

Reference number	BCRC_#10279_2025_007
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## IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL-ISLAND DEVELOPING STATES (ISLANDS) IN THE CARIBBEAN



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

# TERMS OF REFERENCE: CONSULTANCY FOR THE ASSESSMENT AND DEVELOPMENT OF REGIONAL GUIDANCE AND CAPACITY-BUILDING ON SUSTAINABLE PUBLIC PROCUREMENT IN THE AGRICULTURAL SECTOR IN 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)

## 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 Islands, 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 Organization (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<sup>1</sup>** 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 GEF ISLANDS Programme. **Component 1** of this project aims to assist countries to establish effective mechanisms to control the import of chemicals, materials and products that lead to the generation of hazardous waste.

To support the overall goal, **Output 1.5** seeks to ensure that sustainable procurement is promoted to key stakeholders to reduce the manufacture/import of products containing hazardous chemicals.

### Challenges and Opportunities

Historically, the Caribbean has faced significant challenges with the procurement and management of pesticides. Critical areas of concern include the **accumulation of obsolete pesticides** as a result of economic shifts such as the decline of traditional industries including sugar cane and bananas, resulting in **stockpiles of unused pesticides** that pose environmental hazards

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<sup>1</sup> [10279 - Appendix 1 - CEO Endorsement Package \(FINAL\)](#)

and complicate waste management efforts, as identified during the GEF funded project “Disposal of Obsolete Pesticides including POPs, Promotion of Alternatives and Strengthening Pesticides Management in the Caribbean” which was executed regionally by the FAO in 2016–2021. Additionally, studies in regions such as the French Caribbean <sup>2</sup> previously identified increased exposure to harmful pesticides through unregulated pesticide use and procurement.

These challenges are compounded by **weak regulatory and enforcement systems, limited and inconsistent awareness and training opportunities**, a heavy reliance on **conventional pesticide usage** and disparities across the Caribbean in **pesticide registration, import controls and procurement practices**.

The draft Model Pesticides Bill for countries in the Caribbean region, July 2020, further highlighted the need to minimize human and environmental risks posed by pesticides, and the importance of regulating the import and export of pesticides.

The ISLANDS project addresses many of these challenges faced by the nine (9) 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; and
- iii. consumer risk assessment and development of scientifically sound maximum residual limits for pesticides, fertilizers and other relevant chemical substances used in local agricultural practices.

To support these actions, there is a critical need for practical, comprehensive and gender-sensitive **regional understanding, guidance, training and**

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<sup>2</sup> [Chlordecone in the French Caribbean : certain food procurement methods promote overexposure | Anses - Agence nationale de sécurité sanitaire de l'alimentation, de l'environnement et du travail](#)

## **capacity-building on sustainable public procurement<sup>3</sup>, tailored to the Caribbean’s agricultural ecosystems.**

Sustainable Public Procurement (SPP) is increasingly recognized by governments as a strategic entry point and market driven instrument for promoting more sustainable production and consumption patterns, as reflected in SDG 12 (target 12.7). When properly designed and implemented, SPP initiatives can be a powerful tool to support the broader policy objective of reducing reliance on hazardous chemicals in agricultural production by creating structured demand for safer alternatives. Experiences in several regions, including Europe, Latin America and Africa, have shown, for instance, that public procurement programmes can create stable markets for agro-ecological and organic products and incentivize producers to adopt safer practices.

Sustainable public procurement is identified in the Caribbean Sustainable Consumption and Production (SCP) Policy—developed within the framework of the Caribbean Community (CARICOM) with support from the United Nations Environment Programme and endorsed by Caribbean environment ministers—as one of the mechanisms to promote more sustainable goods and services and to support its broader objective of transitioning Caribbean economies toward resource-efficient, low-pollution and climate-resilient development pathways.

There is a need to:

- i. **prioritize reducing the dependence on harmful chemicals** (hazardous pesticides) through increased procurement of safer alternatives;
- ii. **develop guidance on sustainable procurement** that promotes agricultural practices and products that are safe, cost-effective, and ecologically sound; and

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<sup>3</sup> Sustainable procurement refers to the process of sourcing goods, supplies and services while considering their environmental, social and governance (ESG) impacts. Goods, supplies and services procured should have the lowest environmental impact while attaining the most positive social results.

- iii. **build the awareness and technical capacity** of stakeholders to make informed decisions regarding sustainable public procurement.

