

GEF 11176: ELIMINATION OF HAZARDOUS CHEMICALS FROM SUPPLY CHAINS INTEGRATED PROGRAMME IN TRINIDAD AND TOBAGO

TERMS OF REFERENCE

Communications and Knowledge Management Consultant

(Ref. No.: BCRC#11176_2025_001)

1. BACKGROUND

The **Elimination of Hazardous Chemicals from Supply Chains Integrated Programme in Trinidad and Tobago**¹, funded by the Global Environment Facility (GEF), seeks to influence a shift in the Carnival Fashion Design Sector to promote the use of locally sourced, sustainable materials and pollution-free approaches, as well as to create and strengthen circular and transparent supply chains.

This Integrated Programme is one of the eight child projects of the GEF 8 Integrated Programme (IP) 11 that overall focuses on both the fashion and construction industries and aims to address environmental degradation and focuses on transforming supply chains to be green, achieve zero pollution and zero waste, integrate nature-based solutions and become carbon neutral. Carnival celebrations in Trinidad and Tobago can contribute to harmful impacts to human health and the environment given the use of materials such as feathers, plastic beads and sequins and metal wire frames that may be treated and/or contain harmful chemicals. Additionally, Carnival costumes and wear are largely single-use items, thereby contributing significantly to landfill waste. Therefore, the Integrated Programme in Trinidad and Tobago will address transformational change within the Carnival Fashion Design Sector.

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) will act as the Executing Agency for this Integrated Programme while the United Nations Environment Programme (UNEP) acts in the capacity of the Implementing Agency. The project is divided into four (4) components which places specific emphasis on the following areas of supply chains:

- (1) Design and Business Models
- (2) Materials and Cleaner Production
- (3) Sustainable Consumption
- (4) **Knowledge Management**

Under Component 4 (Knowledge Management) of the project, activities will be undertaken to generate and disseminate knowledge from the national project activities as well as from the

¹ CEO Endorsement Document: [CEO Endorsement Document 11176.pdf](#)

Global Integrated Programme². Overall, this will involve the development and implementation of a communications strategy in which the project activities and outcomes throughout the project's execution will be shared with the global coordination project and other stakeholders. The communication strategy and resulting communication products will ultimately seek to promote innovation and learning, leverage sustainable financing, form partnerships and create a coherent regulatory environment in the Carnival Fashion Industry. The outcome of Component 4 is that knowledge and awareness raising products generated throughout the project on sustainable national fashion/Carnival design will be shared locally and to other regions with Carnival events.

In this regard, the BCRC-Caribbean is seeking to recruit a **suitably qualified and experienced Communications and Knowledge Management Consultant** to fulfil the aforementioned activities.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The objective of this consultancy is to support the development of communication and knowledge management activities under the GEF11176: Elimination of Hazardous Chemicals from Supply Chains Integrated Programme in Trinidad and Tobago. The consultant will be required to:

A. Attend and participate in a Virtual Kick-off Meeting

The consultant will participate in a Kick-off Meeting with the BCRC-Caribbean. The purpose of this meeting is to discuss the consultant's approach to work and the engagement of stakeholders as well as to receive guidance on administrative matters and preparation for the Inception Workshop.

B. Participate in an Inception Workshop with Project Stakeholders

The consultant will participate in an Inception Workshop with key stakeholders and the Project Steering Committee (PSC) to present and refine the:

² The Global Integrated Programme refers to the GEF-8 Integrated Programme on Eliminating Hazardous Chemicals from Supply Chains in 8 countries: [brief](#)

- Approach to work in developing knowledge management strategies and communication strategies.
- Stakeholder Engagement Plan, inclusive of stakeholder listing identifying key public and private entities who should be engaged during the execution of this project.

Following the workshop, the consultant will submit an **Inception Report** within two (2) weeks post-workshop which will include the finalized approach to work and approved **Stakeholder Engagement Plan**.

C. Develop and implement of a National Public and Awareness Raising Campaign.

The consultant will be expected to:

- Work alongside the other project consultants engaged for the execution of activities under the various project components to gain a comprehensive understanding of and to gather information relevant to stimulating behavioural changes in the Carnival Fashion Supply Chain.
- Develop a **Knowledge Management Strategy** in alignment with the project's objectives to identify critical knowledge sources, establish processes for knowledge capture, storage and transfer, and monitor effectiveness of data collection tools, knowledge and communication products developed or utilized.
- Develop a **Communication Strategy and Implementation Plan** to analyse the best strategy for implementing the campaign to:
 - Drive behavioural change in relevant Carnival stakeholders, targeting providers and participants as well as the general public.
 - Promote collaboration amongst stakeholders.
 - Create awareness on the hazardous chemicals in the Carnival Fashion Supply chain and relevant mitigation measures that may be taken.

