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

TERMS OF REFERENCE - CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN

GEF 10279 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)

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean)

Supported by | Led by | In partnership with

1. Introduction / Background

The ***Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme,*** 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 (FAO) of the United Nations 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 the **GEF 10279** project across nine (9) countries (Antigua and Barbuda, Barbados, Belize, the Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago) as part of the overall ISLANDS programme. **Outcome 2** of this project establishes that harmful chemicals and materials present and/or generated in the countries are being disposed of in an environmentally sound manner.

To achieve this, Output 2.1 seeks to strengthen national capacities for the tracking, monitoring, and environmentally sound management of hazardous chemicals and waste, through the development and deployment of appropriate systems, protocols, and infrastructure that enable safe handling, storage, transportation, and disposal in accordance with international best practices and obligations under the Basel, Rotterdam, and Stockholm Conventions.

The management of pesticide stocks in the Caribbean has historically presented considerable difficulties. It is still mainly manual, disjointed, and inconsistent, which puts the environment, public health, and regulatory

compliance at serious risk. Assessments and consultations conducted under the GEF-funded ISLANDS Programme have highlighted significant discrepancies in pesticide procurement practices, stock data management, and disposal mechanisms across several Caribbean countries.

Persistent issues such as overstocking, underutilization, inadequate record keeping, and the improper disposal of obsolete or expired pesticides continue to undermine the effectiveness of national pesticide management systems in the Caribbean and pose serious risks to human health, environmental safety, and regulatory compliance.

These issues hinder national and regional capacities to track pesticide imports, monitor stockpiles, and implement environmentally sound management (ESM) strategies in line with international best practices and the Basel, Rotterdam, and Stockholm Conventions. The ISLANDS project addresses many of these challenges faced by the nine identified countries through a suite of actions including:

i.   capacity building and training on key areas that strengthen national pesticide registration processes;
ii.   the development of a biopesticide registration manual and associated regional training;
iii.   harmonized guidelines for the environmentally sound collection, storage and disposal of empty pesticide containers; and
iv.   consumer risk assessment and development of scientifically sound maximum residual limits for pesticides used in local agricultural practices.

To further support these actions, there is a critical need for **a centralized repository for pesticide stock management across the Caribbean.** Fragmented recordkeeping systems and inconsistent reporting practices limit the region's ability to effectively track imports, monitor usage, and manage pesticide surpluses or obsolete pesticides in an environmentally sound manner.

The absence of an integrated, harmonized and modernized platform hinders data-sharing across regulatory bodies and undermines coordinated responses to stockpiling, illegal trade, and improper storage. Moreover, the lack of accessibility to near real-time data, that is data that is updated at least monthly, limits the ability of national authorities to plan procurement responsibly and meet international reporting obligations.

Accordingly, there is a need to:

I.   establish a regionally coordinated pesticide stock management system that enables near real-time tracking of imports, inventory levels, expiry dates, and distribution data across national and sub-national levels;

II.   strengthen institutional capacity for data-driven decision-making and compliance monitoring by ensuring relevant authorities and other stakeholders have access to accurate, timely, and harmonized pesticide stock information; and

III.   enhance transparency, accountability, and public access to pesticide information through user-friendly mobile and web applications that are interoperable.

In support of this, the BCRC-Caribbean is seeking to recruit a suitably qualified and experienced **Consultant Team/Consulting Firm** to develop a **publicly accessible, cloud-based Pesticide Stock Management System (PSMS).** This digital platform will serve as a centralized tool to support pesticide tracking (*in accordance with Annex III to the Rotterdam Convention*), reporting, and oversight across multiple countries. It will be accessible via web and mobile applications (Android and iOS), support near real-time data exchange, and be compliant with applicable international frameworks on pesticide management for the identified stakeholder grouping in the nine (9) project countries. The intended end users of this application include national regulators/inspectors and persons in the pesticide supply chain. The data should also be accessible by FAO for monitoring purposes.

