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IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES (ISLANDS) IN THE CARIBBEAN

APPENDIX 1 – TERMS OF REFERENCE: ENVIRONMENTALLY SOUND DISPOSAL OF HAZARDOUS WASTE STOCKPILES IN CUBA

November 06, 2026

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

Supported by ISLANDS Caribbean | gef
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In partnership with IDB Group | Food and Agriculture Organization of the United Nations
Executed by BCRC CARIBBEAN

1. BACKGROUND TO THE PROJECT

The ***Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme***[1], 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). The 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 Food and Agriculture Organization of the United Nations (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 two (2) Caribbean Child Projects[2] via a synergized approach, (GEF 10279 and GEF 10472) which involve twelve (12) Project Countries[3] (Antigua and Barbuda, The Bahamas, Barbados, Belize, **Cuba**, Dominica, The Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago). Both project documents can be accessed via the links below:

- 10279 - CEO Endorsement Package _FINAL March 31-2.pdf
- GEF ISLANDS 10472 CEO Endorsement Package

Under Activity 2.1.1 "Identification of Stockpiles and Development of Disposal Strategies" the target hazardous waste streams have been identified in the twelve (12) project countries. During the Regional Workshop in Trinidad and

[1] Programme Website: GEF Islands
[2] Project Brief: ISLANDS 10279 & 10472 Project Brief.pdf
[3] Synergized approach with GEF 10279 and 10472 countries.

Tobago on June 10 and 11, 2025, the following priority stockpiles were identified for final export and disposal/treatment/recovery:

- All publicly owned pesticides
- Both publicly and privately owned Polychlorinated biphenyls (PCBs) and PCB-contaminated equipment

Under the subsequent **Activity 2.1.2 – Elimination of obsolete chemicals, PCBs, DDT and mercury added products (MAPs) through safeguarding, centralization and disposal/treatment/recovery**, in each country the identified chemicals and chemicals in products will be packaged, labelled and consolidated at centralized secured sites prior to export for disposal at an approved facility.

As part of the GEF 10472 project, funds are available for the export and disposal of selected materials under Activity 2.1.2 for **Cuba**. In this regard, Cuba has pre-selected in total **101,638.4 kg** of hazardous wastes in its territory for disposal. Based on the available budget, an additional stockpile of 80,000kg of hazardous waste can be considered for disposal, based on discussion with the BCRC-Caribbean, in consultation with NWGs and the Independent Supervisor, who will finalise the wastes to be prioritised, safeguarded, and treated.

The objective of this assignment is the collection, repackaging and disposal/treatment/recovery of the selected materials in line with Basel Convention Requirements[4] and the best practices on environmentally sound management of waste.

In this regard, the BCRC-Caribbean is seeking to recruit a suitably qualified and experienced **Hazardous Waste Management Contractor** to provide the technical services required for the execution of Activity 2.1.2 'Elimination of

[4] The Basel Convention Competent Authority (CA) must be engaged to support the environmentally sound disposal to ensure compliance with the Basel Convention.

obsolete chemicals, PCBs, DDT and mercury added products through safeguarding, centralization and disposal/treatment/recovery in Cuba.

2. INFORMATION ON THE SITES

A summary of the background and the factsheet including an inventory of Cuba is enclosed in Annex I.

Bidders are asked to note that specific requirements such as site access, certifications, national and local regulations and licensing obligations may be required.

In particular, it should be noted that for the work intended to be carried out in Cuba, national law provides that the designated Contractor must be represented by a national company, which is responsible for processing all the authorizations required for the internal movement and export of the identified waste.

3. REQUIRED SERVICES & DELIVERABLES

Under the guidance of the BCRC-Caribbean, and in close collaboration with the National Working Group (NWG)[5] and the respective Basel Convention Competent Authority (CA) of Cuba, the Contractor will ensure the environmentally sound removal and disposal/treatment/ recovery of the selected hazardous wastes in accordance with Basel Convention requirements and Best Available Technologies (BAT). This shall be done through undertaking the following activities.

