2 will cover Project Initiation, Module 4.3 will be Project Management while Modules 4.4. and 4.5 will be communication.

Response 6:

Materials can include word documents and PowerPoint presentations for delivery and dissemination at the training workshop. They will also support the review of the draft online course developed in collaboration with the digital learning hub team.

Question 7:

I understand the added value the other competencies, skills and qualification can bring given the context/working environment and target audience of the consultancy. You said "lean", what does that mean?

Response 7:

Topics within the training modules fall under the overarching topic of 'Project Management'.

Question 8:

The ToR's title, theme and Page 4 states, (supported by the needs assessment conducted) as Development of a Regional training programme on Project Initiation, Management and Communication" (thematic area 4 as stated on page 3). This is Project Management. How do the other aspects you mentioned fit into this?

Response 8:

Modules 4.1 and 4.2 will cover Project Initiation, Module 4.3 will be Project Management while Modules 4.4. and 4.5 will be communication.

Question 9:

If the selected bidder is acting as the SME, who is ultimately held responsible and accountable for the development of the training materials? The selected bidder or the consulting team or another group?

Response 9:

The selected bidder is responsible for the development of their training material (word documents, PowerPoints) and delivery of same at the training workshop. The selected bidder is also meant to collaborate with the digital learning hub team.

Question 10:

The digital learning hub from my experience is the infrastructure on which the content or learning materials are placed or uploaded – correct?

Response 10:

The digital learning hub (DLH) is not only a repository where content is uploaded. The team converts the training content into an e-learning course and it is envisioned that this can happen for the start of the consultancy, where the selected bidder can collaborate with the DLH team, and the e-learning course could potentially be utilized at the training workshop.

Question 11:

Whoever is held responsible and accountable for the development of the training materials will also be responsible for printing – correct?

Response 11:

As far as possible we aim to avoid printing the material. This can be disseminated to trainees through digital channels like OneDrive folders or email – where the BCRC Caribbean can support once the selected bidder requests same.

Question 12:

Will this be part of the expenses you are willing to cover and/or reimburse or be part of the logistical arrangements mentioned in ToR Page 5, section d?

Response 12:

Printing (in instances where absolutely necessary) is done by the Centre and as such will not form part of reimbursable expenses.

Question 13:

When you say 'delivery' do you mean facilitating and training participants? And if so, who's held responsible and accountable for that deliverable, given what is stated in ToR, page 5, section d?

Response 13:

Delivery refers to facilitating and training participants. The selected bidder is responsible for same.

Question 14:

Are you referring to the selected bidder when you say 'they'? In 1. above, you indicated that *"the consulting team is responsible for transposing the requisite training materials into an online course"* If in the foregoing (bullet #1a), you are referring to the selected bidder, the role will be in a supporting capacity - correct? What does support look like to you?

Response 14:

The selected bidder will support the review of the draft online course. Support can refer to review and consultations via online meetings, and email communication as needed.

Question 15:

The draft online course - the consulting team (the persons responsible for the digital learning hub) is held responsible and accountable for taking the training materials

developed as an output to adapt as an online course to be uploaded on the digital hub, correct?

Response 15:

The digital learning hub team is responsible for taking the training material and adapting as an online course.

Question 16:

The above is being asked within the context of ToR page 5 section d. as re-stated below especially when you use the term 'consulting team' It is unclear to whom you refer – the selected bidder or consulting team? (the latter based on what you shared is the team working on the digital hub)

Response 16:

Page 5 section d 'consulting team' refers to the selected bidder who is responsible for facilitation and delivery of the training.