

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

TERMS OF REFERENCE

Technical Advisor on the Carnival Fashion Industry

(Ref. No.: BCRC#11176_2026_003)

1. BACKGROUND

Under the Global Environment Facility (GEF) 8 Programming Directions, a specific allocation was made to prevent or eliminate hazardous chemical pollution from the supply chains of fashion and construction, as well as significantly improve the environmental sustainability of these sectors. The programme entitled **Eliminating Hazardous Chemicals from Supply Chains** was approved by the GEF Council during the 64th GEF Council Meeting (GEF ID 11169) with global participation from eight (8) countries (Cambodia, Costa Rica, Ecuador, India, Mongolia, Pakistan, Peru, **Trinidad and Tobago**).

This global programme seeks to address environmental degradation from globally significant supply chains through the sound management of chemicals and waste. The programme is intended to be the catalyst for integrating actions across several environmental dimensions to create clean, circular, regenerative, and transparent supply chains that drive innovations in new materials, methods, and policy¹.

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is a regional Centre that supports fifteen (15) Caribbean countries, that are Parties to the Basel, Rotterdam, Stockholm and Minamata Conventions, to implement their obligations for the sustainable management of chemicals and waste to protect human health and the environment.

The Government of the Republic of Trinidad and Tobago, in collaboration with the GEF as the funding agency, the United Nations Environment Programme (UNEP) as the implementing agency and the BCRC-Caribbean as the executing agency are currently executing the project '**Elimination of Hazardous chemicals from Supply Chains Integrated Programme in Trinidad and Tobago**²' under the GEF 8 funding cycle. The focus of this child project is to eliminate hazardous chemical pollution from the supply chains within Trinidad and Tobago's Carnival Fashion Industry through the following **four (4)** components:

¹ GEF 8 Integrated Program https://www.thegef.org/sites/default/files/documents/2022-10/GEF_IP_HazardousChemicals_2022_10_12.pdf

² CEO Endorsement Document for the Project [11176 CEO Endorsement.pdf](#)

- Component 1: Design and Business Models
- Component 2: Materials and Cleaner Production
- Component 3: Sustainable Consumption
- Component 4: Knowledge Management

To support the work across all four components of the project execution phase in matters related to the provision of technical assistance and industry compliance, the BCRC-Caribbean is seeking to engage a suitably qualified and experienced **Technical Advisor on the Carnival Fashion Industry**.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The objective of this consultancy is to work in collaboration with stakeholders within the Carnival Fashion Industry, the engaged technical consultants, and the BCRC-Caribbean to support the national execution of the project. The consultancy aims to provide technical guidance, industry insights, and coordination support to strengthen sustainable practices across the Carnival value chain and improve stakeholder capacity. Under the guidance of the BCRC-Caribbean, the Technical Advisor on the Carnival Fashion Industry will be required to undertake the following activities:

A. Attend and participate in a virtual kick-off meeting

The consultant will participate in a joint Kick-off meeting with the BCRC-Caribbean and other consultants engaged under the project. The purpose of this meeting is to present on the considerations for the consultant's approach to the scope of work inclusive of timelines and clarify administrative arrangements. The BCRC-Caribbean will also provide guidance for administrative aspects and for the planning and facilitation of upcoming meetings and workshops.

B. Participate in a Virtual Inception Workshop with Project Stakeholders

The Technical Advisor will attend a Virtual Inception Workshop with key stakeholders and the Project Steering Committee (PSC) to present and refine:

- An approach to work and methodology to provide an overview of the strategy that will guide the execution of the consultancy. This will outline the mode in which information will be gathered, analyzed, and validated, and the process for the assessment of gaps and barriers.
- The Stakeholder Engagement Plan, inclusive of stakeholder listing identifying key public and private entities who should be engaged during the execution of this activity.

Following the workshop, the consultant will develop and submit an **Inception Workshop Report** within two (2) weeks post-workshop. The document will include the finalized approach to work and methodology, a detailed workplan with timelines and an approved **Stakeholder Engagement Plan** consisting of a stakeholder listing identifying essential public and private entities. A draft report will be submitted for review to the BCRC-Caribbean and the PSC and feedback before finalization by consultant.

C. Develop an Assessment Report that Identifies the Gaps and Barriers to Eliminating and Managing Hazardous Chemicals in the Fashion Supply Chain

The consultant will develop a technical assessment report that identifies the key systemic, operational, behavioral, and social constraints affecting the elimination and management of hazardous chemicals within the Carnival Fashion Industry.

