

IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES (ISLANDS) – GEF 10279 & 10472

(Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname, Trinidad and Tobago)

Development of a Regional Training Programme on Data and Evidence-based Decision-making and Project Initiation, Management and Communication

(Reference Number: BCRC_ISLANDS+_2026_001)

DOCUMENTATION OF CLARIFICATIONS AND ADDITIONAL INFORMATION

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The following information is provided as a response to requests for clarification on the Call for Proposals for the above-mentioned consultancy. This document will be updated as needed.

Question 1:

Please clarify the expected start date, noting that Section 6. Duration refers to an expected start date of August 2026. Given that the deadline for submissions is August 16th, 2026, and taking into consideration the screening process, we believe that a start date in September or October seems more realistic.

Response 1:

The anticipated start date for the consultancy is **late September 2026**, based on the current procurement timeline. However, should the evaluation and contracting process require additional time, the commencement date may be delayed.

Question 2:

In reference to Section 2. Description of Required Services for this Consultancy:

- (a) Develop Training Materials – would BCRC-Caribbean be providing any primary and / or reference material?
- (b) Facilitate and deliver training workshop(s) – noting that there will be one hybrid regional training workshop and that logistics would be handled by BCRC-Caribbean, can we confirm that our proposal need not include any overseas travel, accommodation or related expenses?

Response 2:

- (a) The BCRC-Caribbean will provide relevant background documentation, project-related information, and any available resources necessary to support the assignment. Please note that these resources will be provided as supplemental support; the consulting team will be responsible for the design, development, and production of all training materials required under Deliverable 2.
- (b) As outlined in the Terms of Reference (TOR), the BCRC-Caribbean will facilitate the coordination of the regional training workshop, including arrangements for the venue, catering, audiovisual equipment, country participant costs, etc. The Consulting Team will be responsible for **all costs associated with their participation** in and delivery of the **one hybrid regional workshop**, including regional travel, accommodation, local transportation, and any other related

expenses. The total gross fee described in Section 7 of the Terms of Reference is to comprise these costs, all taxes and the team's professional fees.

Question 3:

Please clarify what "videos" means in Deliverable 2. The ToR lists videos as a required training material and requires closed captions in Spanish, and potentially Dutch. It's not clear if this means recordings of the live workshop sessions, or standalone produced videos for the DLH's self-paced learners, noting that there is a material difference in scope and effort when comparing these two options.

Response 3:

With respect to the reference to "videos" under Deliverable 2, the intent is that videos may be developed as a sustainable training tool within the package of training material for the delivery of the training programme and/or integration into DLH. This does not necessarily require the production of standalone, professionally produced e-learning videos unless the Consulting Team proposes such an approach as part of its methodology.

Acceptable video materials may include, but are not limited to:

- Short instructional or demonstration videos developed to support specific modules;
- Recorded presentations by facilitators or subject matter experts.

Question 4:

Financial proposal and evaluation criteria: Section 10.A lists only the Cover Letter and the Technical Proposal as the documents to be included in the submission, and we note that the total gross fee is fixed at USD 86,300.00 (Section 7).

- a. Kindly confirm that a separate financial proposal is not required.
- b. Kindly also confirm whether the evaluation will follow a Quality-Based Selection (QBS) approach.
- c. Please share the evaluation criteria (e.g., weighting for each requirement) that will be applied to the Proposal.

Response 4:

- a. A financial proposal is not required. However, please note that the gross fee for this consultancy will be \$86,300.00 as stated in Section 7. Remuneration (page 12) of

the TOR. This total gross fee is to comprise all costs, taxes, and the team's professional fees.

- b. The evaluation will follow a Quality-Based Selection approach in line with the procedure outlined in Section 11 – Next Steps (page 15) of the TOR as well as the table provided below:

Step	Process	Description
1	Completeness of Bids	Confirmation that bid requirements are met. Incomplete bids will not qualify to proceed to the next step of the evaluation process.
2	Pre-screening	The pre-screening will be completed using the "Qualifications, Experience, and Skills" Criteria listed in the TOR for the applicants.
3	Evaluation of the Technical Components	Technical evaluation of qualifications, technical competency, work implementation plan, proposed methodology, relevant experience, and regional capacity.

