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

TERMS OF REFERENCE

Consultant Team for the Assessment and Development of Secondary-Market Opportunities for Trinidad and Tobago's Carnival Fashion Industry

(Ref. No.: BCRC#11176_2026_005)

1. BACKGROUND

The **Elimination of Hazardous Chemicals from Supply Chains Integrated Programme in Trinidad and Tobago**[1]**,** funded by the Global Environment Facility (GEF), seeks to transform the Carnival fashion design sector by promoting locally sourced, sustainable and safer materials; pollution-prevention approaches; and circular and transparent supply chains.

The Trinidad and Tobago project is one of eight child projects under GEF-8 Integrated Programme 11, which addresses hazardous chemicals in the fashion and construction supply chains. The wider programme seeks to transform these supply chains to achieve zero pollution and zero waste, integrate nature-based solutions and advance carbon neutrality. Carnival costume production may create risks to human health and the environment where materials, including feathers, plastic beads, sequins and metal wire frames, contain or are treated with hazardous chemicals. The Trinidad and Tobago project will therefore support transformational change within the Carnival fashion design sector.

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) serves as the executing agency for the Trinidad and Tobago child project, while the United Nations Environment Programme (UNEP) serves as the implementing agency. The project comprises four components:

(1) Design and Business Models
(2) Materials and Cleaner Production
(3) **Sustainable Consumption**
(4) Knowledge Management

Under Component 3, Sustainable Consumption, the project will assess opportunities to source and use sustainable alternative materials from secondary markets in Carnival costume design and production. These may include suitable waste materials and by-products from the agricultural, manufacturing and fisheries sectors. **Activity 3.1.2** will identify materials that are ethically produced or sourced, non-toxic, free from hazardous chemicals and environmentally

[1] CEO Endorsement Document: The "Elimination of Hazardous Chemicals from Supply Chains Integrated Programme in Trinidad and Tobago" child project (hereinafter referred to as the "Trinidad child project") is one of the eight child projects of the GEF 8 Integrated Programme (IP) 11 "Eliminating hazardous chemicals from supply chains".

safe; assess their potential application in Carnival costume production; and support the development of partnerships and trading arrangements between prospective suppliers and Carnival-sector stakeholders.

In this regard, the BCRC-Caribbean is seeking to recruit a **suitably qualified and experienced Consultant Team** to assess and support the development of secondary-market opportunities for Trinidad and Tobago's Carnival fashion industry to fulfil this objective.

2. OBJECTIVE AND SCOPE OF SERVICES

The objective of the consultancy is to assess the technical, environmental, supply-chain and commercial feasibility of integrating sustainable alternative materials and by-products sourced through secondary markets into Trinidad and Tobago's Carnival fashion value chain. The Consultant Team shall identify priority materials and prospective suppliers; assess stakeholder knowledge, practices and demand; determine the principal barriers and enabling conditions; facilitate potential supply and trading partnerships; and develop an actionable framework and recommendations for strengthening the use of secondary-market materials within the Carnival sector. The consultancy shall also support knowledge exchange through stakeholder consultations, a study tour and related knowledge products.

Under the guidance of the BCRC-Caribbean, the Consultant Team shall undertake the following activities:

A. Participate in a virtual kick-off meeting

- The Consultant Team shall participate in a virtual kick-off meeting with BCRC-Caribbean to confirm the assignment methodology, workplan, information requirements, stakeholder-engagement approach, deliverables and implementation schedule.
- The BCRC-Caribbean will also provide administrative guidance and support for the National Inception Meeting and the training workshop(s). Timeline: The kick-off meeting shall be held within two (2) weeks of contract signature by both parties.

B. Participate in a Virtual Inception Workshop with Project Stakeholders

The Consultant Team shall prepare the required technical materials for and participate in a Virtual Inception Workshop convened by BCRC-Caribbean with designated Project Steering Committee representatives and other key stakeholders. The Workshop shall be used to present, discuss and validate:

- the proposed workplan, methodology, deliverables and implementation schedule;
- the preliminary understanding of existing practices in Carnival fashion industry including costume design, material sourcing, consumption and disposal;
- the proposed criteria and approach for assessing secondary-market opportunities for the Carnival fashion industry; and
- the stakeholder map and consultation arrangements for the assignment.