[5] The National Working Group (NWG) is a project mechanism development in Cuba where key stakeholders and experts across the field of chemicals and waste management are responsible for providing guidance on the execution of the project in relation to their national context. NWG is led by a duly appointed chairperson and comprise of national representatives. NWG facilitate the coordination of project activities on a national level. The NWG will support the BCRC-Caribbean in the review of all deliverables under this consultancy.

I. Project Inception Phase

The inception phase shall serve as a structured alignment and decision-making stage to confirm the operational approach prior to field implementation.

This phase shall include validation of key assumptions, confirmation of operational sequencing, agreement on roles and responsibilities, and identification of regulatory and logistical pathways across Cuba.

The Contractor shall propose the operational approach, which will be reviewed and agreed with BCRC-Caribbean and the Independent Supervisor prior to implementation and include the following:

a. Attend a Virtual Kick off Meeting with the BCRC-Caribbean

The Contractor will participate in a virtual kick-off call with the BCRC-Caribbean to discuss the approach to the work. The BCRC-Caribbean will also provide guidance for the administrative matters, planning and facilitation of meetings with key relevant stakeholders.

b. Site Clean-up Plan (Deliverable 1)

The Contractor will draft a Site Clean-up Plan which will include at least the following information:

i. Description of project.
ii. Project management, including project team, communication and reporting (daily and weekly site reports during on the ground activities and quarterly progress reports), quality control and assurance procedures.
iii. Task Based Risk assessment.
iv. Activity-specific and site-specific Standard Operating Procedures (SOPs).
v. Transport planning including routing (point of entry/point of exit) and routes. The Contractor shall propose the most

efficient and feasible logistics configuration, which may include national or regional approaches, taking into account cost, regulatory requirements, and operational risks.

vi. Description of the final facility and Disposal/Recovery technology(ies). The Contractor shall identify proposed disposal approaches and facilities, and confirm final arrangements following validation of technical, regulatory and logistical conditions.

vii. Planning (timeline/GANTT chart) including description of mitigation measures, and Project Float[6].

The Site Clean-Up Plan shall be based on available information and on the validation of key operational assumptions. The Contractor shall, to the extent feasible during the inception phase, verify waste types, indicative quantities, site accessibility, logistical conditions, and applicable regulatory requirements. Where full validation is not feasible, the Contractor shall explicitly identify assumptions, associated uncertainties, and potential risks, and propose mitigation measures to be applied during implementation. The level of validation shall be proportionate to the risks and operational complexity of each site.

The Contractor is also expected to provide training to the personnel engaged in safeguarding activities and to keep records of such training activities.

c. Environmental, Health and Safety Plan (Deliverable 2)

The Contractor will draft an Environmental, Health and Safety (HSE) Plan for Cuba which will include, but not be limited to:

i. Site background (historical context, site description and layout, and store conditions).

6 The amount of time an activity may be delayed without consequence.

ii. Site Safety Organization (i.e. allocation of specific roles), with descriptions of how site-specific measures will be ensured, including communication.
iii. Training requirements for safeguarding personnel.
iv. Site Safety Requirements including zoning, access, and decontamination with descriptions of how site-specific measures will be ensured.
v. Detailed description of Personal Protective Equipment (PPE), tools, equipment and materials used. The Contractor shall identify the types of equipment and materials required and confirm final specifications based on validated site conditions and operational needs.
vi. Risk assessment with description of how site-specific measures will be managed.
vii. Description of storage management after repackaging.
viii. Emergency response plan with description of how site-specific measures will be managed (availability of emergency services, emergency exits, fire safety etc.).

d. Organize a Virtual Inception Meeting with BCRC-Caribbean and Cuban Stakeholders

During the inception phase, the Contractor shall engage, as needed, with relevant stakeholders in Cuba (including the National Working Group, BCRC-Caribbean, Independent Supervisor, and Competent Authority) to confirm country-specific requirements, constraints, and operational considerations. This may include bilateral consultations in addition to the regional inception meeting. Bilateral meetings should be held in Spanish.[7]

[7] For large project meetings, such as the Inception Meeting, the BCRC-Caribbean will arrange simultaneous English to Spanish Interpretation. Interpretation arrangements and costs for all other national meetings with Cuba will be borne solely by the Contractor.