- c. The evaluation criteria are as follows:

Criteria	Description	Maximum Pts.	Minimum Pts.
Relevant Experience (20 points)	a. Displays the adequacy of the team for the assignment by providing a breakdown of the relevant roles and responsibilities	10	7.5
	b. Demonstrates the relevant qualifications/experience of the team	10	7.5
Technical Competency (65 points)	c. Demonstrates a thorough understanding of the scope of work which is reflected in a sound technical approach and methodology to the task	45	33.75

	d. Provides a detailed workplan which effectively illustrates the implementation of the project throughout the consultancy period	20	15
Communication Skills (15 points)	Demonstrates good communication skills through proposal and technical writing	15	11.25
TOTAL SCORING		100	
Min. Required for eligibility			75

Please note that the team's proposal must score a minimum of 75 points to proceed to the next stage of this evaluation.

Question 5:

Kindly confirm whether a specific template or format is required for the Technical Proposal and the CVs, or whether any format is acceptable. If a prescribed format applies, kindly share the relevant template(s).

Response 5:

There is no specific format required for the submission of the Technical Proposal or CVs. Any format will be accepted, provided that these documents contain the required information stipulated in Section 10. Application Procedures (page 13) of the TOR.

Question 6:

For previous BCRC-Caribbean tenders, an eligibility form has typically been required as part of the submission package. Kindly confirm whether such a form is required for this consultancy and, if so, kindly provide it.

Response 6:

For this opportunity, all required documentation for the submission of bids is listed within Section 10. Application Procedures (page 13) of the TOR. An eligibility form is not required for this proposal submission package.

Question 7:

The Terms of Reference require oral interpretation and written translation of materials, including Spanish and potentially Dutch closed captions for videos, and state that all deliverables are to be submitted in English and Spanish where needed. Footnote 5 indicates that the BCRC-Caribbean will facilitate coordination of the regional training workshops in respect of venue, catering and audio-visual equipment.

Could you clarify whether simultaneous interpretation for the hybrid regional workshop falls within the support to be provided by the BCRC-Caribbean, or whether the Consulting Team is expected to arrange and cost it? We would also be grateful for confirmation that all translation, captioning and interpretation costs are to be met from the total gross fee.

Response 7:

The BCRC-Caribbean will be responsible for coordinating simultaneous interpretation during workshops as part of the logistical arrangements. Translation and any captioning costs for deliverables are to be met from the total gross fee.

Question 8:

The assignment requires a multidisciplinary consulting team covering data systems, chemicals and waste MEAs, training design, project management and communications, with bilingual capacity and completed CVs for each member. Assembling and confirming the availability of such a team, and preparing the accompanying documentation, is demanding within the period currently available.

Would the Centre consider extending the submission deadline (for a few days) beyond 16 August 2026? We appreciate that any extension would be communicated to all interested bidders, and we would of course proceed on the published date should the deadline remain unchanged.

Response 8:

At this time, we are unable to determine if a deadline extension would be feasible. As such, the current submission deadline will remain as August 16, 2026. Should an extension be deemed necessary, this will be communicated after August 16th.

Question 9:

As per the ToR, "Project correspondence, outputs, and consultations are expected to be conducted with English/Spanish interpretation and translated resources." Can you please confirm in which of the below meetings/workshops with BCRC and stakeholders would live interpretation be needed:

- Introductory Briefing Meeting
- Regional Inception Workshop
- Training Workshop and any subsequent virtual sessions needed
- Closeout Meeting

Response 9:

Simultaneous interpretation will be facilitated by the BCRC-Caribbean during the Inception Workshop, Training Workshop, and any subsequent virtual sessions needed. It is not required for the introductory briefing meeting and the closeout meeting.

Question 10:

Could you provide some more information on the target group/key stakeholders expected to participate in the training, particularly their professional roles and level of expertise?

Response 10:

This Regional Training programme aims to improve the knowledge of stakeholders from key agencies in the Project Countries in relation to the BRSM Conventions. These agencies are responsible for implementing the Conventions' obligations and include, but is not limited to, government officials from ministries and agencies responsible for Environment, Health, Sustainable Development, and related sectors; representatives from relevant institutions and regulatory bodies; waste management and recycling facility operators; as well as policymakers and other key decision-makers involved in environmental governance and sustainable resource management.

Question 11:

The ToR refers to one hybrid regional training workshop. Does this mean that there will be one physical workshop location, with participants from the other project countries travelling to this location and/or joining remotely? If so, is the anticipated host country or location already known?

Response 11:

The regional training workshop will have a hybrid approach, including a physical workshop location with arrangements for representatives from each project country to travel to the location and facilitation of online participation via platforms such as Zoom or Microsoft Teams. The host country for this regional workshop has not yet been decided at this time but will most likely be one of the twelve (12) Project Countries.

Question 12:

Is there an estimated number of participants for the regional workshop, including an indication of how many participants are expected to attend in person and how many remotely?