In coordination with the Stakeholder Engagement Consultant, the Consultant Team shall identify the public- and private-sector stakeholders relevant to this assignment and prepare an assignment-specific stakeholder map and consultation schedule aligned with the project's broader Stakeholder Engagement Plan.

Within two weeks following the Inception Workshop, the Consultant Team shall submit a draft Inception Report to BCRC-Caribbean for review. The report shall summarize the workshop proceedings and agreed directions and include the refined methodology, final workplan, information requirements, stakeholder map, consultation schedule, implementation timeline and list of participants. The Consultant Team shall revise and finalize the report in response to consolidated comments provided by the BCRC-Caribbean by week five (5).

C. Analyse the Existing Knowledge, Attitudes and Practices Survey.

A Knowledge, Attitudes and Practices (KAP) Survey has already been developed and administered under the project. The Consultant Team shall therefore focus on analysis and interpretation of the survey findings.

- To the extent permitted by the survey design and available data, disaggregate and assess findings by gender and relevant stakeholder group, in coordination with the project's Gender Consultant.

- Validate material findings and address significant information gaps through targeted stakeholder consultations or focus group discussions, where agreed during inception.
- Prepare a Pre-Awareness Knowledge, Attitudes and Practices Survey Analysis Report setting out the methodology, respondent profile, data limitations, quantitative and qualitative findings, relevant gender and stakeholder-group differences, conclusions and actionable recommendations.
- Identify barriers, opportunities and incentives influencing adoption of sustainable materials and procurement practices.
- Develop **a pre-awareness knowledge, attitudes and practices (KAP) Survey Analysis Report** containing findings, conclusions and recommendations. A draft report shall be submitted for review and feedback before finalization by consultant by week eight (8).

D. Prepare a Feasibility Assessment and Proposed Secondary-Market Framework for the Carnival Fashion Industry.

The Consultant Team shall identify and assess sustainable alternative fibers, materials, waste streams and by-products that may have potential application in Carnival costume design and production. The assessment shall consider relevant materials from the agricultural, manufacturing, tourism, fisheries and other sectors and determine whether, and under what conditions, they could be effectively collected, processed, supplied, traded and incorporated into the Carnival fashion value chain.

The assessment shall evaluate the technical, commercial, economic, environmental, social and regulatory feasibility of each priority material or material category. This shall include consideration of material safety, supply reliability, processing requirements, market demand, cost competitiveness, environmental performance, occupational health and safety, and the capacity of prospective suppliers and users.

Any determination that a material is ethically produced, non-toxic, free from hazardous chemicals or environmentally safe shall be supported by reasonably verifiable evidence, such as applicable standards, certifications, technical specifications, safety data, supplier documentation or testing reports. Where sufficient evidence is unavailable, the Consultant Team shall identify the information, testing or certification required before the material can be recommended for use.

The Consultant Team shall coordinate with the Reverse Supply Chain Consultancy Team, with facilitation by the BCRC-Caribbean, to align relevant baseline information, avoid duplication and identify opportunities for integration across project outputs. Each Consultant Team shall remain responsible for the quality and completeness of its respective deliverables.

The assessment shall address the following criteria, as applicable to each priority material or material category:

- **Availability and Reliability of Supply:** Assess the estimated quantity, consistency, seasonality, geographic distribution and current uses of each material; the ability of prospective suppliers to provide sufficient volumes on a recurring basis; and any collection, aggregation, storage, transportation or preprocessing requirements affecting supply reliability.
- **Quality, Safety and Suitability of Materials:** Assess the physical, aesthetic, functional health and safety characteristics of each material, including durability, weight, flexibility, comfort, colourfastness, ease of manipulation and compatibility with Carnival costume design, construction and performance requirements, based on relevant standards and regulations. Based on available technical information, samples and targeted testing or prototyping, where feasible, identify any cleaning, treatment, processing or modification required before use and the associated implications for quality, cost, worker safety and consumer safety.
- **Labour and Production Costs:** Assess the labour, skills, time, equipment and infrastructure required for the collection, sorting, cleaning, processing, preparation and incorporation of the materials into costume production. Estimate the

associated costs and compare the total production implications with those of conventional materials currently used in the Carnival sector. Identify credible opportunities for local value addition, employment creation, artisanal production and participation by men and women-led micro small and medium-sized enterprises.

