

Reference
number

BCRC#10279_2026_007



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

**TERMS OF REFERENCE:
NATIONAL PROJECT ASSISTANT (NPA)
– Belize**

Project Countries

Antigua and Barbuda, Barbados, **Belize**,
Dominican Republic, Guyana, Saint Kitts and Nevis,
Saint Lucia, Suriname, Trinidad and Tobago

Basel Convention Regional Centre for Training and Technology
Transfer for the Caribbean

July 2026

1. BACKGROUND

The GEF funded **Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)** Programme¹ seeks to address the sound management of chemicals and waste in Least Developed Countries (LDCs) and Small Island Developing States (SIDS). This ISLANDS Programme covers four (4) geographical regions including **the Caribbean**, Indian Ocean, Pacific Ocean, and Atlantic Ocean and is being implemented by the United Nations Environment Programme (UNEP), the United Nations Development Programme (UNDP), the Food and Agriculture Organization of the United Nations (FAO), 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 Caribbean Child project (GEF 10279) which involves nine (9) countries (Antigua and Barbuda, Barbados, **Belize**, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago) (see [Project Document](#) and [Project Brief](#)).

In this regard, the BCRC-Caribbean is seeking to recruit **a suitably qualified and experienced individual** to work with us as a **National Project Assistant (NPA) in Belize**.²

¹ Programme Website here: [GEF Islands](#)

² The NPA will be required to provide requisite support on additional GEF ISLANDS Programme related activities that synergise with the GEF 10279 Project (including GEF 10258, 10266 and 10472).

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The main goal of this recruitment is **to engage a suitably qualified individual to support the National Working Group³ (NWG) and Project Focal Points⁴ of Belize with the national execution of the mentioned project(s).**

Under the guidance of the National Project Focal Points and the BCRC-Caribbean, the **NPA will be required** to achieve this objective through the following activities:

- Provide requisite technical and administrative support for the implementation of the GEF ISLANDS 10279 Project and the ISLANDS Programme related activities that synergise with this project (including the GEF 10258⁵, 10266 and 10472 Child Projects).
- Provide technical backstopping and support as it relates to the planning and implementation of project activities (including but not limited to the design of Terms of References, review of project documents and deliverables).
- Provide support related to the facilitation, communication, and engagement of key project stakeholders, such as the Project Implementing Agency, Project Executing Agency, National Project Focal Points, NWG, and other Project Steering Committee⁶ (PSC) members.

³ The NWG is a project mechanism developed in each project country where key stakeholders and experts in the field of chemicals and waste management are designated to provide guidance on the execution of the project in relation to their national context.

⁴ The National Project Focal Points include the NWG's Chairperson, the National Project Coordinator (NPC) (from the Department of the Environment) and/or other nationally designated project representatives.

⁵ Belize is one of the GEF 10258 project countries, as such, the NPA will be required to provide similar support to that project and its activities to ensure the project's effective implementation in Belize. More details on the GEF 10258 project can be accessed here: [ENG_IDB 10258 Project Brief.pdf.pdf](#)

⁶ The Project Steering Committee comprises the national project focal points of each project country as well as the funding, implementing, and executing agencies. The PSC is a management mechanism to review and monitor the progress of the project.

- Attend virtual project update and planning meetings on an as needed basis (internally with the DOE and NWG of Belize, externally with the BCRC-Caribbean and other project focal points) and represent the DOE and/or the project as nominated by the NWG of Belize.

NOTE: The NPA will be expected to report to work (Monday to Thursday from 8:00am to 5:00pm and Friday from 8:00am to 4:30pm (GMT-6)) physically at the designated Duty Station: the Office of the DOE in Belmopan, Cayo. Occasional off-site duties may be required for meetings, stakeholder consultations, site visits, and fieldwork.

3. EXPECTED OUTPUTS

The NPA, under the guidance of, and reporting directly to the National Project Focal Points in Belize and the BCRC-Caribbean, is expected to provide the following:

- Develop and present monthly workplans for vetting and approval by the DOE.
- Provide monthly summary reports, including a brief synopsis and evidence of the support provided over the respective period, to the DOE and BCRC-Caribbean.
- Review and provide written comments, feedback and/or deliverables on project-related outputs, including project status and quarterly reports, terms of references, consultant deliverables, technical documents and other project documents prepared by or submitted to the BCRC-Caribbean, as required.
- Prepare meeting notes of NWG meetings, other meetings; briefs and correspondence as required.
- Assist in the preparation of DOE's quarterly in-kind contribution reports for DOE's approval and submission to the BCRC-Caribbean.

- Act as a liaison for the NWG and support the engagement of its members in project activities, including report reviews, meetings, site visits and other project-related activities.
- Establish a close working relationship with the BCRC-Caribbean and its affiliates, such as project consultants, to ensure effective project implementation.
- Ensure timely implementation of national activities.
- Assist with public awareness and outreach activities and stakeholder engagement related to the project as planned/designed by BCRC-Caribbean and/or recommended by the NWG/DOE.
- Assist with any other duties assigned by the DOE that may arise from time to time that are consistent with or contribute to the effective implementation of the GEF 10279 project⁷.
- All reporting requirements are to be vetted by the DOE prior to dissemination.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

To provide the services outlined above, the NPA is expected to possess the following qualifications, experience, and skills:

- Bachelor's degree in natural science, environmental science or related fields.
- A minimum of three (3) years professional or volunteerism experience in the environmental field.
- A minimum of three (3) years professional or volunteerism experience in one of the aforementioned fields in Belize, the Caribbean region and / or other SIDS.

