

Terms of Reference – Development of a Regional Training Programme on Data and Evidence-based decision-making and Project Initiation, Management and Communication

Project Countries

Antigua and Barbuda (ATG), The Bahamas (BHS), Barbados (BDOS),
Belize (BZE), Cuba (CUB), Dominica (DOM), Dominican Republic (DR),
Guyana (GUY), Saint Kitts and Nevis (SKN), Saint Lucia (SLU), Suriname
(SUR), Trinidad and Tobago (TTO)

The Basel Convention Regional Centre for Training and
Technology Transfer for the Caribbean (BCRC-Caribbean)

1. BACKGROUND

The ***Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)*** Programme, which is funded by the Global Environment Facility (GEF), 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 United Nations Food and Agriculture Organization (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 Projects (GEF 10279 and GEF 10472) which involve twelve (12) countries (Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago). Both project documents can be accessed via the links below:

- [GEF ISLANDS 10279 CEO Endorsement Package](#)
- [GEF ISLANDS 10472 CEO Endorsement Package](#)

A summary of the Components and Activities for both Child Projects can also be found [here](#).¹

To achieve the overarching goal of the ISLANDS, the first component of the GEF ISLANDS 10279 and 10472 Projects aims to enhance the capacity of subnational, national, and regional institutions and strengthen the enabling policy and regulatory frameworks to support the implementation of multilateral

¹ Full link: <https://www.bcrc-caribbean.org/wp-content/uploads/2019/10/ISLANDS-10279-10472-projects-brief-final.pdf>

environmental agreements (MEAs) related to chemicals and waste management. The specific MEAs and international instruments for which support is required are:

1. The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal;
2. The Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade;
3. The Stockholm Convention on Persistent Organic Pollutants;
4. The Minamata Convention on Mercury;
5. The Global Framework on Chemicals (GFC).

The first four (4) MEAs are collectively referred to as the BRSM Conventions.

A regional assessment of the training needs for stakeholders in the project countries was carried out and aimed to identify training needs to address the gaps and barriers to the effective implementation of the BRSM Conventions and the GFC, as well as the resources to address them. As a result of this activity, a Regional Training Programme comprising training on four (4) thematic areas and one (1) Training of Trainers (ToT) was developed.

This Regional Training Programme for stakeholders of key agencies in all project countries aims to improve their knowledge and performance in relation to the obligations under the abovenamed MEAs. The elements of the Regional Training Programme include:

- **Thematic Area 1** – Training on fundamentals of chemicals and waste-related MEAs
- **Thematic Area 2** – Training on main environmental pollutants covered by MEAs and their environmentally sound management
- **Thematic Area 3 – Training on Data and Evidence-based Decision-making**

- **Thematic Area 4 – Project Initiation, Management and Communication**
- Training of Trainers Programme

In this regard, the BCRC-Caribbean is seeking to recruit a **suitably qualified and experienced Consulting Team** to implement **Thematic Areas 3 and 4** of the Regional Training Programme.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

This consultancy falls under Output 1.2 – Sustainable training programme is developed to assist countries with implementing the chemicals and wastes MEAs at a national level. The objective of this consultancy is to **design, develop, deliver, monitor, evaluate and support the integration of a bilingual training programme based on Thematic Area 3, Data and Evidence-based Decision-making, and Thematic Area 4, Project Initiation, Management and Communication into the ISLANDS Digital Learning Hub.** The Consulting Team will be responsible for **developing the training materials and conducting the training workshop(s) for the abovenamed Thematic Areas.** The development and delivery of training for the other thematic areas and the ToT programme are being executed under separate consultancies.

The training for Thematic Areas 3 and 4 will be integrated into a Digital Learning Hub (DLH)², which is being developed under a separate consultancy.

² The Digital Learning Hub is an e-learning platform developed under Output 1.2 of the GEF 10279 and GEF 10472 Projects. It aims to support capacity building on the sound management of chemicals and waste on a regional level by providing free, self-paced courses on various related topics.

Under the guidance of the BCRC-Caribbean and in close collaboration with the national working groups (NWGs)³ of the project countries, the Consulting Team will undertake the following:

(a) Attend a virtual introductory briefing meeting with the BCRC-Caribbean.

The Consulting Team will participate in a virtual introductory briefing meeting with the BCRC-Caribbean to discuss the approach to the work and the engagement of stakeholders, as well as the administrative arrangements for the consultancy. The BCRC-Caribbean will also provide guidance for the planning and facilitation of the inception workshop and upcoming training workshop(s).

(b) Facilitate a virtual Regional Inception Workshop with project stakeholders.