2. Duties and Responsibilities

The overall objectives of the consultancy are to:

i. **establish a modern, interoperable PSMS platform for monitoring pesticides** that strengthens national and regional capacity to manage pesticide stocks responsibly and transparently; and

ii. **enable near real-time tracking of pesticide stock levels, expiry dates, storage sites, and any other information that relevant authorities may require;** and

iii. **provide regulatory authorities, procurement officers, and the public** with reliable data on the local and regional availability of alternatives to Highly Hazardous Pesticides (HHPs); and

iv. **promote environmentally sound management of pesticide stocks** and prevent stockpiling and misuse

The consultant team/consulting firm, under the technical guidance of the FAO, BCRC-Caribbean and other key stakeholders, will undertake the following duties and responsibilities to achieve these objectives.

- Conducting the Needs Assessment and System Scoping → Identify challenges
- Developing the System Design and Application → Create solutions
- Engaging the Stakeholders for identifying improvements and subsequent Validation → Ensure alignment and feedback
- Capacity-Building and Support Tools → Implement training and technical support

The consultancy will result in the development of a modernized repository that is regionally accessible to participating Caribbean countries and that provides near real-time visibility of pesticide stock.

(a) Needs Assessment and System Scoping:

i. conduct a needs assessment of existing pesticide stock management practices across the nine (9) participating Caribbean countries;

ii. identify data sources, analyze existing secondary data, assess data gaps, and develop data sets on pesticide stocks/stocking across the nine countries to inform the repository, including geospatial data;

iii. map key stakeholders, identify and analyze user needs, including those of government agencies, importers/distributors, formulators, and pesticide end-users;

iv. identify opportunities for harmonization and integration with existing systems or platforms e.g. customs, agricultural, environmental databases); and

v. identify barriers to the implementation and adoption of a PSMS through engagement with stakeholders.

(b) System Design and Application:

i. design a cloud-based architecture for the PSMS platform using open-source technology;

ii. develop a user-friendly web and mobile interface for Android and iOS;

iii. create modules for inventory input, automated alerts (e.g. approaching expiry, Rotterdam Convention Annex III pesticides, HHPs), reporting dashboards, visualizations including maps, and role-based data access;

iv. design the ability for national authorities to control the upload of national data to the regional platform;

v. include the capability for analytics of use by country and user type;

vi. develop interoperable APIs or data import tools to allow integration with national and regional databases; and

vii. embed security features such as user authentication, data encryption and audit trails to ensure data integrity and protection.

(c) Data Integration, Standardization, and Stakeholder Validation:

i.   harmonize and import pesticide stock data from data repository developed under (a);
ii. develop metadata fields, taxonomy structures, and validation protocols to ensure consistency across the nine countries;
iii. ensure alignment with international standards such as FAO pesticide management guidelines and regional regulatory frameworks; and
iv. engage stakeholders in suggesting improvements and validating data fields, reporting formats, and workflows to ensure usability and country relevance.

(d) Capacity Building and Training Tools:

i.   prepare a detailed user manual and technical administrative guide;
ii. conduct a regional virtual training workshop for relevant stakeholders;
iii. develop a train-the-trainer module and conduct a training workshop to ensure sustainability;
iv. develop a helpdesk ticketing system for technical support; and
v.   facilitate the full transfer of knowledge, code, and hosting protocols to the BCRC-Caribbean at the end of the consultancy.

3. Technical Considerations

The Pesticide Stock Management System (PSMS) will serve as a regionally accessible digital platform for tracking pesticide inventories, expiry dates, and related data in near real time. The system must be designed for web access and mobile deployment on both Android and iOS platforms, with an emphasis on accessibility, data integrity, and platform compliance.

3.1 Platform Deployment Requirements

The system must be compatible with the Google Play Store and Apple App Store to enable broad public access across different device types. The consultant team/consulting firm is responsible for ensuring full compliance

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 6

with the technical and legal requirements of each platform which are outlined in the table below. For the Apple App Store, BCRC-Caribbean will provide the required D-U-N-S number.

