

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

TERMS OF REFERENCE

Reverse Supply Chain (RSC) Scheme Consultant

(Ref. No.: BCRC#11176 _2026_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 1 (Design and Business Models) of the project, activities will be undertaken to the adoption of circular business models and the reuse of costume components by mas bands,

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

material suppliers and local artisan in the fashion and art industries, thereby facilitating business-to-business (B2B) transactions via business models that circulate materials in the economy (e.g., rental, resale, repair or remaking). Under Component 1, Output 1.2 will focus on the collection and repurposing of 10,000 Carnival costumes through a Reverse Supply Chain (RSC) scheme, with the materials obtained from consumers and fed back into design and local costume manufacture. To facilitate this output, **Activity 1.2.2** will aim to ensure that an RSC Scheme system for the Carnival industry has been successfully designed and demonstrated and which increases sustainable designs through repurposing, recycling and reusing materials to reduce waste used by both consumers and Mas bands and increase environmental sustainability in supply chain life cycles.

In this regard, the BCRC-Caribbean is seeking to recruit a **suitably qualified and experienced Reverse Supply Chain (RSC) Scheme Consultant** to fulfil this activity.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The objective of this consultancy focuses on developing an RSC scheme that will establish a functional, gender-inclusive, and scalable system for the collection, dismantling, and recovery of Carnival costumes, reducing hazardous waste and promoting circularity in the Carnival fashion industry. The RSC scheme will demonstrate measurable environmental benefits, including reduced Persistent Organic Pollutants (POPs)-contaminated waste materials entering landfills, while fostering economic opportunities through material reuse or recycling rate of at least 10% of recovered materials. The scheme will consider at least five (5) mas bands, process and collect a minimum of 10,000 costumes, deliver social benefits through gender empowerment with at least 40% of beneficiaries from the training and RSC scheme being women and consumer behaviour change. These milestones will all be supported with training and monitoring and reporting frameworks as stated 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 virtual kick-off call with the BCRC-Caribbean to discuss the approach, planning, and stakeholder engagement.
- The BCRC-Caribbean will also provide administrative guidance and support for the Regional Inception Meeting and the training workshop(s).
- Timeline: The kick-off meeting should be held within two (2) weeks of contract signature by both parties.

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:

- Draft workplan and methodology.
- Preliminary overview of baseline practices in Carnival costume design and disposal.
- Proposed approach for developing and implementing a Reverse Supply Chain (RSC) Scheme.
- Collaborate with the Stakeholder Engagement Consultant to develop the Stakeholder Engagement Plan, inclusive of stakeholder listing identifying key public and private entities who should be engaged during the execution of this project and the five (5) Mas bands that will be participating in the RSC.

The Consultant will develop and submit an **Inception Meeting Report** outlining a summary of the proceedings of the Inception Meeting to the BCRC-Caribbean following the Inception Meeting. The Consultant's final workplan, final Stakeholder Engagement Plan, and list of meeting participants must be appended to the Inception Report. A draft report will be submitted for review and feedback before finalization by consultant.

C. Develop a Needs Assessment Report on a Reverse Supply Chain Scheme in Trinidad and Tobago Carnival Industry.

The consulting team will be expected to conduct a comprehensive needs assessment covering:

- Undertake a simplified **material flow analysis** to establish a preliminary baseline of current practices, including indicative types and volumes of materials used by bandleaders and designers, general categories of discarded costume materials, typical disposal methods, existing recycling or repurposing entities and their approximate operational capacity, and an overview of relevant textile waste and circular economy policies.
- The consultant will be required to conduct an assessment on the equipment required to support the proposed RSC Scheme. This will ensure a full understanding on what infrastructure and tools are necessary to support logistics from collection and sorting (collection bins, sorting tables, washing units, cutting tools, PPE ,transport containers); quantity required to operate at pilot scale and at full scale; location and space required; purpose and function of equipment and where in the workflow it will be used.
- The consulting team will also be required to evaluate the existing technical and infrastructural capacity for material recycling management in the country, spanning collection, storage, transport, treatment, and recovery and/or disposal, and will identify gaps and limitations in the infrastructure. This assessment will further determine the capacity and capability of facilities to effectively handle various categories of costume materials.
- A draft Needs Assessment Report will be submitted to the BCRC- Caribbean for review and feedback before finalization by consultant.

D. Develop a Feasibility Report on the Implementation of the Reverse Supply Chain (RSC) Scheme.

- Develop a sustainable financing mechanism for the RSC Scheme that ensures long-term viability, prevents cost burden on stakeholders, and supports incentive mechanism for consumer participation such as discounts, vouchers, loyalty/points in collaboration with bands.

- Develop a partnership framework to secure tripartite agreements among BCRC-Caribbean, Mas bands and at least one (1) material recovery organisation to ensure participation in RSC.
- Develop an **Infrastructure and Logistics Plan** to analyse the best strategy for managing the flow of goods from consumers:
 - Evaluate feasibility of centralized or distributed drop-off locations to better implement collection points and to establish whether collection schemes can be implemented during and after Carnival to obtain materials that will be recirculated through the RSC Scheme.
 - Assess national capacity for safe transport and temporary storage of costumes, equipment including specialized containers and safety and personal protective equipment.
- A draft report will be submitted to the BCRC-Caribbean for review and feedback before finalization by consultant.