- **Import and Regulatory Requirements:** Identify the applicable customs duties, tariffs, import permits, trade requirements, standards, certifications, product-safety requirements and other regulatory considerations affecting the sourcing and use of materials from domestic, regional and international markets. Where a recovered material or by-product may be legally classified as waste or hazardous waste, identify any applicable national requirements and controls governing its transboundary movement, including those arising under the Basel Convention. The assessment shall distinguish between requirements applicable to locally sourced materials and those applicable to imported materials and shall identify any material regulatory barriers affecting procurement or commercial use.
- **Market Demand and Industry Acceptance:** Assess existing and potential demand for sustainable alternative materials within the Carnival sector, including required quantities, specifications, price considerations and procurement cycles. Evaluate the willingness of band leaders, designers, costume producers, artisans and masqueraders to adopt the materials and identify relevant preferences, perceptions, information needs and barriers to market uptake. Consultants shall consider determining this as early as possible as it informs critical information for the during of the consultancy.
- **Economic Viability and Commercial Potential:** Compare the indicative total cost of the alternative materials with conventional materials currently used in the Carnival sector, taking account of acquisition, collection, sorting, cleaning, processing, transportation, import duties, storage, quality control and other material costs. Assess indicative unit costs, possible selling prices, minimum viable supply volumes, affordability, revenue opportunities and the principal conditions required for commercial viability. Where supported by available information, undertake appropriate break-even or sensitivity analysis and assess the longer-

term financial sustainability of the proposed supply arrangements, business models and partnerships.

- **Scalability and Sustainability:** Assess whether the proposed materials, production arrangements and supply chains can be expanded to support broader adoption across the Carnival industry. The assessment shall consider the reliability and volume of supply, production capacity, infrastructure and skills requirements, continued market demand, institutional arrangements and environmental, social and economic sustainability. It shall also assess the potential contribution to waste prevention and reduction, circular-economy objectives, pollution prevention and sustainable consumption, while identifying any material environmental or social trade-offs. Consider inclusion of non-toxic flows/circulation e.g. from closed-loop processes. This should also be developed in close coordination with the Reverse Supply Chain Consultant.
- **Risk Assessment:** Identify the principal technical, commercial, financial, legal, regulatory, environmental, social, health and safety, operational, supply-chain, market and reputational risks that may affect implementation or longer-term viability. Assess the likelihood and potential effect of the identified risks, propose proportionate mitigation measures and identify any risks that may prevent an opportunity from proceeding. The Consultant Team shall present recommendations for improving the viability and longer-term sustainability of the proposed secondary-market opportunities.

The Consultant Team shall apply a transparent comparative assessment to the materials and secondary-market opportunities examined and recommend a prioritized shortlist of the options demonstrating the strongest technical suitability, market potential, commercial viability, environmental benefit and potential for implementation in Trinidad and Tobago.

The Consultant Team shall submit a draft Feasibility Assessment and Proposed Secondary-Market Framework to BCRC-Caribbean for review and shall incorporate agreed revisions before finalization by week sixteen (16).

E. Supplier Engagement and Partnership Development

Based on the prioritized opportunities identified through the feasibility assessment, the Consultant Team shall facilitate targeted engagement between Carnival-industry stakeholders and prospective suppliers, processors and other market actors to support the development of viable secondary markets, supply arrangements, knowledge-transfer opportunities and longer-term commercial relationships. The Consultant Team shall:

- Identify and engage credible local, regional and international suppliers, processors, material-recovery organizations and other relevant market actors capable of supplying or producing the prioritized sustainable alternative materials.
- Facilitate consultations, meetings and discussions between suppliers and relevant Carnival stakeholders, including mas band leaders, designers, costume producers, artisans, material recovery organisations and other relevant stakeholders.
- Assess the requirements, technical capability and commercial capacity of prospective suppliers to provide materials to the Carnival sector, including available quantities, product specifications, indicative prices, minimum order requirements, production lead times, quality-assurance arrangements, logistics requirements and ability to maintain continuity of supply.
- Facilitate introductions, technical exchanges and commercial discussions between shortlisted suppliers and Carnival-industry stakeholders through virtual or in-person consultations and, where appropriate, during the study tour.
- Prepare a supplier and market-actor database documenting, as applicable, contact information, material and product offerings, production capacity, indicative pricing, minimum order quantities, lead times, quality standards, certifications, sustainability credentials, geographic coverage and expressed interest in supplying the Trinidad and Tobago Carnival sector.
- Make reasonable efforts to support the development and formalization of at least one partnership or supply arrangement between a credible supplier of a prioritized sustainable alternative material and one or more Carnival-industry stakeholders. Depending on the readiness and interests of the parties, the anticipated outcome

may include an agreement, memorandum of understanding, letter of intent, expression of interest, agreed pilot arrangement or other documented framework for continued engagement or material supply.

The Consultant Team shall document the parties engaged, matters discussed, areas of potential collaboration, outstanding requirements and agreed follow-up actions. The Consultant Team shall not be responsible for guaranteeing the execution of a legally binding agreement or commercial transaction, which shall remain subject to the independent decisions and requirements of the participating parties. A report shall be prepared summarising the assessment findings and identifying potential stakeholders

F. Plan and facilitate an International Study Tour

Based on the findings of the feasibility assessment, the Consultant Team shall, in consultation with BCRC-Caribbean and UNEP, recommend and support the organization of one international study tour to a country demonstrating relevant experience in sustainable materials, secondary-market development, circular production practices or comparable innovations applicable to Trinidad and Tobago's Carnival fashion industry. The study tour shall facilitate practical learning, supplier and producer engagement, knowledge exchange, partnership development and consideration of approaches that may be adapted or replicated in Trinidad and Tobago.

The Consultant Team will be expected to:

Recommend a suitable study-tour destination using transparent selection criteria, including:

- relevance of the materials, technologies, production processes or business models to the Trinidad and Tobago Carnival industry;
- availability of credible suppliers, producers, processors, artisans or other suitable host organizations;
- potential for knowledge transfer, adaptation, commercial engagement or partnership development;
- travel accessibility, language, safety, visa requirements and indicative cost;

- willingness and capacity of relevant institutions and businesses to host the delegation; and
- alignment with the objectives and available resources of the project.

Cambodia, India and Costa Rica may be considered in addition to other countries that are participants in the Integrated Programme; however, the final recommendation shall be based on the assessment findings and comparative suitability of the proposed destination.

The Consultant Team shall submit a brief comparative assessment of the most suitable destination options, including the rationale, anticipated learning and partnership opportunities, indicative itinerary, logistical implications and estimated costs, for the approval of BCRC-Caribbean before detailed arrangements are initiated.

The study tour shall include a delegation of at least ten (10) and no more than twenty (20) participants representing relevant stakeholder groups in Trinidad and Tobago, which may include mas band leaders, costume designers and producers, artisans, women- and youth-led enterprises, material-recovery or recycling organizations, relevant government entities and industry associations. At least 50 per cent of the delegation shall comprise women.

BCRC-Caribbean shall approve the final composition of the delegation based on transparent participant-selection criteria proposed by the Consultant Team that will be reviewed by both the BCRC-Caribbean and the Project Steering Committee before acceptance and finalization.

The Consultant Team shall develop a comprehensive study-tour plan setting out:

- the purpose, expected results and learning objectives;
- proposed destination and host institutions;
- the participant-selection criteria and proposed delegation;
- the suppliers, producers, artisans, facilities and organizations to be visited;
- the proposed dates, itinerary and agenda;

- planned technical exchanges, demonstrations and business-to-business meetings;
- opportunities for supplier engagement, knowledge transfer and partnership development;
- indicative travel and logistical requirements;
- relevant visa, health, safety and risk-management considerations;
- the roles and responsibilities of the Consultant Team, BCRC-Caribbean, UNEP, host organizations and participants; and
- the expected documentation, knowledge products and post-tour follow-up actions.