Feature/Requirement	Google Play (Android)	Apple App Store (iOS)
Developer Account Cost	$25 USD (one-time)	$99 USD/year
Developer Account Type	Google Play Developer Account	Apple Developer Program
App Review Timeline	A few hours to 2 days	1–3 business days
Submission Format	Android App Bundle (.aab)	iOS App (.ipa via Xcode)
Privacy Policy	Required	Required
Data Use Disclosure	"Data Safety" section required	"App Privacy" labels required
UI/UX Guidelines	Material Design	Apple Human Interface Guidelines
Offline Access Capability	Required with auto-sync functionality	Required with auto-sync functionality
Testing & Beta Distribution	Internal testing, closed beta options	TestFlight (up to 10,000 testers)
Alternate Distribution Options	APK sideloading, private Google Play track	Apple Business Manager / Enterprise model

3.2 Hosting and Architecture

The platform should be developed using open-source technologies to promote sustainability and minimize licensing constraints. Hosting must be cloud-based, with robust security protocols and a backup and recovery plan. The consultant team/consulting firm's proposal must include the provision of **12 months of hosting and technical support after launch, including helpdesk services.**

3.3 Data Access and Protection

The system must include role-based access controls to define user privileges across different entities (e.g., regulators, data entry staff, public users). All data must be protected with encryption at rest and in transit, and audit logs must be built into the system. Authentication should include optional two-factor verification for administrative users.

3.4 Offline Access Considerations

The system should have an offline-first architecture plan to ensure uninterrupted access to essential features in low-connectivity areas. Offline functionality shall include local data caching and secure storage, with sync protocols to handle data uploads upon reconnection. A clear outline of data conflict resolution and offline data limitations must be provided.

3.5 Scalability and Localization

The PSMS must support multi-country scalability, allowing country-specific data segregation or tagging. It should be developed with multi-language capability (minimum: English, Spanish). Forms, metrics, and units should be configurable to match national/regional standards thus the system should include configurable workflows or architecture to allow countries to enable/disable modules without code changes.

5. Deliverables and Timeline

Deliverable 1 -Inception Report

Within approximately **3 weeks** of contract signature, the consultant team/ consulting firm will submit the Inception Report. The Inception Report should contain:

- a detailed work plan and methodology outlining the approach for the needs assessment of pesticide stock management practices,

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 8

stakeholder engagement and consultation strategy to guide engagement activities, manual development, and training tools and workshops;

- the minutes of a virtual inception meeting which the consultant team/consulting firm will hold with all relevant stakeholders and partner agencies; and

- the stakeholder feedback received during the meeting and responses of Consultant Team/Consulting Firm to that feedback.

Deliverable 2 –Assessment Report

Within approximately **6 weeks** of contract signature, the consultant team/ consulting firm will submit the Assessment Report. The Assessment Report should include but is not limited to:

- an Assessment of existing pesticide stock management practices across the nine (9) participating Caribbean countries;
- details of relevant national authorities specific needs to be incorporated into the design of the PSMS; and
- data considerations specifically, identification of data sources, analysis of existing secondary data, assessment of data gaps, development of data sets on pesticide stocks across the nine (9) countries and development of a data repository.

Deliverable 3- System Design Document

Within approximately **10 weeks** of contract signature, the consultant team/ consulting firm will submit the System Design Document. The System Design Document should include but is not limited to:

- a detailed architecture overview describing the system's structure, components, and data flows;

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 9

- user interface (UI) wireframes and screen mockups for both web and mobile views (Android and iOS), demonstrating navigational logic and layout;
- a breakdown of core system modules (e.g., inventory input, reporting dashboards, expiry alerts, user management, and audit logging);
- the proposed technology stack, including programming languages, frameworks, cloud hosting environment, and open-source tools to be used;
- the data security strategy, including user authentication, encryption, and access control protocols;
- integration pathways with existing systems, including any API specifications or import/export features;
- scalability and localization considerations (e.g., multilingual support, country-specific data tagging);
- the draft deployment and maintenance plan, covering hosting, backup, and updates;