Furthermore, the Contractor is expected to organize a Virtual Inception Meeting with the BCRC-Caribbean, Independent Supervisor and key stakeholders from Cuba. During the Inception Meeting the Contractor will present the approved Site Clean-up Plan, Environmental Health and Safety Plan and Project Planning.

e. Preparation of Basel Convention Transboundary paperwork

To facilitate the transboundary movement of the wastes, the Contractor will prepare all relevant Basel Convention Transboundary paperwork and provide these documents, including any additional documents that may be required by the relevant competent authorities, to the BCRC-Caribbean, the Independent Supervisor and any other entity or individual deemed appropriate by BCRC-Caribbean. The Contractor shall cover all (administrative) costs charged by the Competent Authorities concerned. Furthermore, the Contractor shall also cover by insurance, bond or other guarantee as may be required by the relevant States, any transboundary movement of waste. The duration necessary to obtain such insurance, bond, or any other guarantee should be specified within the project implementation timeline. The BCRC-Caribbean will support in this process through their regional network where possible.

f. Preparation of Permits and Approvals

The Contractor shall meet the applicable national and local regulations and licensing requirements. For example, those included in Section 2: Information on the Sites.

II. Collection and Repackaging of Wastes

The Contractor shall ensure that all collection, handling and repackaging activities are conducted in a manner that prevents exposure to workers and the environment, avoids cross-contamination, and ensures that wastes are safely prepared for transport in compliance with applicable international and national standards.

The Contractor shall propose detailed operational procedures as part of the Site Clean-Up Plan, which shall be subject to approval by the BCRC-Caribbean and the Independent Supervisor.

Following approval of the Site Clean-up Plan and Environmental, Health and Safety Plan, the collection and repackaging of the selected wastes may commence. The following activities are envisaged to be included:

a. Preparation for collection and repackaging

Thirty (30) days prior to the start of the operations in Cuba, the Contractor will inform the focal point of the National Working Group and the BCRC-Caribbean of the anticipated start of the operations and date of take-over of (part of) the facility for collection and repacking. In the communication the Contractor will indicate:

- The location of the site.
- The detailed specific activities and procedures that will take place (i.e. repackaging, transfer of liquid, draining of transformers, etc.).
- The expected timeline of each activity including the shipment of waste.

b. On-site preparations

After the Contractor has arrived on-site, the Contractor is expected to undertake the following actions as a minimum:

- Identification of the waste to be safeguarded and disposed of.
- Confirmation of waste quantities on-site must be performed using a calibrated weighing mechanism (certificate shall be provided to BCRC-Caribbean), including, where needed, the use of on-site testing to verify the contents of the materials. The Contractor may propose an efficient weighing approach that ensures reliable data while minimizing unnecessary duplication

of effort. The Contractor should share the estimated waste quantities with the Independent Supervisor and BCRC-Caribbean prior to the start of the repackaging operations.

- Create a photo report of the site's status and its surroundings at the start of the works, including but not limited to:
    i. Pictures of the site entrance
    ii. Pictures of the building(s) where wastes are stored
    iii. Pictures of the wastes
    iv. Pictures of major damage identified
    v. Pictures of any hazardous materials spills
    vi. Pictures of any potential safety issues
    vii. Picture of the surroundings of the site
- Demarcate / fence the site and install warning signs (in both English and Spanish as required). The site should not be accessible for third parties during the operations.
- Zoning: clear construction of zones (zones 1 - hot zone, 2 – buffer zone and 3 – clean zone) and protection materials to prevent cross-contamination of clean materials.
- Installation of a decontamination area (between zone 1 and zone 2), including facilities for staff members to change, wash and clean.
- Inspect, seal, decontaminate and label packages.
- Provide appropriate fire-fighting equipment.
- Removal of structures (i.e. opening of bunkers, removal of doors or walls etc.) to ensure safe access to the wastes.
- Sealing of windows and other gaps to avoid migration of dusts.
- A resting zone should be established.