By embracing SPP as a core strategy, Caribbean countries can promote transition towards safer, more resilient agricultural practices, reducing the environmental and health impacts of conventional pesticide use.

**In support of this, the BCRC-Caribbean is seeking to recruit a suitably qualified and experienced Consulting Team to conduct national and regional assessments, develop guidance and deliver capacity-building on sustainable public procurement with a focus on the agricultural sector across the nine (9) project countries in the Caribbean. At least one (1) member of the consulting team must be an expert from within the region, to ensure that the work is grounded in local knowledge and provides appropriate regional context.**

The initiative will address both the public procurement of pesticides, and the procurement of agriculture products produced using biopesticides, hereby supporting the production and uptake of such products through structured market demand. It will involve multiple stakeholders, including policy makers, procurement officers, distributors and farmers.

## **2. Duties and Responsibilities**

The overall objective of the consultancy is to support participating countries in implementing sustainable public procurement in the agricultural sector by enhancing knowledge, awareness and capacity, with the aim of promoting safer alternatives, particularly biopesticides.

Under the technical guidance of the FAO and BCRC-Caribbean and in close collaboration with the National Working Groups (NWGs) of each of the project countries and other key stakeholders, the Consulting Team will undertake the following tasks to achieve the consultancy's objectives:

## **(a) Assessments<sup>4</sup>**

### *i. Public Procurement Systems Assessment*

#### *a. Regional Assessment*

Conduct a regional assessment of SPP systems across the nine (9) participating project countries based on desktop review<sup>5</sup>.

This analysis shall include:

- Existing public procurement policies and regulatory frameworks, including analysis of regulatory gaps and inconsistencies for SPP implementation
- Sectoral policies relevant to public procurement of agricultural products, pesticides and of sustainable alternatives
- Institutional arrangements and capacities for SPP
- Documented SPP best practices in, or relevant to, the agricultural sector and to the achievement of environmental outcomes (e.g. from school feeding programmes, public hospitals, etc.)
- Key drivers, barriers and enabling conditions from the demand and supply side for procurement of biopesticides and of agricultural products produced using biopesticides
- Actual and potential environmental, social and economic benefits for SPP implementation within the country context
- Synergies that exist between the project countries

#### *b. In-depth national assessments of Sustainable Public Procurement Systems and Roadmap Development*

Following the initial assessment on the regional status of SPP, three (3) countries will be selected through the development of an evaluation criteria, prioritizing countries for in-depth SPP and a product-related assessment. This in-depth assessment will complement the desktop research with semi-

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<sup>4</sup> Assessments shall follow the FAO–UNEP SPP methodology, complemented by relevant FAO sector-specific tools where applicable.

<sup>5</sup> Reference must be made to the data collected via the inventories under Activity 2.1.1 to identify manufacturing processes in the region which use POPs.

structured interviews with relevant stakeholders and national multi-stakeholder consultation and will be accompanied by the development of country roadmaps for SPP implementation based on FAO methodology. The selection of countries shall be decided based on the criteria developed by the consulting team, and in consort with BCRC-Caribbean and the FAO.

ii. In-depth product related assessment

In the three (3) selected countries, a subsequent in-depth assessment of priority product categories associated with chemical use, including pesticides and relevant agricultural products will be conducted.

This analysis shall include:

- identification of products associated with significant hazardous chemical use
- current procurement patterns for these products and for pesticides (including indicative volumes and relative importance in public purchasing)
- availability and feasibility of safer alternatives (focusing on biopesticides)
- market and supply-chain constraints to safer alternatives (focusing on biopesticides)
- operational barriers and incentives affecting uptake
- opportunities to increase production and purchasing of safer alternatives through public procurement.

iii. *Stakeholder engagement*

As part of the assessment, the Consulting Team shall organize and facilitate multi-stakeholder consultations and discussions involving public procurement authorities, relevant government agencies, private sector importers and distributors, producer organizations and farmers representatives.

The Consulting Team shall:

- facilitate one (1) regional validation workshop towards the regional guidance report (online)
- organize at least one (1) national consultation (in-person or online) during the in-depth assessment to support the development of recommendations and roadmaps in each of the three (3) assessed countries.
- organize one (1) validation workshop to support the development of recommendations, guidance and roadmaps (in-person or online), specific to the three (3) countries involved in the in-depth assessment

These consultations shall serve information gathering, validation and later support the development of awareness-raising products as they:

- facilitate dialogue among stakeholders and integrate diverse perspectives.
- collect feedback and identify practical recommendations to be incorporated into the guidance.
- support validation and consensus-building on the proposed sustainable procurement guidance.