Deliverable 4 – Prototype Deployment and Testing Report

Within approximately **6 months** of contract signature, the consultant team/ consulting firm will submit the Prototype Deployment and Testing Report. The Prototype Deployment and Testing Report should include but is not limited to:

- a description of the development and deployment of a working prototype version of the PSMS platform,
- a description of the development and deployment of prototype PSMS web and mobile applications (Android and iOS), with all core modules operational (e.g., inventory data entry, stock overview dashboards, expiry tracking, and user role functions);
- the development and deployment of both should include but are not limited to:
  - Internal testing by the consultant team/consulting firm to ensure functionality, usability, and performance prior to stakeholder review;

- Deployment of the prototype in a secure, hosted environment accessible to authorized testers and reviewers in participating countries.
- Facilitation of stakeholder validation sessions to collect feedback on system features, navigation, data entry processes, and reporting outputs;
- Iterative improvements to the prototype based on feedback from regulators, technical users, and regional partners; and
- a concise prototype testing report summarizing findings, issues identified, recommendations, and changes made to improve system functionality and usability.

Deliverable 5 - Training and Support Plan and Training Report

Within approximately **7 months** of contract signature, the consultant team/ consulting firm will submit the Training and Support Plan and the Training Report. The Training and Support Plan should include but is not limited to:

- comprehensive training resources to build stakeholder capacity in using and maintaining the PSMS platform including but not limited to:
  - o a training manual, a quick-start guide, and a step-by-step reference sheet tailored for different user groups (e.g., administrators, data entry personnel, supervisors, public users);
  - o video tutorials and/or screen recordings demonstrating key functions such as user login, inventory input, reporting, and system navigation;
  - o a self-service knowledge base (FAQs, troubleshooting guides) embedded within the system or hosted online; and
  - o a helpdesk ticketing system for technical support; and
- the delivery of at least one (1) regional training workshop, incorporating interactive sessions, guided walkthroughs of the platform, and practical exercises using the live system;

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 11

- the use of a train-the-trainer approach, empowering designated national focal points or IT officers to continue training within their respective institutions; and
- a post-training support plan outlining channels for user queries, refresher session availability, and access to digital learning resources.

The Training Report should include but is not limited to:

- a summary of participant feedback, challenges encountered, and any adjustments made to training content or delivery methods.

Deliverable 6 - Pre-Launch National Trials Reports

Within approximately **8 months** of contract signature, the consultant team/consulting firm will submit three (3) Pre-Launch National Trials Reports. The Pre-Launch National Trials Reports should include but are not limited to:

- a description of further validation of the prototype by progressive national launches in **Barbados**, **Guyana**, and **Trinidad and Tobago** over the period of six (6) weeks leading up to the Final Platform Regional Launch. These launches will seek to find and address adoption issues prior to the full regional rollout. These launches should include but are not limited to:
  - o the completion and deployment of the public-facing PSMS web platform and fully functional Android and iOS mobile applications, available through the relevant app stores;
  - o the integration of all core system components, including inventory tracking, user management, automated notifications, multilingual interface options, and data reporting dashboards;
  - o the implementation of enhanced security features, including role-based access, encryption protocols, and audit logs;
  - o the hosting of the final platform in a secure, cloud-based environment with backups and uptime monitoring in place;

o   launch announcements; and
o   the dissemination of platform access information to the participating country and partners; and

- a summary of stakeholder testing results, and outstanding issues (if any) for resolution prior to Regional Launch.