Unless otherwise expressly provided in the contract, the costs of approved participant travel, accommodation, daily subsistence and other authorized study-tour expenses shall be met separately by the project and shall not form part of the Consultant Team's professional fees.

The BCRC-Caribbean will support with the administrative aspects of the study tour while the UNEP will support with the cross-country collaboration between the project countries. Upon completion of the study tour, the Consultant Team shall:

- Prepare a **Study-Tour Report** documenting the objectives, delegation, agenda, organizations and facilities visited, technical and commercial discussions held, materials and production practices examined, supplier and partnership opportunities identified, participant feedback, lessons learned and recommendations for adaptation or application in Trinidad and Tobago. The report shall include a record of agreed follow-up actions, responsible parties and indicative timelines. The Consultant Team shall submit a draft Study Tour Report to BCRC-Caribbean for review and shall incorporate agreed revisions before finalization by week forty (40).
- Develop **an agreed package of knowledge products** based on the study tour, which may include case studies, success stories, supplier profiles, factsheets, photographic materials, short videos or participant testimonials. The number, format, intended audience and dissemination approach for the knowledge

products shall be agreed with BCRC-Caribbean through the approved study-tour plan. The Consultant Team shall obtain the necessary consent for the use of participant images, recordings, statements and personal information.

G. Monitoring and Evaluation

The Consultant Team will be required to provide five (5) Quarterly Progress Reports to highlight the consultancy activities completed, stakeholders engaged/meetings held, deliverables submitted, challenges encountered, mitigation measures utilized to overcome mentioned challenges as well as upcoming activities and expectations for the next quarter the last month of each quarter.

H. Project Closeout

- The Consultant Team will attend a virtual closeout meeting with the BCRC-Caribbean 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 Consultant Team will also be required to develop a **closeout report** to summarize the consultancy for approval by the BCRC-Caribbean and include details of the virtual closeout meeting.
- The Consultant Team will also be required to develop a **Final Completion and Handover Report** which reflects a consolidated report summarizing the consultancy's activities, outputs, results, stakeholder and supplier engagements, partnership-development outcomes, challenges, lessons learned, outstanding actions and recommendations for the continued development of secondary markets in Trinidad and Tobago's Carnival industry.

3. EXPECTED OUTPUTS

Under the guidance of and reporting directly to BCRC-Caribbean, the Consultant Team shall prepare and submit the deliverables specified below. Draft deliverables shall be submitted to BCRC-Caribbean for review, with a minimum review period of ten working days unless otherwise agreed. The Consultant Team shall address consolidated comments and submit revised final deliverables within an agreed period. Acceptance shall be subject to BCRC-Caribbean's confirmation that the applicable requirements of these Terms of Reference have been satisfactorily met.

- **Deliverable 1: Inception Report and Detailed Workplan** An Inception Report incorporating the outcomes of the Inception Meeting and setting out the refined methodology, detailed workplan and timeline, allocation of responsibilities within the Consultant Team, stakeholder-engagement plan, data-collection and analysis methods, proposed consultation instruments, approach to coordination with the Reverse Supply Chain Consultancy Team, reporting arrangements, quality-assurance procedures and initial risk register.
- **Deliverable 2: Knowledge, Attitudes and Practices Analysis Report** A report presenting the methodology, respondent profile, data quality and limitations, baseline findings, stakeholder-specific analysis, principal knowledge and behavioural gaps, attitudes towards sustainable and secondary-market materials, barriers and enabling factors affecting adoption, and recommendations for awareness, engagement and market-development interventions. Relevant anonymized datasets, data-collection instruments and supporting analysis shall be submitted in editable format.
- **Deliverable 3: Feasibility Assessment Report and Proposed Secondary-Market Framework** A draft and final assessment report covering the materials and waste streams examined; existing and potential sources of supply; quality, safety, health and processing requirements; labour and production implications; market demand and industry acceptance; regulatory, customs and trade considerations; commercial and financial viability; scalability and sustainability; risks and mitigation

measures; and coordination with the Reverse Supply Chain Consultancy Team. The deliverable shall include:

- a transparent comparative assessment and prioritized shortlist of feasible materials and secondary-market opportunities;
- a proposed secondary-market framework setting out the recommended supply-chain, processing, business, partnership and institutional arrangements;
- a supplier and market-actor database;
- indicative implementation actions, responsible parties and timelines; and
- recommendations for piloting, replication or further development.