***(b) Development of Recommendations and Guidance:***

Building on the assessments and relevant international experiences, the Consulting Team shall develop:

*i. Regional Guidance*

The Consulting Team shall produce a regional summary assessment and recommendation report that:

- consolidates lessons learned from the country assessments;
- identifies common drivers and barriers across the nine (9) participating countries; and

- proposes national-level policy recommendations and practical measures, based on shared findings, that may be adapted and applied by other countries in the region.

*ii. Country-Specific Guidance and Roadmaps*

For each of the three (3) countries selected for the in-depth assessments, the Consulting Team shall compile a concise report including tailored recommendations for policy makers adapted to the specific economic, environmental, social and cultural factors influencing pesticide use, ensuring alignment with local agricultural systems and stakeholder needs. The report shall address the specific identified barriers at:

- Policy and regulatory frameworks (e.g. strategies for integrating sustainability and circular-economy considerations into procurement frameworks; alignment with environmental and chemicals-management commitments; potential legal and regulatory improvements)
- Demand side (e.g., strategies for improving certification and traceability systems)
- Supply side (e.g. barriers to supplier participation; uptake of biopesticides and safer alternatives)

The summary report for each country shall include an implementation roadmap consistent with the joint FAO & UNEP SPP methodology.

The regional guidance report will be validated through a virtual regional validation workshop, to support multi-stakeholder consultation towards their finalization. Similarly, the country recommendations and roadmap report will be validated, however this will be through a country specific virtual validation workshop.

**(c) Development and Delivery of Capacity Building and Training Tools:**

Building on the assessments, consultations, and guidance/recommendation materials, the Consulting Team shall:

- i. Develop a comprehensive training package (including e-learning modules) providing an overview and guidance on sustainable procurement principles, best practices and implementation strategies tailored to the Caribbean context. As a part of the training package, the Consulting team must give consideration to developing detailed training tools<sup>6</sup> for farmers, distributors and governments on sustainable procurement and on existing biopesticides alternatives.
- ii. Conduct at least three (3) targeted regional training workshops (can be hybrid) to disseminate knowledge and training using the training tools developed with particular attention to policy makers and procurement officers. At least one (1) representative group from each of the nine (9) participating countries shall participate in a regional workshop.

All products developed and delivered under this consultancy must be compatible with the FAO e-learning Academy and designed in a sustainable manner. All deliverables will be subject to review by the NWGs of GEF 10279, key national stakeholders, the FAO and the BCRC-Caribbean, and feedback will be incorporated where feasible.

**3. Deliverables and Timeline**

<b>Deliverable</b>	<b>Description of Outputs and Services</b>	<b>Timeline</b>
<b>Kick-off Meeting</b>	Meet with the BCRC-Caribbean project team and FAO within two (2) weeks of	T = 0 + 2 weeks

<sup>6</sup> Consideration should be given to synergizing work with the UNEP implemented consultancy under Output 1.5, where similar training materials will be developed.

	contract signature to discuss the approach to work, engagement of stakeholders and planning for the Regional Inception Workshop.	
<b>Inception Report</b>	<p>The Consulting Team shall <b>facilitate a virtual Regional Inception Meeting</b> with relevant stakeholders and partners to present the workplan and methodology. <b>The detailed workplan and methodology</b> should outline the approach for the assessments, stakeholder engagement and consultation strategy, guidance development, and training activities.</p> <p>The inception report shall include a summary of the meeting, agenda, list of participants, revised workplan and relevant materials.</p>	T = 0 + 4 weeks
<b>Regional assessment of Sustainable Public Procurement systems</b>	<p><b>Brief desk review</b> of the nine (9) participating countries covering public procurement systems and <b>proposed selection of three (3) countries</b> via an evaluation criteria, for in-depth assessment.</p> <p><b>A subsequent report on the Regional Assessment with evaluation criteria and the three (3) proposed countries must be submitted.</b></p>	T = 0 + 8 to 10 weeks
<b>Regional Validation Workshop</b>	Following completion of the desk review and proposed selection of three (3) countries, a Validation Workshop will be	T = 0 + 10 to 12 weeks