The Consulting Team, in collaboration with the BCRC-Caribbean, will facilitate a virtual inception workshop with key stakeholders and partner agencies from the project countries, to present the draft work plan, the draft stakeholder engagement plan and the training plan with their proposed approach for the training(s).

(c) Develop training materials

The Consulting Team will develop materials for the training(s), following (but not limited to) the indicative content of Thematic Areas 3 and 4 included below:

³ NWGs facilitate the coordination of project activities on a national level in their countries. NWG members comprise of representatives from national organisations relevant to the management of Waste and Chemicals. The NWGs will support the BCRC-Caribbean in the review of all deliverables under the consultancy.

Thematic Area 3: Data and Evidence-based Decision-Making

- Training Module 3.1. Data sources, data collection and analysis; inventories; monitoring, reporting and verification; Application of Leave No One Behind (LNOB) principles
- Training Module 3.2. Lifecycle assessment including cost-benefit analysis to inform the selection of safer and viable alternatives and waste management/treatment options
- Training Module 3.3. Defining sampling needs, identifying analytical capability for priority chemicals and wastes covered by MEAs
- Training Module 3.4. Chemicals and Wastes Information Management systems; Management of electronic import system
- Training Module 3.5. Data Communication Techniques for Effective Information Sharing **tailored to technical/scientific data systems and evidence generation**, including data visualization, audience-specific messaging, digital tools for dissemination, data storytelling, and ensuring data quality, transparency, and ethical use in decision-making.

Thematic Area 4 – Project Initiation and Management; Communications

- Training Module 4.1. Resource mobilization – Access to funding: requirements for funding to be included, as well as Green Finance aspects; Proposal development.
- Training Module 4.2. Pre-Procurement Planning, developing specifications; Procurement Strategy; Market Engagement; Tendering; Consideration of national procurement legal frameworks.

- Training Module 4.3. Project management including comprehensive project planning, risk mitigation and conflict resolution.
- Training Module 4.4. Contract negotiation skills including basic contract law relevant to MEAs, key stages in negotiation, effective communication and cultural and stakeholder diversity.
- Training Module 4.5. Information, awareness, communication and presentation skills, including public education.
- Training Module 4.6. Data Communication Techniques for Effective Information Sharing **tailored to project management**, including project communication, visualization, audience-specific messaging, digital tools for dissemination, data storytelling, and ensuring quality, transparency, and ethical use in decision-making and public engagement.

(d) Facilitate and deliver training workshop(s)

The Consulting Team will facilitate and deliver the training(s) for the Thematic Areas according to the above-suggested content. This is to consist of **one (1)** hybrid regional training workshop and other virtual trainings as needed. The logistical aspects related to organising the hybrid regional workshop will be handled by the BCRC-Caribbean.

The languages used to deliver the training(s) should be English and Spanish, which are the working languages of GEF ISLANDS Caribbean projects. This shall require oral interpretation and written translation of materials including appropriate closed captions for videos in Spanish, and potentially Dutch, when videos are spoken in English or vice versa.

(e) Develop a monitoring and evaluation tool for the delivered training(s) on the Thematic Areas

The Consulting Team will design and implement a monitoring and evaluation tool to assess participants' knowledge and skills both before and after the training workshop(s). Training effectiveness should be assessed to demonstrate and document improvement in participants' skills, knowledge, and competencies. The monitoring and evaluation tool should allow for real-time feedback and adjustment, post-training assessment and long-term impact evaluation. Upon completion of the trainings, participants should be able to develop inventories, interpret monitoring data, draft proposals, manage contracts, identify and manage risks, etc.

(f) Provide quarterly Progress Reports to the BCRC-Caribbean

The Consulting Team will be required to provide these reports to highlight the consultancy activities completed, deliverables submitted, payment progress, challenges encountered, upcoming activities, and expectations for the next quarter. A reporting template would be provided for preparations and submission of these reports.

(g) Develop a Closeout Report and attend a virtual Closeout Meeting with the BCRC-Caribbean

The Consulting Team will be required to prepare and submit a draft of the Closeout Report in advance of the closeout meeting. This will include successes, challenges faced, lessons learned, and potential up-scaling and transfer for future work. They will then attend a Closeout Meeting with the BCRC-Caribbean to review and discuss the outcomes of the project activity and the consultancy, which will inform the final report to be submitted after the project closeout meeting.

