

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

TERMS OF REFERENCE

Circular Business Models and Sustainable Reporting Frameworks Consulting Team

(Ref. No.: BCRC#11176_2026_004)

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 policy.¹

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 components:

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

To support the four (4) components of the project execution phase in matters related to the provision of technical assistance, the BCRC-Caribbean is seeking to engage a suitably qualified and experienced **Consulting Team on Circular Business Models and Sustainable Reporting Frameworks**.

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 on the circular economy, industry insights, and coordination support to strengthen sustainable practices across the Carnival industry and improve stakeholder capacity in the adoption of circular business models. This consultancy also aims to develop a framework for the monitoring and evaluation of sustainability practices and implementation of circular business model in the Carnival Fashion Industry. Under the guidance of the BCRC-Caribbean, the Consulting Team will be required to undertake the following activities:

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

The Consulting Team 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 consulting team's approach to the scope of work inclusive of timelines, and to 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 Consulting Team will facilitate 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.
- Stakeholder engagement plan, inclusive of a stakeholder listing identifying key public and private entities who should be engaged during the execution of this activity.

Following the workshop, the consulting team will develop and submit an **Inception 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 for feedback before finalization by the consulting team.

C. Develop a Needs Assessment Report on Circular Business Models and a Monitoring and Evaluation Framework for the Trinidad and Tobago Carnival Fashion Industry

The Consulting Team shall conduct a needs assessment to evaluate the current landscape, gaps, and opportunities for the adoption and scaling of two (2) frameworks. This includes:

1. A Needs Assessment on Circular Business models within the Trinidad and Tobago Carnival Fashion Industry through but not limited to, desk top research, stakeholder consultation, interviews, or workshops. This assessment shall inform the subsequent development of the Network Framework, Strategic Plan Training Programmes which will:

- Review and analyze existing business models and practices across the Carnival fashion value chain that includes design, production, sourcing, use, reuse, and end-of-life management to identify current circular practices and areas with potential for improvement.
- Identify key gaps, barriers, and enabling factors affecting the adoption of circular business models, including policy and regulatory considerations, market dynamics, financial constraints, technical impediments, and institutional capacity limitations.
- Assess stakeholder awareness, readiness, and capacity to engage in and sustain circular economy practices, with a focus on designers, Mas bands, producers, small and medium enterprises, service providers, and relevant public and civil society institutions.
- Identify and assess applicable circular business model strategies relevant to the Carnival fashion industry, such as sustainable and alternative material sourcing, modular and reusable costume design, repair and reuse models, rental or shared-use models, and linkages with reverse supply chain and recycling initiatives. This can include, but is not limited to:
 - Costume rental services;
 - Costume refurbishment businesses;
 - Material recovery enterprises;
 - Repair services;
 - Costume resale platforms;
 - Material brokerage services;
 - Upcycling enterprises;
 - Digital marketplaces; and
 - Producer Responsibility Schemes.

2. A review and assessment of current international sustainability reporting frameworks for their possible use or modification for the local context. These assessments shall inform the subsequent development of the Monitoring and

Evaluation Framework and Training Programmes. This shall include, but not be limited to, the following:

- Review existing international sustainability reporting frameworks, disclosure standards, and performance measurement systems to identify approaches suitable for adaptation to the local context, ensuring global comparability and consistency while minimizing duplication of reporting efforts.
- Provide recommendations on suitable reporting frameworks to be adapted to the local context of the Carnival Fashion Industry

This will develop a **Needs Assessment Report** to provide practical, evidence-based recommendations to support the development, implementation, and scaling of viable circular business models, including priority actions, capacity-building needs, and considerations to be addressed through the Circular Business Models Network Framework, Strategic Plan, and training activities under the project. The report will also provide recommendations on suitable reporting frameworks to be adapted to the local context of the Carnival Fashion Industry to be developed through the Monitoring and Evaluation Framework under the project.

D. Develop and Guide the Implementation of a Circular Business Models Network Framework and Strategic Plan

The Consulting Team is to develop a national Circular Business Models network framework aimed at promoting circular business models across Trinidad and Tobago's Carnival Industry via the establishment of a committee of private sector and civil-society actors. The consulting team's expertise would guide the implementation of a system with long-term stability by designing, structuring, and coordinating the network to facilitate sustainable material flows¹, knowledge exchange, and commercial opportunities. The framework should also take into

¹ Identifying the viability of locally producing common materials or using local alternatives

consideration the long-term financial sustainability of the model and opportunities for small and medium-scale businesses.

The Consulting Team will:

- Develop a **Circular Business Models Network Framework** outlining the objectives and goals of the network, including mapping stakeholder relationships and identifying linkages with relevant regional and international networks. The framework shall incorporate measures to promote gender balance ensuring participation of women and vulnerable groups in stakeholder engagement and trainings, to be developed in consultation with the project's Gender Consultant to ensure alignment with established gender considerations and targets. Considerations for gender can be made in ensuring consultation includes women-led sustainable organizations.
- Develop and demonstrate a **Strategic Plan** to ensure sustainability of the network and support implementation of the network on the national, regional, and international scales, and its continuity following the closure of the project. The strategic plan will include the mission and long-term vision of the network, the resources to be allocated, opportunities for scalability and potential threats and the approach to ensuring sustainability. A confidentiality policy will be included in the strategic plan, as members will wish to maintain a competitive advantage in their respective businesses.
- Assist in the formalization of the network through a Memorandum of Understanding between the BCRC-Caribbean and host organization.