The Technical Advisor will:

- Identify gaps and barriers across the supply chain, including issues related to hazardous chemical use and material sourcing, opportunities for circular business models and reverse supply chain development, as well as stakeholder awareness and capacity constraints.
- Liaise with the Gender Expert Consultant to evaluate gender and social inclusion considerations that influence the adoption of safer chemical management and sustainable practices.

- Provide feasible, actionable recommendations that align with and leverage existing project activities to address identified limitations through policy measures, partnerships, capacity-building initiatives, and innovative solutions aimed at enhancing sustainability in compliance with GEF objectives.

D. Develop and Deliver Training Programmes

The Technical Advisor will assist in the design, development, and delivery of training programmes that strengthen environmental sustainability and circular economy practices within the Carnival industry. The Advisor will work in close collaboration with other engaged consultants, industry stakeholders, and government entities to ensure coherence, technical accuracy, and practical applicability of all training outputs.

The consultant will contribute to the development and delivery of the following training programmes:

- **Reverse Supply Chain (RSC) Training Programme**

In collaboration with the engaged RSC consultant, the Technical Advisor will support in the development and delivery of a comprehensive RSC Training Programme that translates the RSC Scheme design into practical training modules for implementation across the Carnival industry. This activity's expected implementation timeline is from Q1 2028 to Q4 2029 and will include supporting with the:

- Develop practical guidance and training materials that address the safe handling, sorting, dismantling, and storage of Carnival costumes at end-of-use, including clear procedures for the identification and management of hazardous or regulated substances informed by laboratory analysis of costume materials. These materials will promote best practices to maximize material recovery, reuse, and recycling, while minimizing waste to landfill and preventing environmental pollution.
- Delivery of targeted capacity-building for costume dismantlers and artisans, band leaders and production managers, and government stakeholders responsible for environmental protection, waste management, and occupational health and safety. The training should emphasize worker health and safety standards, regulatory and

environmental compliance, and practical operational workflows tailored to the compressed timelines and operational realities of the Carnival production cycle.

- **Sustainable Procurement Training Programme**

In collaboration with the engaged Consultant on Sustainable Procurement in the Carnival Industry, the Technical Advisor will support in the development and delivery of a comprehensive Sustainable Procurement Training Programme. This activity's expected implementation timeline is from Q1 2028 to Q1 2029 and will include supporting with the:

- Develop and deliver, in collaboration with industry stakeholders and relevant consultants, a Sustainable Procurement Training Programme aimed at strengthening responsible sourcing and purchasing practices within the Carnival industry.
- Develop training materials and practical tools that promote sustainable procurement principles, including supplier engagement, sustainability criteria for material selection, cost and availability considerations, and alignment with circular economy objectives such as durability, recycled content, reusability, and end-of-life recovery.

- **Sustainability Marketing and Consumer Awareness Training Programme**

In collaboration with the engaged Consultant Team on Circular Business Models and Sustainable Reporting Frameworks, the Technical Advisor will support in the development and delivery of a comprehensive Sustainability Marketing and Consumer Awareness Training Programme that addresses consumption behaviours focused on sustainability marketing and advertisement. This activity's expected implementation timeline is from Q2 2027 to Q2 2028 and will include supporting with the:

- Develop and deliver, with the support of the Communications and Knowledge Management consultant, a Sustainability Marketing Training Programme that strengthens sustainable design, marketing, and consumer engagement practices across the Carnival industry and supports Output 4.1 (National Public Awareness and Education Campaign).
- Develop practical guidance and training materials for designers, band leaders, and marketers that integrate sustainability marketing principles, responsible advertising,

and circular economy concepts, with a focus on influencing consumption behaviours, encouraging reuse, and reducing material waste throughout the Carnival lifecycle. The training content will be culturally relevant, inclusive, and gender-responsive, and grounded in the social and creative realities of the local Carnival context.

NB: These training programme timelines are subject to adjustment during project execution.