3. EXPECTED OUTPUTS⁴

The Consulting Team, under the guidance of, and reporting directly to the BCRC-Caribbean, is expected to provide the following:

- **Deliverable 1** – Inception Report, detailing the Consulting Team’s approach to the execution of the services, the final workplan, stakeholder engagement plan as well as a summary of the proceedings of the inception workshop.
- **Deliverable 2** – Training Materials, developed for both Thematic Areas following the indicative content and modules specified in Section 2 (c) of this ToR. As part of this deliverable the Consulting Team should also draft a comprehensive Training Plan for the Thematic Areas 3 and 4 which are the subject of the consultancy. Training materials delivered should include but is not limited to presentations, facilitator guides, participant manuals, videos, case studies, templates, assessment tools, recordings and any other supporting materials required for workshop(s) delivery and/or DLH integration.
- **Deliverable 3** – Training Workshop and Evaluation Report, providing a summary of all training workshops, including recordings, and the results of monitoring and evaluation tool. This is to be submitted after all training session(s) have been delivered.
- **Deliverable 4** – Two (2) Quarterly Progress Reports and a Closeout Report.

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

⁴ All materials, recordings, and content to be integrated by consultant team into the DLH will become the property of the BCRC-Caribbean.

clearly identified and shall at a minimum consist of a team lead, training specialist, communication specialist, data analyst and all other relevant roles outlined in the Technical Proposal, with completed CVs.

5. QUALIFICATIONS, EXPERIENCE AND SKILLS

To facilitate the activities in the twelve (12) participating countries, the following Education, Qualifications and Experience are expected within the Consultancy Team (minimum of one (1) team member must possess one of each requirement):

- An advanced degree (PhD or MSc. Level) in the Environmental Sciences, Environmental Engineering, Data Management, Statistics, Project Management or related fields.
- Demonstrated knowledge of the chemicals and waste management MEAs.
- Demonstrated knowledge of data systems design, analysis and management.
- A diploma/certification in Communications, Research and Training Development, ToT programme or a related field.
- At least five (5) years professional experience developing training material and conducting training sessions.
- Project management certification (PMP, PRINCE2 etc.) or at least five (5) years of tangible project management experience.
- A minimum of five (5) years' professional experience in capacity building, training, communications in the context of the chemicals and waste MEAs.
- Experience in conducting stakeholder meetings.
- A minimum of five (5) years' experience in working on multinational projects.

- Previous experience working with intergovernmental agencies or institutions, such as UN agencies, the Inter-American Development Bank, the GEF, etc., will be considered an asset.
- Previous experience working in the Caribbean region and /or other SIDS would be considered an asset.

NOTES:

- The working languages of the GEF 10279 and 10472 Projects are English and Spanish. As such a bilingual team member is required. Project correspondence, outputs and consultations are expected to be conducted with English/Spanish interpretation and translation resources. All deliverables should be submitted in English and Spanish where needed. The ability to communicate in Dutch will be regarded as an asset.*
- Bidders are also encouraged to use local resources/ national assistance wherever possible. Where the Bidder uses the services of one or more sub-contractor(s), the Bidder shall explicitly identify the parts of the TOR where sub-contractors are to be used. The inclusion of an organisational chart to define the roles of team members should be considered.*
- We strongly encourage applicants of diverse and marginalized backgrounds, especially racial or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.*

6. DURATION

The tasks of this consultancy are estimated to be completed in **nine (9) months**, with an expected start date in September 2026.

7. REMUNERATION

- The total gross fee plus expenses to the consultancy team inclusive of all taxes will be Eighty-Six Thousand and Three Hundred United States Dollars (USD 86,300.00)⁵.
- Payment shall be made in instalments based on key deliverables identified within the contract and agreed on between the BCRC-Caribbean and the Consultancy Team.
- Payments will be disbursed upon the approval of the deliverables by the BCRC-Caribbean.

8. INSTITUTIONAL ARRANGEMENTS

The Consulting Team will be directly supervised by the BCRC-Caribbean with support from the National Working Groups in each Project Country. During the consultancy, the Consultant will be expected to attend virtual meetings for general information exchange, to provide updates on the progress of the works and discuss feedback as required. This will include, but not be limited to, the Introductory Briefing Meeting and the Consultancy Closeout Meeting.

9. MODE OF WORK

The Consulting Team will be expected to conduct work virtually from their own location using their own resources and facilities, as required. Unless authorized in advance, expenses of every kind incurred in connection with such execution shall be solely for the account of the Consulting Team.