E. Develop and Deliver Training Programme

The Consulting Team will develop and deliver training programmes that strengthen sustainability practices within the Carnival industry.

For the development and delivery of the training programme, the Consulting Team will:

- Develop and Deliver a Training Programme for Designers who are a part of the Circular Business Models Network on Sustainability Marketing/Advertisement. Gender balance² should be taken into account in the development/planning of the programme.
- Prepare a Training Manual covering circular economy principles, business model opportunities, sustainable sourcing, and material circulation processes, with culturally relevant and gender responsive guidance.
- Produce accompanying training materials, such as slide decks, facilitator guides, participant workbooks, toolkits, templates, checklists, and assessment tools.
- Plan and host one (1) training workshop to introduce and apply the Network Framework, Strategic Plan, and Training Materials.
- Prepare a **Training Workshop Report** which will provide an overview of the workshop, including the proceedings of the training, key stakeholder listing, key discussions and deliberations and feedback from participants.

F. Monitoring and Evaluation Framework for Circular Business Models

The Consulting Team shall develop a framework for monitoring and evaluating of sustainability practices and the implementation of circular business models within the Trinidad and Tobago Carnival Fashion Industry. This shall include, but not be limited to, the following:

- Develop a practical **monitoring and reporting framework**, including key indicators to track circular economy performance including incorporation of sustainable materials into products, compliance with international certifications for sustainable sourcing, accountability for waste generated from production and waste diverted from landfills, while integrating national priorities such as

² The project targets at least 40% of participants in all trainings to be women or part of vulnerable groups

Sustainable Development Goals, environmental policies, and gender considerations.

- Propose a user-friendly, primarily digital reporting mechanism for voluntary stakeholder participation, including recommendations to encourage uptake. The template for this reporting mechanism should be developed on an established platform such as Google Forms or Microsoft Forms.
- Support pilot testing and refinement of the framework with relevant stakeholders including engaged members of the Circular Business Model Network, and provide guidance on its implementation, long-term management, and potential scalability within the Carnival industry.
- Identify a suitable statutory body to be responsible for monitoring and evaluation of the reports submitted by businesses through stakeholder engagement. The final Reporting Framework will be handed over to this agency at the end of the consultancy.

The consulting team will develop a **Sustainable Reporting Template** to support the development of the mechanism for businesses to report voluntarily on the implementation of sustainable practices into their operations. Consideration should also be given to providing benefits for businesses that choose to volunteer.

G. Pilot Testing of Monitoring and Evaluation Framework and Training on Sustainable Reporting

The Consulting Team will support pilot testing and refinement of the framework with relevant stakeholders, including engaged members of the Circular Business Model Network, and provide guidance on its implementation, long-term management, and potential scalability within the Carnival industry. The Consulting Team will:

- Prepare and deliver a Training Programme for members of the Circular Business Model Network developed in this consultancy and other band leaders.

- Prepare capacity building on the use of the reporting mechanism within the framework, including the information required and the process of completing and submitting reports.
- Produce accompanying training materials, such as slide decks, facilitator guides, videos, demonstrations, templates, case studies and checklists.
- Plan and host a pilot testing workshop to introduce and test the Monitoring and Evaluation Framework
 - Following the pilot testing, a separate training workshop will be held with mas band leaders **outside** of the Circular Business Models Network to raise awareness to the Monitoring and Evaluation Framework

The Consulting Team will develop a **Training Workshop Report**, which will provide an overview of the proceedings of both the pilot testing and training workshops. This includes a summary of the training, key stakeholder listing, key discussions and deliberations, monitoring and evaluation results and feedback received from participants.

H. Quarterly Progress Reports

The Consulting Team will be required to provide Quarterly Progress Reports, using a standard template to be sent by the BCRC-Caribbean, within an agreed-upon timeframe, detailing consultancy activities completed, stakeholders engaged and meetings held, deliverables submitted, challenges encountered, mitigation measures applied, as well as planned activities and expectations for the subsequent reporting period. Quarterly reports developed during the pilot phase of this consultancy shall also include relevant performance indicators to measure progress towards project targets.