Deliverable 7 – Regional Launch Report

Within approximately **9 months** of contract signature, the consultant team/ consulting firm will submit the Regional Launch Report. The Regional Launch Report should include but is not limited to:

- a description of the validation and final user acceptance testing (UAT) with regional stakeholders to confirm readiness for operational use;
- a description of the preparation and launch of the PSMS to the remaining project countries. This launch should include but is not limited to:
  o   a launch announcement; and
  o   the dissemination of platform access information to participating countries and partners
- validation and final user acceptance testing (UAT) with regional stakeholders to confirm readiness for operational use; and
- a summary of the build process, technical documentation, stakeholder testing results, and outstanding issues (if any) for post-launch support;

Deliverable 8 – System Handover Report and Final Report

Within approximately **10 months** of contract signature, the consultant team/ consulting firm will submit the System Handover Report and the Final Report. The System Handover Report should include but is not limited to:

- the delivery of all technical documentation, including source code, system architecture diagrams, user and administrator manuals, API documentation (if applicable), and versioning history;

- the transfer of all platform credentials and administrative rights, including access to the hosting environment, cloud management consoles, analytics dashboards, and mobile app store accounts; and
- the minutes of a handover briefing session with the BCRC-Caribbean to walk through system components, maintenance procedures, and support structures.

The Final Report should include but is not limited to:

- a comprehensive outline of the full implementation process;
- key milestones achieved;
- stakeholder engagement activities;
- challenges encountered and solutions adopted; and
- lessons learned throughout the consultancy.

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 14

ISLANDS Caribbean

Deliverable Timeline

Deliverable	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Inception Report	■									
Assessment Report		■								
System Design Document			■							
Prototype Deployment and Testing Report						■				
Training and Support Plan and Training Report							■			
Pre-launch National Trials Reports								■		
Regional Launch Report									■	
System Handover Report and Final Report										■

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN
(Reference Number: BCRC_#10279_2025_009)

Page 0

4. Qualifications and Experience

The assignment may be undertaken by a team of individual consultants or a consulting firm with a multidisciplinary team. In either case, the following qualifications and experience are required:

Team Composition and Academic Qualifications

The team should include, at a minimum:

o **Lead Software Developer/Systems Architect** with a university degree (Bachelor's or higher) in Computer Science, Software Engineering, Information Technology, or a related discipline. A Master's degree is an asset.

o **Environmental/Agricultural Specialist** with qualifications in Environmental Sciences, Pesticide Management, or related fields.

o **Data Management or GIS Specialist** with qualifications in Data Science, Information Systems, or related fields.

o **Training and Capacity Building Specialist** with a degree in Education, Instructional Design, Communication, or related disciplines.

Technical and Professional Experience

- A minimum of seven (7) years of collective experience in software development, particularly in designing and deploying **cloud-based platforms** with mobile and web interfaces;
- Demonstrated experience in **inventory or stock management systems**, preferably within the government, environmental, or agricultural sectors;
- Proven capacity to develop and deploy applications on **both Android and iOS platforms**, with understanding of app store requirements, privacy policies, and UI/UX best practices;
- Familiarity with **data governance, encryption standards, and role-based access control**;
- Experience in conducting **regional stakeholder consultations**, user testing, and training workshops;

- Prior work with **donor-funded projects** or international organizations, particularly within the **Caribbean or Small Island Developing States (SIDS)** context, will be considered an asset;
- Experience/demonstrated capability in delivering **multilingual platforms** (English and Spanish required; Dutch desirable).

5. Duration

The actions and successful delivery of consultancy deliverables are expected to be completed in ten (10) months from the contract start date.

6. Remuneration

A total gross fee plus expenses to the Consultant Team/Consulting Firm 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. 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 satisfactory completion of key deliverables identified within the contract and agreed on between the FAO, BCRC-Caribbean, and the Consultant Team/Consulting Firm.

7. Institutional Arrangements

The Consultant Team/Consulting Firm will be directly supervised by the BCRC-Caribbean with support from the FAO and the National Working Groups in each Project Country. During the consultancy, the Consultant Team/Consulting Firm will be expected to attend virtual meetings for general information exchange, to provide updates on the progress of the deliverables and discuss feedback as required. This will include, but not be limited to, the introductory briefing meeting and the consultancy close-out meeting.