- **Deliverable 4: Study-Tour Destination Recommendation and Implementation Plan -** A comparative assessment of suitable destinations and a detailed plan for the approved study tour, including the recommended destination and rationale, host organizations, proposed delegation and participant-selection criteria, learning objectives, agenda and itinerary, supplier and partnership-engagement opportunities, roles and responsibilities, logistical requirements, indicative costs, risk-management considerations, expected results, documentation arrangements and proposed post-tour follow-up.
- **Deliverable 5: Study-Tour Report and Knowledge Products -** A report documenting the study-tour delegation, activities undertaken, organizations and facilities visited, materials and practices examined, technical and commercial discussions held, supplier and partnership opportunities identified, participant feedback, lessons learned, agreed follow-up actions and recommendations for adaptation or application in Trinidad and Tobago. The deliverable shall include the agreed package of knowledge products and relevant supporting records.
- **Deliverable 6: Supplier and Partnership Engagement Record -** A consolidated record of supplier and partnership-development activities, including prospective suppliers and partners identified, consultations and business-to-business engagements conducted, product and supply information obtained, areas of mutual interest, potential commercial or collaboration arrangements, outstanding

requirements and agreed follow-up actions. The deliverable shall include evidence of any partnership, memorandum of understanding, letter of intent, expression of interest, pilot arrangement, supply arrangement or other documented outcome achieved through the engagement process by the respective entities.

The Consultant Team shall make reasonable efforts to facilitate at least one documented partnership or supply arrangement. Acceptance of this deliverable shall be based on evidence of the identification, engagement and facilitation activities undertaken and shall not depend solely upon the independent decision of a third party to execute a legally binding agreement.

- **Deliverable 7:** Five (5) **Quarterly Progress Reports** and One (1) **Project Closure 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.
- **Deliverable 8: Final Completion and Handover Report -** A consolidated report summarizing the consultancy's activities, outputs, results, stakeholder and supplier engagements, partnership-development outcomes, challenges, lessons learned, outstanding actions and recommendations for the continued development of secondary markets in Trinidad and Tobago's Carnival industry. The deliverable shall reflect the outcomes of the closeout meeting and include an organized handover of the final reports, editable source files, anonymized datasets, stakeholder and supplier records, knowledge products, supporting evidence and other relevant materials.

4. Consulting Reporting Timeline and Payment Schedule

The table below outlines the required deliverables, expected submission timelines, and corresponding payment schedules for this consultancy.

Deliverables	Content of Reports	Timeline	Payment Schedule
Inception Report and Detailed Workplan (Deliverable 1)	Includes but is not limited to refined methodology, detailed workplan and timeline, Consultant Team responsibilities, stakeholder engagement plan, data collection and analysis methods, consultation instruments, coordination approach with the Reverse Supply Chain Consultancy Team, quality assurance procedures and initial risk register.	Month (1) 4 weeks after signing of contract	10%
Knowledge, Attitudes and Practices (KAP) Analysis Report (Deliverable 2)	Analysis of the existing KAP survey including respondent profile, data limitations, stakeholder-specific findings, barriers and enabling factors affecting adoption of sustainable and secondary-market materials, gender considerations, and recommendations.	Month (2) Approx. 8 weeks after contract signature	10%
Feasibility Assessment and Proposed Secondary-Market Framework (Deliverable 3)	Comprehensive feasibility assessment of sustainable alternative materials and secondary-market opportunities, including prioritized material shortlist, comparative assessment, supplier and market actor database, secondary-market framework, implementation actions and recommendations.	Month (4) Approx. 16 weeks after signing of contract	20%