I. Project Closeout

The Consulting Team will attend a virtual closeout meeting with the BCRC-Caribbean and the PSC 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 consulting team 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 Circular Economy Expert shall, under the guidance of, and reporting directly to the BCRC-Caribbean, be responsible for the following:

- **Deliverable 1: Inception Report** which will summarize the outcomes of the Inception Meeting, including the revised approach to work and an approved Stakeholder Engagement Plan.
- **Deliverable 2 Needs Assessment Report on Circular Business Models and a Monitoring and Evaluation Framework** that reviews existing practices across the Carnival fashion value chain and existing sustainability reporting frameworks, identifying current circular activities and opportunities, identifying suitable mechanisms for reporting, analyses barriers and enabling factors for adopting circular business models, assesses stakeholder awareness and capacity, and provides practical recommendations to inform the development of the Network Framework, Strategic Plan, Monitoring and Evaluation Framework and Training Programmes.
- **Deliverable 3: Circular Business Models Network Framework and Strategic Plan** which will illustrate a structured framework and strategic plan establishing a collaborative network to advance circular business models within the Carnival industry.
- **Deliverable 4: Development and Delivery of Training Programme on Circular Business Models**

- A concise training agenda and materials for two (2) programmes that:
- Presents the proposed module structure, learning objectives, and key content.
 - Incorporates sustainability messaging aligned with circular economy practices.
 - Includes recommendations for delivery format and basic tools for assessing participant learning.
 - Includes **Training Workshop Report** on the proceedings of the Training Workshop
- **Deliverable 5: Monitoring and Evaluation Framework** outlining key indicators to track circular economy performance.
 - **Deliverable 6: Sustainable Reporting Template** which will allow businesses to voluntarily report on the implementation of sustainable practices into their operations.
 - **Deliverable 7: Development and Delivery of Pilot Testing of Monitoring and Evaluation Framework and Training on Sustainable Reporting**
 - Includes Training Materials on Sustainable Reporting
 - Includes **Training Workshop Report** on the proceedings of the Pilot Testing and Training Workshops on the Monitoring and Evaluation Framework
 - **Deliverable 8: Quarterly Progress Reports** summarizing completed and upcoming activities, submitted deliverables, challenges, and planned actions.
 - **Deliverable 9: 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. CONSULTING TEAM RESOURCES

Bidders are at liberty to define the size and structure of their consulting team to produce the expected outputs and successfully fulfil the objectives of the assignment. The roles and responsibilities of each team member should be clearly identified in the Technical Proposal, with completed CVs.

5. QUALIFICATIONS, EXPERIENCE AND SKILLS

At least one member of the consulting team must possess the qualifications, experience and skills required below:

- A minimum of a bachelor's degree in Circular Economy, Reverse Supply Chain Management, Reverse Logistics, or a related discipline. An advanced degree (Masters/PhD) in Circular Economy/Sustainability or Supply Chain Logistics will be considered an asset.
- Certification in Certified Supply Chain Professional (CSCP) or Project Management Professional (PMP). A related field will be considered an asset.
- At least five (5) years of relevant experience in designing and implementing circular economy systems, including public relations and public awareness initiatives related to circular economy principles.
- 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 to evaluate and support the implementation of circular economy initiatives.
- Demonstrated experience in developing reporting mechanisms.
- Experience in developing and delivery of training/capacity building programmes or workshops.

- 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:

- 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 convey complex concepts and to develop and deliver presentations to audiences with various backgrounds in a clear and concise manner
- Proven ability to prepare technical reports that are clear, concise, and meaningful
- Ability to manage a pre-determined workload within the project timeline while maintaining optimal quality of work
- Strong interpersonal, communication, and diplomatic skills
- Excellent communication and presentation skills
- Ability to work well with tight deadlines.
- Proficiency in the use of Microsoft Office Suite

6. 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 September 2026, and the tentative end date is June 2028.

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

8. INSTITUTIONAL ARRANGEMENTS

The Consulting Team will be directly supervised by the BCRC-Caribbean with support from the PSC. 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 work and discuss feedback as required. This will include, but not be limited to, the introductory kick-off meeting and the consultancy closeout meeting.

9. MODE OF WORK

- The Consulting Team 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 Consulting Team.

10. 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**.

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

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL:

1. A **letter of interest** signed by the Team Lead or authorized representative of the consulting team, indicating why suitability for the assignment and confirming availability to start work within the month of September 2026 and support until the completion of deliverables.
2. Updated **Curriculum Vitae (CV)** of all members of the Consulting Team.
3. A **Technical Proposal** describing how the Consulting Team will approach and complete the assignments. This should include the Consulting Team's methodology and work plan, relevant qualifications and experience including bilingual competency, and non-financial resources to be assigned.
4. A **Financial Proposal** which should provide the best fixed price in United States Dollars (USD) to complete the proposed work. The fees and detailed expenses should be matched up against key milestones and a breakdown of the fees and expenses associated with each project task (in accordance with the Bill of Quantities template provided in Appendix 1) should be included in the proposal.

Notes:

- All documents included in an application for this consultancy are to be submitted in English.

B. QUERIES

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

Ms. Hadassah Bournes Project Execution Officer I BCRC-Caribbean Email: hadassah.bournes@bcrc-caribbean.org	Ms. Sera Patience Junior Research Officer BCRC-Caribbean Email: sera.patience@bcrc-caribbean.org
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Bidders are advised to submit queries with sufficient time before the deadline to avoid any potential delays due to technical or high traffic issues. When submitting queries,

candidates must ensure that the Reference number and name of this TOR (**BCRC#11176_2026_004 Circular Business Models and Sustainable Reporting Frameworks Consulting Team**) 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 August 21, 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_004_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.