Travel may be required for the trainings and workshops, as determined by the Consulting Team's approach to work. The travel and visa requirements must

⁵The BCRC-Caribbean will facilitate the coordination for the regional training workshops (venue, catering, audio visual equipment). The Consulting Team will be responsible for costs or expenses associated with their travel, transportation and any other costs related to the delivery of workshops.

be taken into consideration, as the Consulting Team will be responsible for ensuring that these requirements are met. All health-related risks associated with travel are the Consultants' responsibility. Likewise, any taxes and duties arising from said consultancy.

For meetings and other online workshops, the BCRC-Caribbean will facilitate hosting via its Microsoft Teams or Zoom Meetings platforms. The Consulting Team is expected to support the organisation of the training sessions and workshops, including but not limited to the drafting of templates for invitation letters and providing suggestions of stakeholders to be invited to the training(s). The Consulting Team will be solely responsible for preparing and facilitating their presentations and materials for all trainings and workshops. Presentations and materials must be submitted to the BCRC-Caribbean for review prior to the date of the training(s)/workshop(s).

10. APPLICATION PROCEDURES

Applications are open to Consulting Teams who meet the qualifications outlined in this Terms of Reference (TOR).

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL

1. **Cover Letter**, confirming availability of the Consulting Team to start work in September 2026 and signed by an authorised representative.
2. **Technical Proposal**, describing how the team will approach and complete the assignment. This should include the Consulting Team's methodology and work plan, relevant qualifications and experience including bilingual competency, organisational chart of the team, and non-financial resources to be assigned.

NOTES:

- All documents included in an application for this consultancy are to be submitted in English.
- All documents included in the submission package must be typed and signed by an officer authorised to enter contracts on behalf of the Consulting Team.

B. QUERIES

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

Ms. Sera Patience Junior Research Officer BCRC-Caribbean Email: sera.patience@bcrc-caribbean.org	Ms. Precious Blackwell Project Execution Officer I BCRC-Caribbean Email: precious.blackwell@bcrc-caribbean.org
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When submitting queries, ensure that the Reference number and name of this TOR: *(BCRC_ISLANDS+_2026_001) - Development of a regional training programme on Thematic Areas 3 and 4* 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 is **Sunday, August 16th, 2026, at 11:59 pm (GMT-4).**

11. 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 four (4) to six (6) 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.

Submission	
i.	When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC_ISLANDS+_2026_001_LastNameFirstName (or organisation name) _Document Title
ii.	The application documents must be submitted in PDF file format unless otherwise stated.
iii.	Application documents shall remain the property of the BCRC-Caribbean.
iv.	The successful applicant will be notified in writing of the award of the contract and provided with a letter of offer. The successful bidder shall be required to enter an appropriate Contract based on the tender documents and incorporate any other appropriate provisions within that time.
Obligations	

- v. 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 bidders.
- vi. Any data gathered, and draft or final deliverables developed under this consultancy shall not be shared with third parties without approval from the BCRC-Caribbean.

Language

- vii. The working languages of the GEF ISLANDS Caribbean Projects are English and Spanish. As such a bilingual applicant is required. Project correspondence, outputs, and consultations are expected to be conducted with English/Spanish interpretation and translated resources; the ability to communicate in Dutch will be regarded as an asset.

Gender Sensitivity

- viii. ISLANDS is a project enabling equal opportunity for applicants to overcome structural biases in recruitment and selection. ISLANDS do 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.

Conduct and Disabilities

- ix. Reasonable accommodations for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.
- x. The successful applicant will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including

unprofessional behaviour, will result in mutual termination of the agreement.
<i>Health and Travel</i>
xi. All health-related risks associated with travel, are the consultant's responsibility.
<i>ISLANDS Reporting Requirements</i>
xii. In accordance with the reporting requirements stipulated by the GEF and UNEP, the Consulting Team will be required to report the global positioning system (GPS) coordinates for meetings and site visits conducted while on missions to the Project Countries.
xiii. To support with the knowledge management requirements under the Coordination, Communication and Knowledge Management (CCKM), the Consulting Team will be required to assist with the collection of content for knowledge products related to the work under the consultancy, e.g., photographs and summary notes from stakeholder engagements. These may be included in the Consulting Team's reports, as well as the reports and social media posts of the BCRC-Caribbean.
xiv. The Consulting Team will be required to apply the GEF ISLANDS Branding Kit, Gender Action Plan, Stakeholder Engagement Plan and Communications Strategy to all work under this consultancy, including the development of presentations, reports, etc. All templates and documents will be provided to the Consulting Team by the BCRC-Caribbean, and guidance on the use of the GEF ISLANDS Branding Kit, plans and strategies will be discussed at the introductory briefing meeting between the BCRC-Caribbean and the Consulting Team.