	<p>convened with key national stakeholders.</p> <p>The <b>workshop will serve to review and validate the findings of the desk review</b>, discuss and refine the evaluation criteria applied, and <b>confirm the final selection of countries for in-depth assessment.</b></p>	
<p><b>Three (3) National Product-related Country Assessments</b></p>	<p><b>Draft and finalize an assessment report</b> for each of the three (3) selected countries with in-depth SPP and product-related analysis</p> <p><b>Three (3) subsequent reports on the National Country Assessment must be submitted.</b></p>	T = 0 +4 months
<p><b>One (1) Validation Workshop on the country assessments</b></p>	<p>Upon completion of the National Assessments a <b>Validation Workshop will be convened for the three (3) countries.</b></p> <p>National stakeholders will provide feedback on the feasibility of safer alternatives (including biopesticides), and associated market and operational constraints.</p>	T = 0 +5 months
<p><b>Finalization of Regional (1) and Country Assessment Reports (3)</b></p>	<p><b>Revised regional and country assessment reports</b> incorporating feedback from FAO, BCRC-Caribbean and national stakeholders.</p>	T = 0 + 6 months

<b>Stakeholder Engagement &amp; Solutions Report</b>	<b>Summary of outcomes of consultations sessions, including policy alignment recommendations, procurement incentives, and supply chain improvements, sector-specific feedback, and key insights</b> from farmers, distributors, public procurement officers, and regulators	T = 0 + 7 months
<b>Development of Regional (1) and Country specific Guidance Documents (3)</b>	<b>Draft and finalize a Regional Guidance document and National Guidance inclusive of roadmaps with tailored recommendations</b> (policy/regulatory, demand-side and supply-side measures).	T= 0 + 8 months
<b>Training Package &amp; Capacity-Building Plan</b>	<b>Comprehensive training package</b> covering sustainable procurement principles, best practices and implementation approaches, including <b>interactive e-learning modules</b> with case studies  <b>Structured training plan</b> , detailing training methods (e.g., online, in-person), target audiences, and key learning objectives	T= 0 + 10 months
<b>Innovative Training Tools &amp; Materials</b>	<b>Development of interactive e-learning modules</b> with case studies and quizzes  <b>Design of visual guides</b> for decision-making procurement training, as well as	T= 0 + 10 months

	the <b>creation of infographics</b> to enhance participant engagement	
<b>Three (3) Regional Training Workshops</b>	<p><b>Delivery of at least three (3) regional training workshops</b> (in-person and/or hybrid), targeting policymakers and relevant stakeholders, ensuring that stakeholders from each of the nine (9) participating countries have the opportunity to participate in at least one (1) training session.</p> <p>The Consulting Team shall <b>collect participant feedback</b> to refine the training materials and the final regional guidance report and <b>submit three (3) training workshop reports</b> including a summary of the training, agenda, list of participants and all materials used.</p>	T= 0 + 11 months
<b>Quarterly Reporting</b>	Submission of <b>quarterly progress reports</b> to the BCRC-Caribbean.	T = 0 + 3, 6, 9 and 12 months
<b>Closeout Meeting and Final Consultancy Report</b>	<b>Participation in a closeout meeting</b> with the BCRC-Caribbean and FAO and <b>submission of a final consultancy report</b> summarizing activities, results, lessons learned and recommendations	T= 0 + 12 months

#### 4. Required Qualifications and Experience

This assignment may be undertaken by a multidisciplinary Consulting Team. The combined expertise of the team should collectively cover the required competencies. Proposals shall clearly describe how the required expertise is met across the proposed team members.

At least one (1) member of the Consulting Team, should demonstrate the following minimum education, qualifications and experience:

### **Education**

- Advanced degree (Master's or higher) in public procurement, public policy, law, engineering, or closely related fields; **or**
- Advanced degree (Master's or higher) in natural sciences, agricultural sciences, agronomy, agricultural economics, environmental management, rural development, or closely related fields.

Note: A first-level degree with additional relevant experience may be accepted.

