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

(Reference Number*: BCRC#11176 _2026_004*)

REQUESTS FOR CLARIFICATION

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.

1) **QUERY 1: Eligibility of a registered company as lead bidder**

Section 10 states that applications are open to individual consultants based in Trinidad and Tobago who are registered as a sole trader or a consulting team/consortium.

Could you please confirm whether a limited liability company incorporated and registered in Trinidad and Tobago may submit the proposal as the lead entity for a consulting team?

RESPONSE:

Proposals may be submitted either under a single team leader or through a registered business entity. The BCRC-Caribbean has no objection to either approach, provided that the proposal clearly identifies the lead entity or individual and adheres to the instructions outlined in Section 10 – Application Procedures (pages 15-16)

2) **QUERY 2: Corporate and statutory documentation**

Where the lead bidder is a registered company, are any corporate or statutory compliance documents required at the proposal submission stage, such as a Certificate of Incorporation/Registration, tax clearance, VAT registration, NIS/NIB compliance or similar documentation?

If these are required only from the successful bidder prior to contracting, please confirm.

RESPONSE:

Corporate or Statutory Compliance documentation is not required at this stage but will be welcomed if bidders have the relevant information available.

3) **QUERY 3: Qualifications and experience of the consulting team**

Section 5 states that "at least one member of the consulting team" must possess the qualifications, experience, and skills subsequently identified.

Could you please clarify whether the qualifications, experience and competencies listed in Section 5 may be demonstrated collectively across the proposed multidisciplinary consulting team, with individual specialists contributing their respective areas of expertise, or whether one individual team member is expected to satisfy all of the listed requirements?

RESPONSE:

The qualifications, experience, and competencies listed in Section 5 may be demonstrated collectively across the proposed consulting team, with individual or multiple members contributing to their respective areas of expertise.

4) **QUERY 4: Indicative budget**

Is there an indicative budget, maximum available budget or expected level of effort established for this consultancy that bidders should take into consideration when developing the Financial Proposal?

RESPONSE:

The estimated budget for this consultancy is USD $140,000.00.

5) **QUERY 5: Treatment of reimbursable expenses**

The TOR indicates that certain pre-approved project expenses, including inter-island travel, may either be directly covered by BCRC-Caribbean or reimbursed upon submission of the required evidence. Should bidders nevertheless include estimated reimbursable expenses of this nature in the Bill of Quantities and total Financial Proposal?

RESPONSE:

Yes, all estimated reimbursable expenses should be included in the Bill of Quantities and Financial Proposal.

6) **QUERY 6: Workshop and project implementation costs**

For the workshops, training activities and pilot-testing activities required under the TOR, will BCRC-Caribbean directly provide or fund costs such as venues, catering and associated logistical requirements, or should bidders include these costs within the Financial Proposal?

RESPONSE:

The BCRC-Caribbean will be responsible for the logistical arrangements of all workshops, training and pilot-testing activities. Costs such as venue and catering therefore do not need to be taken into consideration in the financial proposal.

7) **QUERY 7: Deliverable 4 – Development and Delivery of Training Programme on Circular Business Models**

The TOR requires a training agenda and materials for two (2) programmes. Could you please clarify whether this refers to two distinct training programmes and, if so, the intended focus and/or target audience for each programme?

RESPONSE:

This consultancy includes two (2) training programmes. The first, which is referred to in Deliverable 4, will focus on sustainability, marketing circular economy principles, business model opportunities, sustainable sourcing, and material circulation processes, with culturally relevant and gender responsive guidance. The intended audience of this training will be Designers within the Carnival Fashion Industry, specifically those who will become a part of the Circular Business Model Network to be established within this consultancy.

The second training programme, which is referred to as Deliverable 7 int the TOR (Section 3, page 12) will be a Pilot Testing of the Sustainable Reporting Framework to be developed. This will provide guidance on the use of the reporting mechanism within the framework, including the information required and the process of completing and submitting reports. This will have two (2) sessions, one for designers within the Circular Business Model Network, and the other for designers outside of this network.

8) **QUERY 8: Deliverable 2 and Deliverable 5 – Sustainability Reporting and M&E Framework**

Our interpretation is that Deliverable 2 should include the review and assessment of existing sustainability reporting frameworks and recommendations on suitable reporting approaches for adaptation to the Carnival Fashion Industry, while Deliverable 5 would involve the subsequent development of the Monitoring and Evaluation Framework, including the relevant indicators. Could you please confirm whether this interpretation is correct, or advise on the intended distinction between the two deliverables?

RESPONSE:

This is correct; Deliverable 2 will focus on the assessment of existing sustainable reporting frameworks and will inform the recommendations for suitable approaches based on the findings of this assessment. Deliverable 5 will focus on the subsequent development of the sustainable reporting mechanisms based on the recommendations.