Response 12:

Regional workshops are usually attended in-person by two (2) representatives per project country (in this case, 24 representatives in total), BCRC-Caribbean staff (the exact number will be determined by the workshop location) and chosen members of the consulting team. The number of remote participants is usually seen to be approximately 25 people, noting that there is no set limit for virtual registrations to workshops.

Question 13:

- a. Is the figure quoted for a gross billing firm? Is it inclusive of Value Added Tax?
- b. Assuming there is no flexibility on the billing limit, and project costs often rise due to the delays outside of Supplier control (e.g. Purchaser feedback and review on interim deliverables, unavailability or delay in requested information or materials), are there any risk management levers (such as scope and/or quality modifications) in the proposed contract?

Response 13:

- a. The fee quoted in the TOR is the total gross fee (fixed) and includes all taxes, as stated In Section 7. Remuneration (page 12). Please also see Response 2b above.
- b. The contract will allow for adjustments to the timeline of the activity as this can be extended if necessary. The review timeline for deliverables can also be adjusted to minimize delays in feedback.

Question 14:

Will the draft Contract/agreement be available for inspection at least 5 working days ahead of signing?

Response 14:

The preferred bidder will be given at least five (5) working days to review the draft contract agreement and raise any possible questions or concerns before signing.

Question 15:

Who are the target users/audience for the Training Materials? Would they be Senior Policy Makers, Individual Contributors/Subject Matter Experts or persons in between? It appears as if the Audience would be persons in Public Service or Government. Is this correct?

Response 15:

The answer to these questions can be found in Response 10 above.

Question 16:

Would the Training Deck and materials need to use a particular presentation or media software or can they be simple PDF's, with media links?

Response 16:

There is no specified software needed to create the training deck or materials, provided that the training plan and materials proposed by the consulting team cover the indicative content and topics specified in Section 2c. Develop training materials (page 7) of the TOR. The training materials should include but are not limited to the tools listed in Section 3. Expected Outputs (page 9).

Question 17:

What is the approximate expected length of the training modules for the two Thematic Areas?

Response 17:

There is no expected length of the training modules. The selected bidder would be expected to support the determination of this based on their expertise and the pertinent information to be provided. The modules should provide a comprehensive overview of the topics in appropriate ways to ensure absorption of the information by participants.

The exact length of the regional hybrid training workshop will be determined at a later date and will be based on the budget, as well as the consulting team's recommendations of the most suitable amount of time for the delivery of each Thematic Area based on their proposed training plan. It is expected that the proposed training plan will take into consideration how to cover the modules while keeping the interest of participants. Please note that virtual sessions can also be facilitated in addition to the regional hybrid workshop, as stated in Section 2d (page 7) of the TOR.

Question 18:

Would materials from Thematic Areas 1 and 2 be available for reference and cross links during or shortly after delivery of the Inception Report (even in draft form)?

Response 18:

Yes, the materials from the other Thematic Areas, as well as any other available and relevant deliverables developed under the ISLANDS Programme and other related projects led by BCRC-Caribbean may be shared with the consulting team for reference and use in carrying out the assignment.

Question 19:

Are there any special requirements or specifications for integration of the training materials into the Training Platform?

Response 19:

There are no special requirements for the integration of materials into the Training Platform.

Question 20:

Section 2(d) provides for one hybrid regional training workshop. Could the Centre clarify what it understands by "hybrid" in this context, and what form of "regional workshop" has been envisaged?

Response 20:

Hybrid refers to the modality of the workshop where both in-person and virtual participation are available. The regional workshop will be a physical workshop hosted in one of the twelve (12) project countries, with representatives from each project country attending. In terms of the travel requirements, the expectation is that at least one member of the consulting team be present in person to support with leading the workshop. Please also see Responses 10-12 above for more information on the regional workshop.

Question 21:

Section 2(d) further provides "other virtual trainings as needed." We would be grateful for clarification of this provision, specifically:

- what the Centre understands by "as needed"?
- which criteria applies or who determines whether if one or more additional virtual trainings are needed?;
- whether the expression carries any limits, whether expressed as a maximum number of sessions, a maximum number of hours or days, a period within which they must be delivered, or otherwise?

Response 21:

The Centre understands "As needed" to refer to the possibility of facilitating virtual training sessions in addition to the hybrid regional training workshop if it is deemed necessary to effectively cover the content specified in the modules.

For example, the consulting team supporting another Thematic Area conducted two (2) three-hour virtual sessions prior to the hybrid training workshop to ensure participants were prepared for the content delivered during the workshop.

The consulting team, in consultation with the Centre, will therefore be the ones to determine if additional virtual training session(s) are needed based on their proposed training plan.