### **Professional Experience**

- Approximately seven to ten (7-10) years of progressive professional experience in public procurement, sustainable public procurement, public policy implementation, or related areas, preferably related to the agricultural sector).
- Demonstrated experience in the design, assessment or implementation of public procurement systems or policies.
- Experience working on agricultural supply chains, food systems, or agricultural inputs (including pesticides or related regulatory frameworks).
- Demonstrated experience in conducting applied research, preferably related to sustainable public procurement, environmental policy, or hazardous chemicals management.
- Experience facilitating multi-stakeholder dialogues, workshops and consultations with diverse stakeholders, including public sector institutions and policy makers.
- Experience in designing and delivering capacity-building programmes, preferably for public sector institutions and policymakers.
- Project management certification (PMP, PRINCE2 etc.) or at least five (5) years of tangible project management experience; and

- Experience in the Caribbean region and/or other Small Islands Developing States will be considered an asset.

### Technical Competencies

- Knowledge of sustainable public procurement principles and methodologies.
- Understanding of agricultural production systems and value chains.
- Familiarity with chemicals or pesticide management frameworks, environmental standards, or safer alternatives (biopesticides) is highly desirable.
- Knowledge of certification, traceability, or quality assurance systems relevant to agricultural procurement is an asset.
- Ability to translate technical analysis into practical and implementable guidance.

### Languages

Excellent written and spoken English is required. Knowledge of Spanish or demonstrated experience working in multilingual environments and with local partners, is highly desirable. Ability to communicate in Dutch will be considered an asset.

## 5. Duration

The actions and successful delivery of consultancy deliverables are expected to be completed in **twelve (12) months** from the contract start date.

## 6. Remuneration

A total gross fee plus expenses to the Consulting Team 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. The overall budget for this consultancy is expected to range between USD \$200,000.00 to \$250,000.00. Expenses will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract

Payment shall be made in United States Dollars (USD) in instalments based on key deliverables identified within the contract and agreed on between the FAO, BCRC-Caribbean, and the Consulting Team.

## **7. Institutional Arrangements**

The Consulting Team will be directly supervised by the BCRC-Caribbean with support from the FAO and the National Working Groups (NWGs) in each Project Country. During the consultancy, the Consulting Team 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 Consulting Team 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 Consulting Team's approach to work. The travel and visa requirements must be taken into consideration, as the Consulting Team 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 Consulting Teams' 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 Meeting

platforms. The Consulting Team is expected to support the organisation of the workshops, including but not limited to the drafting of templates for invitation letters. The Consulting Team will be solely responsible for preparing and facilitating their presentations for all workshops. Presentations must be submitted to the BCRC-Caribbean for review prior to the date of the workshop.

## 9. Application Procedures

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

### A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL:

1. **Cover Letter** – confirming availability of the Consulting Team to start work in July 2026 and signed by an authorised representative.
2. **Technical Proposal** – describing how the Consulting Team will approach and complete the assignment. This should include the 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 Consulting Team.

#### B. QUERIES

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

<b>Ms. Dana Lewis</b> Project Execution Officer II BCRC-Caribbean Email: <a href="mailto:dana.lewis@bcrc-caribbean.org">dana.lewis@bcrc-caribbean.org</a>	<b>Ms. Faith Wilson</b> Research Officer BCRC-Caribbean Email: <a href="mailto:faith.wilson@bcrc-caribbean.org">faith.wilson@bcrc-caribbean.org</a>
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When submitting queries, ensure that the Reference number and name of this TOR (BCRC\_#10279\_2025\_007) – “Consultancy For the Assessment and Development of Regional Guidance and Capacity-Building on Sustainable Public Procurement in the Agricultural Sector in 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](mailto:submissions@bcrc-caribbean.org)

The deadline for the submission of applications will be **Tuesday 26 May, 2026** at **11:59 PM (GMT -4)**.

### 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:**

<i>Submission</i>
<ul style="list-style-type: none"> <li>i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: <b>BCRC_#10279_2025_007_LastNameFirstName_SPPinAgricultureConsultancy_DocumentTitle</b></li> <li>ii. The application documents must be submitted in PDF file format unless otherwise stated.</li> <li>iii. Application documents shall remain the property of the BCRC-Caribbean.</li> <li>iv. The successful bidder will be notified in writing of the award of the contract.</li> </ul>
<i>Obligations</i>
<ul style="list-style-type: none"> <li>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.</li> <li>vi. The BCRC-Caribbean is not bound to accept the lowest Financial Bid.</li> </ul>

- 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.

*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*

- i. All health-related risks associated with travel, are the Consulting Team’s responsibility.

- ii. Recognising the recent concerns related to the COVID-19 pandemic 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 Consulting Team 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. 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.