E. Integrate Stakeholder Collaboration and Provide Technical & Operational Support

The Technical Advisor will liaise with engaged stakeholders to deliver integrated collaboration, and technical/operational support across the project, ensuring approaches are inclusive, culturally relevant, and gender responsive. The Advisor will provide technical review and advisory comments to support quality assurance processes undertaken by other project consultants alongside the BCRC-Caribbean and the PSC for the technical components of the sector, conducting independent peer reviews of third-party outputs and technical specifications to ensure strict alignment with international quality benchmarks. This will include:

- Technical Coordination and Stakeholder Alignment.
 - Coordinate actively with engaged project consultants to align technical methodologies, operational roles, data-sharing protocols, and implementation timelines.
 - Collaborate with industry stakeholders to design, execute, and monitor validation exercises; analyze and synthesize validated findings and outputs to ensure their seamless integration into core project deliverables.
 - Provide technical guidance to support the development of capacity-building frameworks, technical workshops, and awareness-raising/knowledge-sharing initiatives targeted at diverse sector stakeholders.
- Core Technical Advisory and Deliverable Review, including:
 - Circular Business Models Network: Guide framework design, governance, confidentiality protocols, material circulation mechanisms, linkages to national,

regional, and international networks, and integration of safer chemical use and sustainable sourcing.

- Activity 1.2.2 – Reverse Supply Chain Scheme: Evaluate operational readiness and advise on incentive models for financial viability and consumer uptake.
- Activity 2.1.2 – Feasibility Study: Review the lifecycle assessment findings developed by the activity consultant to confirm the practicality of proposed sustainable material options for Carnival costumes, including their availability, scalability, sourcing viability, and suitability for use by Carnival Masquerade Bands. This activity is expected to be undertaken during Q4 2026 to Q3 2027, in accordance with Component 2 work plan timelines, which remain subject to change during implementation. Provide technical guidance to ensure that recommended alternative materials can realistically meet industry demand and be integrated into existing design and production processes.
- Coordinate proactively and resolve issues in partnership with BCRC-Caribbean.
 - Identify technical and operational risks and collaborate with the BCRC-Caribbean to determine mitigation measures related to stakeholder engagement.
 - Participate in planning and update meetings with BCRC-Caribbean, the PSC, and consultants to align scope, interdependencies, and review points.
 - Review engagement data and implementation feedback to provide targeted recommendations and follow-up actions for continuous improvement.

F. 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.

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. OUTPUTS AND DELIVERABLES

The Technical Advisor on the Carnival Fashion Industry shall, under the guidance of, and reporting directly to the BCRC-Caribbean, be responsible for the following outputs and deliverables, to be submitted within an agreed-upon timeframe. Consideration should be given throughout the assignment to the submission of draft deliverables for stakeholder review, with final deliverables to be completed and finalized based on feedback received:

- **Deliverable 1: Inception Workshop Report** which will summarize the outcomes of the Inception Meeting, including the revised approach to work and Stakeholder Engagement Plan.
- **Deliverable 2: Gaps and Barriers Assessment Report** which will identify the hindrances to eliminating and managing Hazardous Chemicals in the Carnival Fashion Supply Chain.
- **Deliverable 3: Training Programmes**, comprising the design and delivery of all specified training programmes, including but not limited to the development of comprehensive training manuals, facilitator guides, PowerPoint slide decks, participant materials, evaluation forms and supporting resources tailored to each sub-programme area (Sustainability Marketing and Consumer Awareness, Reverse Supply Chain, Sustainable Procurement, and Materials and Technical Textiles), to enable effective implementation, knowledge transfer, and continued use beyond the consultancy period.

- **Deliverable 4: Quarterly Progress Reports** which will highlight the completed consultancy activities, deliverables submitted, payment progress, challenges encountered, upcoming activities, and expectations for the next quarter.
- **Deliverable 5: Final Closeout 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

Education and experience³

- A bachelor's degree or equivalent higher in Materials Science and Engineering, Sustainable Textile Technology or Environmental Chemistry or an area relevant to the technical and operational scope of the project⁴.
- A minimum of five (5) years of experience within the fashion supply chain is required. Experience in the Carnival and Fashion Industry would be considered an asset.
- Knowledgeable on the local context and infrastructure as it relates to Carnival Mas production (traditional, commercial bands along with individuals) in Trinidad and Tobago would be considered an asset.
- University degree in Fashion Design, Liberal Arts Degree, Social Sciences Degree or relevant fields would be considered an asset.
- Demonstrated experience designing, reviewing, or managing supply chains, circular business models, reverse logistics schemes, or textile/materials manufacturing processes.
- Knowledge of the Stakeholders in the Carnival Industry (costume design and events production)
- Demonstrates the ability to conduct inventory, data collection (desktop reviews, field surveys, one-on-one interviews, stakeholder consultations) and technical writing.
- Experience in working with regional and/or international organisations would be an asset.