The consultant is expected to collaborate with Carnival Industry stakeholders and relevant government stakeholders in the development of the campaign. The campaign must also be in alignment with the goals of other international campaigns such as UNEP's Sustainable Fashion Communication Playbook.

- Develop general **knowledge products** such as press releases, video tutorials, trainings, webinars, podcasts or radio/television interviews and general **communication products** such as infographics, flyers, static and dynamic graphic content, animations, social media content, and short videos.

These knowledge and communication products must be communicated on a wide scale, reaching an audience of over 100,000 persons (40% engagement being women and 30% being youth) through various channels of communication. Specific means of verification on social media include views of 25,000 and number of likes of 10,000.

D. Coordinate with project consultants and support with the development of communication products under the other project components.

The consultant will be expected to:

- Support engaged consultants under the other three (3) project components in the development and dissemination of knowledge and communications materials relevant to those activities.

Component 1:

- Develop communication materials, such as social media posts and press releases, to raise awareness of the objectives of the network to be established to promote circular business models through Trinidad and Tobago's Carnival industry. These communication materials will also seek to facilitate buy-in to the network and build relations with suppliers, manufacturers and consumers within the wider fashion industry.
- Develop content for the National Public and Awareness Raising Campaign from:
 - (a) A training programme that will be developed for designers focusing on sustainability marketing and advertisement.
 - (b) Laboratory analysis of costumes to identify chemicals present in the materials currently used in the Carnival Supply chain.

This campaign will also be developed to encourage consumers to advocate for masquerade (mas) bands to apply circular business models in their designs.

Stakeholder consultations will be held with mas bands and material recovery organizations on how to avoid shifting the burden of the costs to said mas bands and material recovery organizations.

Component 2:

- Develop knowledge products for the National Public and Awareness Raising Campaign from the training programme on sustainable fashion. The training will aim to share good practices, business cases and successes from the sustainable fashion industry that can be applied to promote innovative approaches for Carnival design and production. The knowledge products developed should facilitate reach to regional and international industries.

Component 3:

- Incorporate the findings of the knowledge, attitudes and practices (KAPs) survey from the mas bands and masqueraders into the National Public and Awareness campaign.
- Develop knowledge products and communication materials, such as case studies and videos, from the intended study tour. The knowledge obtained from international suppliers should be transferrable to potential local and regional suppliers to enhance business opportunities.
- Develop a webinar and engage social media influencers for the financing mechanism for sustainable Carnival design and production.

Develop content for social media for the 'Best Sustainable Carnival Design' competition, including photographs of the winners and press releases. Material should also be developed for the promotion of the competition.

E. Monitoring and Evaluation

The consultant will be required to provide Quarterly Progress Reports to highlight the consultancy activities completed, stakeholders engaged/meetings held, deliverables

submitted, challenges encountered, mitigation measures utilized to overcome mentioned challenges as well as upcoming activities and expectations for the next quarter, within an agreed upon timeframe.

F. Monthly Update Meetings

The consultant will be expected to attend brief monthly update meetings with the BCRC-Caribbean, to discuss any challenges and receive guidance and feedback on draft materials as necessary. These meetings may also include necessary project stakeholders or consultants engaged under the project.

G. Project Closeout

- The consultant will attend a virtual closeout meeting with the BCRC-Caribbean and the Project Steering Committee to review and discuss the outcomes of the project activity and the consultancy. This will include successes, challenges faced, lessons learned and the potential for future work under this activity in Trinidad and Tobago.
- The consultant will also be required to develop a **closeout report** to summarize the consultancy for approval by the BCRC-Caribbean and include details of the virtual closeout meeting.

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:** One (1) **Inception Meeting Report** which will summarize the outcomes of the Inception Meeting, including the revised approach to work and Stakeholder Engagement Plan.
- **Deliverable 2:** One (1) **National Public and Awareness Raising Campaign** which will include development of:
 - A Knowledge Management Strategy

- A Communication Strategy and Implementation Plan
- General Knowledge Products and Communication Products
- **Deliverable 3:** Development of **Communication and Knowledge Products** under the other three components of the project.
- **Deliverable 4: Quarterly Progress Reports** until the project's closure.
- **Deliverable 5:** One (1) **Project Closure Report** providing an overview of the consultancy and highlighting the achievements, challenges and lessons learnt from the activities and the proceedings of the Closeout Meeting.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to facilitate the activities, the following Education, Qualifications and Experience are expected from the consultant:

- A minimum of a Bachelor's degree in Graphic Design, Communications, or a related discipline. An advanced degree (Masters/PhD) in communications, media or marketing will be considered an asset.
- A degree or certification in Environmental Sciences or a related field will be considered an asset.
- At least three (3) years of relevant experience in mass communication, public relations, advertising, digital marketing or environmental public awareness.
- Demonstrated experience within the Carnival Industry field, including knowledge on Carnival stakeholders will be considered an asset.
- Demonstrated proficiency in industry-standard design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) or similar tools.
- Demonstrated experience in creating materials for both print and digital platforms.
- Demonstrated experience in capacity building, stakeholder training or public education.
- Knowledge of environmental and sustainable development concepts, principles and practices would be considered an asset.
- Experience in working within a multi-disciplinary team environment would be considered an asset.

Functional Competencies:

- Strong facilitation skills and experience in conducting stakeholder meetings/consultations/workshops/trainings will be considered an asset.
- Strong and highly developed interpersonal skills and communication.
- Strong diplomatic skills with networking aptitude and ability to work in a team environment.
- Good writing, reporting and presentation skills.
- Excellent time management skills.
- Ability to deliver quality results against tight deadlines, given a heavy workload and short timelines.

5. DURATION AND EXPECTED START OF CONSULTANCY

The duration of the consultancy will extend throughout the execution of the project. The tentative start date for the consultancy is January 2026, and the tentative end date is April 2031.

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. Payments will be disbursed in instalments in United States Dollars (USD) upon approval of the deliverables by the BCRC-Caribbean.

The consultant will be responsible for the remittance of local income tax and other mandatory statutory remittances. Expenses³ will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.

7. INSTITUTIONAL ARRANGEMENTS

³ Expenses may be associated with inter island travel between Trinidad and Tobago and refer to the costs associated with aspects of the project such as flights, accommodations etc. In this case, the project expenses may be directly covered by the BCRC-Caribbean and/or be treated as reimbursable expenses and as such, the pre-approved expenses will be reimbursed by the BCRC-Caribbean (upon provision of the required evidence)

The consultant will be directly supervised by the BCRC-Caribbean with support from the Project Steering Committee. 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 kick-off meeting and the consultancy closeout meeting.

8. MODE OF WORK

- The Consultant is expected to conduct work virtually from their own location, utilising their own resources and facilities as required. They will however, report to the office of the BCRC-Caribbean on an as needed basis.
- Unless authorized in advance, all expenses 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.

9. APPLICATION PROCEDURES

Applications are open to **individual consultants** based in **Trinidad and Tobago** who are registered as a sole trader or consulting team/consortium.

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL:

1. **A letter of interest** signed by the consultant indicating why suitability for the assignment and confirming availability to start work within the month of January 2026 and support until the completion of deliverables.
2. An updated **Curriculum Vitae (CV)**.
3. A **draft strategy framework**, inclusive of a creative concept proposal detailing the approach to the National Public and Awareness Raising Campaign, a description of conceptual materials, a breakdown of the projected timeline and work implementation plan describing the intended approach and completion of the assignment.
4. At least **three (3) samples** of previous work with static and dynamic graphic content.

5. A **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.

B. QUERIES

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

Ms. Tasha Dipnarine Project Execution Officer I, BCRC-Caribbean Email: tasha.dipnarine@bcrc-caribbean.org	Ms. Hadassah Bournes Project Execution Officer I, BCRC-Caribbean Email: hadassah.bournes@bcrc-caribbean.org
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Bidders are advised to submit your queries with sufficient time before the deadline to avoid any potential delays due to technical or high traffic issues. When submitting queries, ensure that the Reference number and name of this TOR (BCRC#11176_2025_001 Communications and Knowledge Management Consultant) 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 will be **11:59pm (GMT-4) on Sunday 23rd November, 2025.**

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 three (3) 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:

- The working language of this project is English.
- See the Notice for this consultancy on the BCRC-Caribbean's website (bcrc-caribbean.org)
- When submitting bids, bidders **must ensure** that all documents are clearly labelled according to the following protocol:
BCRC#11176_2025_001_LastNameFirstName_DocumentName.
- Bid documents shall remain the property of the BCRC-Caribbean.

- 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 bidding teams.
- The successful candidate be notified in writing of the award of contract and provided with an authorisation to proceed. The successful candidate shall be required to enter into an appropriate Contract on the basis of the terms of reference and incorporating any other appropriate provisions within that period.
- 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.