E. Conduct a National Validation Workshop on the Reverse Supply Chain (RSC)

Scheme Assessment report:

- Support the BCRC-Caribbean in facilitating and planning a **National Validation Workshop**, during which the consultant will be responsible for presenting the findings of the development of the RSC Scheme draft report to stakeholders for feedback.
- Documenting proceedings (agenda, participant list, key discussions and next steps).
- Submit a **National Validation Workshop Report** to the BCRC-Caribbean, including the proceedings of the meeting, towards finalization of the draft Assessment Report on the Development of Reverse Supply Chain Scheme in Trinidad and Tobago Carnival Industry.
- Submit a final **Reverse Supply Chain Scheme Report on the Carnival Fashion Industry** to the BCRC-Caribbean for review and feedback before finalization.

F. Demonstrate a Reverse Supply Chain (RSC) Scheme for Trinidad and Tobago Carnival Industry.

The Consultant shall implement a practical demonstration of the Reverse Supply Chain (RSC) Scheme through (a) a structured capacity-building training programme and (b) a real-world pilot project that test and validates the scheme designed. The results of the pilot and training must be fully integrated into the final recommendations of the applicability of the RSC Scheme to Trinidad and Tobago carnival industry.

- Develop **training materials** included but not limited to manuals, presentations and any additional tools based on the assessment findings from the laboratory analysis conducted by the University of the west Indies, St. Augustine (UWI). The training programme should focus on ensuring that at least **ten (10)** persons, of which 40% are women with direct involvement within the carnival industry are trained on the dismantling of costumes through practical demonstrations on segregation, labelling, weighing, disassembly and washing.
- Develop a Procurement Plan for equipment, outlining how the recommended equipment will be sourced. The plan should provide procurement timelines, vendor options, maintenance, cost, estimates, and any risks or logistical requirements.
- Execute a **pilot** of the RSC Scheme which aligns with the findings of the needs assessment conducted, the recommended RSC model, the equipment procurement plan and available stakeholder capacity. The pilot must include at least five (5) mas bands, at least ten thousand (10,000) masqueraders participate in the demonstration of this pilot. The pilot must test the operational design and workflow of the RSC Scheme, validating assumptions used in the assessment phase. Barriers, risks, resource gaps, and stakeholder behaviour must be identified.
- Prepare a report on the final results, challenges and lessons learnt of the pilot activity and present findings at a final workshop to share the results of the pilot with stakeholders.

G. 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. The quarterly reports developed during the pilot phase of this consultation shall include performance indicators to measure target goals of the project activity.

H. 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 results from 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:

- 1) **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.
- 2) **Deliverable 2: Needs Assessment Report** on Reverse Supply Chain Schemes in Trinidad and Tobago Carnival Industry.
- 3) **Deliverable 3: Feasibility Report on Reverse Supply Chain Scheme.**

- 4) **Deliverable 4: National Validation Workshop Report** to support the Assessment and Recommendations on the Development of an RSC scheme.
- 5) **Deliverable 5: Reverse Supply Chain (RSC) Scheme Pilot Final Report.**
- 6) **Deliverable 6:** Four (4) quarterly progress report.
- 7) **Deliverable 7: 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

To facilitate the activities, the following Education, Qualifications and Experience are expected from the consultant:

- A minimum of a bachelor's degree in Reverse Supply Chain Management, reverse logistics, circular economy, business administration or a related discipline. An advanced degree (Masters/PhD) in Supply Chain Logistics, Circular Economy/Sustainability will be considered an asset.
- A degree or certification in Certified Supply Chain Professional (CSCP) or Project Management (PMP) a related field will be considered an asset.
- At least five (5) years of relevant experience in designing and implementing reverse logistics systems, take-back schemes, public relations, or environmental public awareness.
- Demonstrated experience within the Carnival Industry field, including knowledge on Carnival stakeholders will be considered an asset.
- Demonstrated proficiency in circular business models in fashion/textiles, event management, or consumer goods.
- Demonstrated experience in material recovery and recycling operations, stakeholder engagement in both private and government sectors.
- Demonstrated experience in developing feasibility studies and cost-benefit analysis for reverse supply chains.
- Knowledge of environmental and sustainable development concepts, gender and social inclusion awareness 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 April 2026, and the tentative end date is June 2028.

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. Expenses² will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.

² 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)

7. INSTITUTIONAL ARRANGEMENTS

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 a 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 March 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. A **Technical Proposal** describing how the Consultant will approach and complete the assignments. This should include the Consultant's methodology

and work plan, relevant qualifications and experience including bilingual competency, and non-financial resources to be assigned.

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:

<p>Ms. Precious Blackwell Project Execution Officer I, BCRC-Caribbean Email: precious.balckwell@bcrc-caribbean.org</p>	<p>Ms. Hadassah Bournes Project Execution Officer I, BCRC-Caribbean Email: hadassah.bournes@bcrc-caribbean.org</p>
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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_2026_001 Reverse Supply Chain (RSC) Scheme 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 Wednesday 25th March 2026.**

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_2026_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.