³ Consideration can be given to recruit supporting team members for this consultancy.

⁴ An equivalent combination of a degree in the Creative/Cultural Industries paired with a professional certification in sustainability or environmental management may also be considered.

- Experience working within development projects funded by multilateral organizations (e.g., GEF, UNDP, UNEP, World Bank, IDB, or CDB) would be an asset.
- Experience directly related to chemicals and waste and understanding of multilateral environmental agreements (MEAs) would be an asset.
- Experience in Project Design would be considered an asset.

Functional competencies

- Ability to plan and execute assigned tasks in a multi-stakeholder environment
- Ability to maintain good relationships with project stakeholders, including, but not limited to, the PSC, other consultants engaged under the project, and the BCRC-Caribbean
- Ability to work well with tight deadlines.
- Strong interpersonal, communication, and diplomatic skills
- Excellent technical writing and reporting skills
- Proven ability to prepare technical reports that are clear, concise, and meaningful
- Good communication/ presentation skills
- Ability to convey complex concepts and to develop and deliver presentations to audience with various backgrounds in a clear and concise manner
- Ability to manage a pre-determined workload within the project timeline while maintaining optimal quality of work
- **Proficiency in the use of Microsoft Office Suite**

5. DURATION AND EXPECTED START OF CONSULTANCY

The duration of the consultancy will extend throughout the execution of the project with consideration for a renewal on a yearly basis. The tentative start date for the consultancy is July, 2026, and end date is June 30th 2030⁵.

⁵ The duration of this consultancy will be managed through a phased-approach, dependent on the need at a particular period during the project timeline for the Technical Advisor for the Carnival Fashion Industry Consultant.

6. REMUNERATION

The consultant shall submit a financial proposal outlining the total gross fee, inclusive of all taxes and expenses. The final fee shall be agreed upon and reflected in the contract following negotiations. Payments will be disbursed in instalments in **United States Dollars (USD)** upon approval of the deliverables by the BCRC-Caribbean.

The Technical Advisor on the Carnival Fashion Industry will be responsible for the remittance of local income tax and other mandatory statutory remittances. Expenses⁶ will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.

7. APPLICATION PROCEDURES

Applications are only open to individual consultants and/or consulting teams who meet the qualifications of this consultancy and are based in Trinidad and Tobago.

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE APPLICATION

1. **Signed Cover Letter** confirming availability to start work within the month of **July 2026**.
2. **Curriculum Vitae (CV)** of each team member. Each team member is also asked to provide the contact information (inclusive of an email address) for at least three (3) references for relevant past project/work experience.
3. **A brief Technical Proposal** (a maximum of five (5) pages) describing how the consultant will approach and complete the assignment. This should include the consultant's methodology and work plan, qualifications, experience, and nonfinancial resources to be assigned.

B. QUERIES

Interested teams may submit queries⁷ via email to:

⁶ 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 If submitting a query, please include both Ms. Bournes and Ms. Wilson in your correspondence.

<p>Ms. Hadassah Bournes Project Execution Officer I BCRC-Caribbean Email: hadassah.bournes@bcrc-caribbean.org</p>	<p>Ms. Faith Wilson Research Officer BCRC-Caribbean Email: faith.wilson@bcrc-caribbean.org</p>
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You are advised to submit your queries with sufficient time before the deadline to avoid any possible delays, inclusive of technical or high traffic issues. When submitting queries via email, candidates must ensure that the email subject contains “**Query-TOR_ BCRC#11176_2026_003_ Technical Advisor on the Carnival Fashion Industry**”.

C. APPLICATION SUBMISSION

Interested teams are invited to submit 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 proposals is 11:59 pm (GMT-4) on June 28th, 2026.

8. NEXT STEPS

Once the submission deadline has passed, the bids received will be reviewed and evaluated by the BCRC-Caribbean in a fair and impartial way in accordance with the BCRC-Caribbean’s Evaluation Process and Criteria. Following the evaluation process, the identification and recommendation of a proposed bidding team 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) to four (4) weeks. However, please note this timeline is contingent upon the number of bids received and if there is a need to enter into negotiations with the preferred bidding team.

NOTES:

- *The working language of the BCRC-Caribbean 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_003_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 shall 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.*