Study Tour Destination Recommendation and Implementation Plan (Deliverable 4)	Comparative assessment of potential study-tour destinations and a detailed implementation plan including itinerary, participant selection criteria, host organizations, learning objectives, risk management measures, logistics and estimated costs.	Month (6) Approx. 24 weeks after signing of contract	10%
Study Tour Report and Knowledge Products (Deliverable 5)	Report documenting study-tour activities, facilities visited, technical discussions, identified partnership opportunities, participant feedback, lessons learned and recommendations. Includes approved knowledge products such as case studies, supplier profiles, factsheets, videos or other agreed materials.	Month (10) Approx. 40 weeks after signing of contract	20%
Supplier and Partnership Engagement Record (Deliverable 6)	Consolidated documentation of supplier engagements; business-to-business meetings, partnership development activities, identified suppliers, potential collaboration arrangements, and evidence of partnership, pilot arrangements, letters of intent, MOUs or similar outcomes	Month (14) Approx. 56 weeks after signing of contract	10%
Quarterly Progress Reports and Project Closure Report (Deliverable 7)	Five Quarterly Progress Reports outlining activities completed, stakeholders engaged, challenges encountered, mitigation measures, deliverables submitted and upcoming activities. Includes a Project Closure Report summarizing achievements, challenges,	Quarterly throughout consultancy (Week 12, 24, 36,48,60)	10%

	lessons learned and closeout meeting outcomes.		
Final Completion and Handover Report (Deliverable 8)	Consolidated report summarizing all consultancy activities, deliverables, stakeholder engagements, supplier and partnership outcomes, lessons learned, recommendations and complete handover package including source files, datasets, supporting records and knowledge products.	Month (18) Approximately 72 weeks after contract signature (End of Consultancy)	10%

5. QUALIFICATIONS, EXPERIENCE AND SKILLS

To facilitate the activities, the following Education, Qualifications and Experience are expected within the Consulting Team (minimum of one (1) team member must possess each requirement):

1. Team Lead / Project Manager

- Advanced degree in Business Administration, Project Management, Sustainable Development, Environmental Management or a related field.
- Project Management certification (e.g. PMP, PRINCE2) would be considered an asset.
- Minimum of five (5) years of experience managing multidisciplinary projects and consultant teams.
- Demonstrated experience coordinating stakeholder consultations and delivering complex assignments within agreed timelines.

2. **Circular Economy, Waste Management or Sustainable Materials Specialist**

- University degree in Environmental Sciences, Environmental Engineering, Waste Management, Circular Economy, Sustainable Production, Material Science, or a certificate in a related or similar discipline.

- Minimum of three (3) years of experience in chemicals and waste management, resource recovery, circular economy initiatives, sustainable production systems, or related fields.
- Experience assessing sustainable materials and environmentally sound alternatives would be considered an asset.

3. **Market, Business or Financial Analyst**
    - University degree in Economics, Business Administration, Finance, Market Research or a related field.
    - Experience conducting market assessments, feasibility studies, business model development and financial analysis.
    - Demonstrated ability to assess commercial viability, supply-chain opportunities and market-development strategies.

4. **Fashion, Textile, Costume Design or Carnival Industry Specialist**
    - University degree or professional qualification in Fashion Design, Carnival Studies, Textile Design, Costume Design, Creative Industries, or a related field.
    - Minimum of five (5) years of professional experience within the fashion, textile, costume design or creative industries sector.
    - Experience within the Trinidad and Tobago Carnival industry and knowledge of key Carnival stakeholders would be considered a strong asset.

5. **Research, Statistics or Knowledge, Attitudes and Practices (KAP) Specialist**
    - University degree in Statistics, Social Sciences, Research Methods, Data Analytics or a related discipline.
    - Demonstrated experience designing, analysing and interpreting survey data and stakeholder assessments.
    - Experience conducting qualitative and quantitative research, including interviews, focus groups and consultations.