8. Mode of Work

The Consultant Team/Consulting Firm will be expected to conduct work virtually from their own location using their own resources and facilities, as required. Unless authorized in advance, expenses of every kind incurred in connection with such execution shall be solely for the account of the Consulting Team.

Travel may be required for the regional training workshop, as well as other tasks as determined by the Consultant Team /Consulting Firm's approach to work. The travel and visa requirements must be taken into consideration, as the Consultant Team/Consulting Firm will be responsible for ensuring that these requirements are met. Expenses incurred from travel (i.e., travel, accommodation, per diem) will be reimbursed by the BCRC-Caribbean by mutual agreement. All health-related risks associated with travel are the Consultants' responsibility. Likewise, any taxes and duties arising from said consultancy.

For the virtual regional inception and validation workshops, the BCRC-Caribbean will facilitate hosting via its Microsoft Teams or Zoom Meetings platforms. The Team of Consultants/Consulting Firm is expected to support the organisation of the workshops, including but not limited to the drafting of templates for invitation letters. The Team of Consultants/Consulting Firm will be solely responsible for preparing and facilitating their presentations for all workshops. Presentations must be submitted to the BCRC-Caribbean for review at least one week prior to the date of the workshop.

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 2

9. Application Procedures

Applications are open to teams of Consultants or Consulting Firms who meet the qualifications as outlined in this Terms of Reference (TOR).

A. <u>DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL:</u>

1. **Cover Letter**, confirming availability of the Consultant Team/Consulting Firm to start work in August/September 2025 and signed by an authorised representative.

2. **Technical Proposal** - describing how the team will approach and complete the assignment. This should include the Consulting Team's methodology and work plan, relevant qualifications and experience including bilingual competency, organisational chart of the team, 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 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 signed by an officer authorised to enter into contracts on behalf of the Consultant Team/Consulting Firm.

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 3

ISLANDS Caribbean

B. QUERIES

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

Mr. Troy Glod	**Mr. Louis Trotman**
Project Execution Officer II	Project Execution Officer I
BCRC-Caribbean	BCRC-Caribbean
Email: troy.glod@bcrc-caribbean.org	Email:louis.trotman@bcrc-caribbean.org

When submitting queries, ensure that the Reference number and name of this TOR (BCRC#10279_2025_009) - Consultancy for the Design and Development of a Public, Cloud-Based Pesticide Stock Management System (PSMS) for the Caribbean 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:

Mr. Anand Maraj
Director (Ag.)
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 is **Sunday July 27, 2025**, at **11:59 p.m. (GMT -4).**

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 4

ISLANDS Caribbean

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 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#10279_2025_009_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.
Obligations
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

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 5

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 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.

Language

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.

Gender Sensitivity

xi. ISLANDS is a project enabling equal opportunity for applicants to overcome structural biases in recruitment and selection. ISLANDS do not discriminate in its recruitment practices, welcoming applications from all qualified people. We strongly encourage applicants of diverse and marginalized backgrounds, especially race or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.

ISLANDS Caribbean

Conduct and Disabilities
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 Consulting Team 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 Consulting Team 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
xiv.   All health-related risks associated with travel, are the Consulting Team's responsibility.
xv.   Recognising the recent concerns related to the COVID-19 pandemic1 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 Consulting Team 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 Team/Consulting Firm will be required to assist with the

---

[1] 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

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 Consulting Team's reports, as well as the reports and social media posts of the BCRC-Caribbean.

iii. The Consulting Team 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 Consulting Team 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 Consulting Team.

TERMS OF REFERENCE: CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF A PUBLIC, CLOUD-BASED PESTICIDE STOCK MANAGEMENT SYSTEM (PSMS) FOR THE CARIBBEAN (Reference Number: BCRC_#10279_2025_009)

Page 8