⁷ Given that Belize is a project country under the GEF 10258 Project, other duties also may be assigned by the DOE and/or BCRC-Caribbean from time to time that are consistent with or contribute to the effective implementation of that project.

- Fluency in English is required.
- Experience in facilitation of workshops and meetings, including in virtual formats, will be considered an asset.
- Experience in multi-stakeholder project coordination will be considered an asset.
- Qualifications and experience in project management will be considered an asset.

NOTE: The working languages of the GEF 10279 Project are English and Spanish. Bilingual competency will be considered an asset.

5. DURATION

The duration of this engagement is **twelve (12) months** and is expected to commence in **September 2026 and continue to August 2027**, dependent on the start date. The term of this agreement is one (1) year inclusive of a probationary period of three (3) months⁸. There is no guarantee of a continued or subsequent contract(s) following the probationary period or full-term contract.

6. REMUNERATION

- As per contract with the BCRC-Caribbean, the NPA will be compensated via a monthly disbursement of One Thousand, Five Hundred United States Dollars (USD 1,500.00 per month) upon proof and approval of the work outlined in the Draft Monthly Reports referenced in Section 3 above, with the agreement that a revised Final Monthly Report will be submitted at the end of each reporting period, and a signed invoice.
- The NPA will be responsible for the remittance of local income tax and other mandatory statutory remittances.

⁸ The NPA will be expected to attend a probationary meeting with the DOE and BCRC-Caribbean to review and discuss their performance during the first three (3) months of the engagement. Following the meeting, the DOE and BCRC-Caribbean will formally advise on the status of the engagement.

- Pre-approved expenses⁹ will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contractual agreement.

7. INSTITUTIONAL ARRANGEMENTS

The NPA will be directly supervised by the Environmental Officer in charge of the Projects Execution Unit and the Chief Environmental Officer (CEO) from the DOE, as well as the designated officer at the BCRC-Caribbean.

8. APPLICATION PROCEDURES

Applications are open to individual Belizean Nationals who are **based in Belize**.

A. DOCUMENTS TO BE INCLUDED IN APPLICATION

Interested persons are invited to apply by submitting:

1. Signed **Cover letter** (confirming availability to start work during September 2026)
2. **Curriculum Vitae (CV)**, inclusive of three (3) **references** with their email and telephone contact information.
3. A **Technical Writing Sample** demonstrating your report writing skills from the past two (2) years and showing evidence of your technical capabilities in the field of natural sciences.
4. **Copies of academic qualifications.**

NB. *Applications must be submitted in English and unsuitable applications will not be considered. Shortlisted candidates may be contacted to participate in an interview with the BCRC-Caribbean.*

⁹ Expenses may be associated with international travel 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 BCRC-Caribbean (upon provision of the required evidence) will reimburse the pre-approved expenses.

B. QUERIES

Interested applicants may submit all queries in writing to **both**:

Ms. Danielle Akeung Project Execution Officer I BCRC-Caribbean Email: danielle.akeung@bcrc-caribbean.org	Ms. Amara Prevatt Project Coordinator BCRC-Caribbean Email: amara.prevatt@bcrc-caribbean.org
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Please include the following text in the subject line of all queries:

Query – GEF ISLANDS NPA for Belize (BCRC#10279_2026_007)

C. SUBMISSIONS

Applications should be submitted **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 **Wednesday 19 August 2026 at 11:59pm (GMT-4)**.

9. MODE OF WORK AND DUTY STATION

The NPA will be expected to report to work (Monday to Thursday from 8:00am to 5:00pm and Friday from 8:00am to 4:30pm (GMT-6)) physically at the designated Duty Station: *the Office of the Department of the Environment in Belmopan, Cayo*.

Occasional off-site duties may be required for meetings, stakeholder consultations, site visits and fieldwork.

Please note that regional travel, fieldwork, site visits and meetings at external national locations may be required and this will be determined at the discretion of the BCRC-Caribbean, and on the advice of the National Project Coordinator.

NOTES:

<i>Obligations</i>	
i.	The NPA is required to include GPS coordinates of activity sites in their monthly reports.
ii.	The NPA may be required to provide requisite support on additional related activities within the Chemicals & Waste Management portfolio for Belize (including other BCRC-Caribbean execution initiatives). This additional support should not impact the support being provided to the GEF ISLANDS Programme.
<i>Gender Sensitivity</i>	
i.	The ISLANDS Programme encourages that all projects, staff, consultants, and all activities, engage in a working environment that embraces equality, eradicates bias, and is inclusive.
ii.	The ISLANDS Programme is seeking to enable equal opportunity for applicants to overcome structural biases in recruitment and selection. ISLANDS does not discriminate in its recruitment practices, welcoming applications from all qualified people. We strongly encourage applicants of diverse and marginalized backgrounds, especially race or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.
<i>Conduct and Disabilities</i>	
i.	Reasonable accommodation for applicants/consultants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application or during the consultant's engagement.

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| <ul style="list-style-type: none">ii. The NPA will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.iii. The NPA is expected to conduct professional communication and interaction with the National Working Group representatives, BCRC-Caribbean representatives, and project stakeholders, at all times. |
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<i>Leave Allowances</i>

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| <ul style="list-style-type: none">i. The NPA will have an allowance for vacation and sick leave in keeping with the standard practices of the DOE. Advance notice to the in-country focal points to whom the NPA directly reports, is required when taking leave. Permission must be obtained from the focal points in writing prior to proceeding on leave. Upon approval, the NPA can inform the designated BCRC-Caribbean officer at least two (2) weeks in advance of their leave. Records of vacation and sick days must be included in the NPA's reporting to the BCRC-Caribbean. |
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