6. **Supply Chain, Procurement or Partnership Development Specialist**

- University degree or professional certification in Procurement, Supply Chain Management, Logistics, International Trade, Business Development or a related field.
- Experience assessing supply chains, facilitating business-to-business engagements and developing commercial partnerships.
- Knowledge of regional and international sourcing arrangements and market linkages would be considered an asset.

Functional Competencies:

- Strong facilitation skills and experience in conducting stakeholder meetings/consultations/workshops/trainings will be considered an asset.
- Strong and highly developed interpersonal skills and communication.
- Strong diplomatic skills with networking aptitude and ability to work in a team environment.
- Good writing, reporting and presentation skills.
- Excellent time management skills.
- Ability to deliver quality results against tight deadlines, given a heavy workload and short timelines.
- Proficiency in the use of Microsoft Office Suite.

6. DURATION AND EXPECTED START OF CONSULTANCY

The duration of the consultancy is approximately **eighteen (18) months**. The tentative start date for the consultancy is **February 2027**, and the tentative end date is **July 2028**.

7. REMUNERATION

The contract shall comprise an agreed fixed professional fee, inclusive of all applicable taxes for which the Consultant Team is responsible, together with separately identified

reimbursable expenses authorized under the contract. The professional fee shall be paid in instalments in United States dollars upon BCRC-Caribbean's acceptance of the corresponding deliverables and receipt of a valid invoice.

Only expenses approved in advance by BCRC-Caribbean and supported by the documentation required under the contract shall be eligible for reimbursement. No expenditure incurred without prior written authorization shall be reimbursed.

INSTITUTIONAL ARRANGEMENTS

The Consultant Team shall report to and be directly supervised by BCRC-Caribbean. UNEP and the Project Steering Committee may provide strategic guidance, technical feedback or validation, as appropriate, through BCRC-Caribbean. The Consultant Team shall participate in scheduled progress meetings, technical consultations, the inception meeting, the study-tour planning process and the consultancy closeout meeting, as required.

8. MODE OF WORK

The assignment shall be performed primarily remotely, with in-person engagement and travel as required under the approved workplan. The Consultant Team shall provide its own ordinary office facilities, equipment, software and connectivity.

All travel must be authorized in writing by BCRC-Caribbean before bookings or commitments are made. The contractual arrangements shall specify whether approved airfare, accommodation, daily subsistence, visas, ground transportation and other authorized travel costs will be arranged directly by BCRC-Caribbean or reimbursed against supporting documentation.

The Consultant Team shall be responsible for ensuring that its travelling personnel possess valid passports, visas, travel and health insurance and any other documentation required for authorized travel.

9. APPLICATION PROCEDURES

Applications are open to **Consultant Teams** who meet the qualifications outlined in this Terms of Reference (ToR). Bidders are encouraged to propose a consulting team, of appropriate size and structure that aligns with the requirements to generate the expected outputs and effectively meet the assignment's objectives.

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL:

1. **A letter of interest** signed by the Consultant Team lead indicating why the team considers itself suitable for the assignment and confirming availability to start work within the month of **December 2026**.
2. A detailed **Technical Proposal** including the Consultant Team members' Curriculum Vitae (CV), inclusive of contact information for at least three (3) references, for relevant past project/work experience. This proposal must also describe the approach to work and include the methodology, stakeholder engagement plan and workplan as well as non-financial resources to be assigned.
3. 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. Precious Blackwell Project Execution Officer I, BCRC-Caribbean Email: precious.blackwell@bcrc-caribbean.org	**Ms. Hadassah Bournes** Project Execution Officer I, BCRC-Caribbean Email: hadassah.bournes@bcrc-caribbean.org

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, ensure that the Reference number and name of this TOR **(BCRC#11176_2026_005 Consultant Team for the Assessment and Development of Secondary-Market Opportunities for Trinidad and Tobago's Fashion Industry)** 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 11:59 pm **(GMT-4) on Thursday 31st December 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 the BCRC-Caribbean 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_005 Consultant Team for the Assessment and Development of Secondary-Market Opportunities for Trinidad and Tobago's Fashion Industry.**
- 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 will 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 based on 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.