Prior to the start of operations, the Independent Supervisor and the relevant government entity will approve the site set-up using a site hand-over letter.

c. Repackaging of wastes

After approval of the site set-up by the Independent Supervisor and government officials, the Contractor can start with repackaging of the wastes. This includes:

- Ensure a safe working environment and prevention of cross-contamination; this can include the removal of non-hazardous wastes and materials from the storage facilities. The Contractor should clean these wastes and materials to limit exposure before storing them elsewhere on-site.
- For flammable and combustible liquids, ensure chemical earthing to dissipate static electricity and prevent sparks for chemicals.
- Ensure that cleanings, contaminated PPE, materials produced during the repackaging activities (e.g. unpacking packages, etc.), decontamination liquids and any other material that might have been in contact with hazardous chemicals are to be regarded as hazardous waste and disposed of accordingly.
- Ensure that mixing of hazardous and non-hazardous wastes is kept to a minimum. In case of mixing, the mixed waste shall be considered hazardous.
- Ensure that no dispersion of hazardous wastes to the surrounding environment can take place. This can include the use of tents in cases where wastes are not present in an enclosed space.
- Repackaging of wastes into their final packaging.
- Labelling and marking of repackaged wastes according to international standards (IMDG Code, ADR, and, where applicable, GHS) including a unique identification number per drum and pallet. The Contractor shall ensure full traceability of

all wastes from collection through to final disposal, including tracking of quantities, and documentation of movements. The Contractor may propose digital or manual systems to ensure traceability.

- Weighing of wastes per package with a calibrated scale that has a minimum accuracy of 0.1 kg and a minimum precision of ± 1 %. Calibration papers should be provided to the Independent Supervisor prior to the start of using the scale. Weighing of transformers is not needed prior to loading if specified in the metal plate. The gross, tare and net weight shall be documented. A suitable scale must be employed for weighing trucks, containers, and transformers, with a minimum accuracy of 1 kg and a minimum precision of ± 1%.
- Ensure the proper storing, management and safety of repackaged waste prior to shipment for disposal including 24h guarding, if not provided by the store owner.
- Daily record keeping including daily reporting and daily logbooks for the duration of the works on-site. The Contractor shall maintain appropriate records of on-site activities, including quantities handled, incidents, and key operational steps. The level of detail and reporting frequency shall be defined in the Site Clean-Up Plan to ensure a balance between traceability and operational efficiency.

The Contractor shall select appropriate equipment and materials based on site-specific conditions, ensuring that they meet relevant international standards and are adequate to prevent environmental contamination and ensure worker safety. The contractor shall make appropriate PPE available to BCRC-Caribbean, the Independent Supervisor, and any other relevant stakeholders to enable safe site visits and inspections.

All materials that have been visually affected by the storage of obsolete pesticides (OPs) and which, within reason, cannot be cleaned should be collected, made unsuitable for their originally intended purpose, transported off-site and disposed of as hazardous wastes. The decision to include additional wastes and materials is made by the Independent Supervisor and shall be based on environmental risk assessment (type of waste, conditions of waste, quantities), prioritization of the site, relevance to the project objectives, and available budget. Any such inclusion shall be agreed with the BCRC-Caribbean prior to implementation.

All unused materials, equipment and PPE will remain property of BCRC-Caribbean which is free to deliver to the beneficiary institution(s).

All customs clearance costs, import duties, re-export duties, and any other costs related to the import or re-export of equipment shall be borne by the Contractor.

d. Site Clean-up after repackaging is finalized

Following the finalization of the repackaging of the wastes, the Contractor is expected to appropriately clean the site[8] to prepare the area for future demolition or re-use. This includes the following activities:

- Implementation of appropriate site preparation measures, including access control, zoning, signage in local language, and decontamination arrangements, as required based on site-specific risks and operational needs. Warning – former hazardous waste storage area, do not use for animal shelter, storage of food or feedstock or other sensitive purposes.

[8] This does not apply to sites where only PCB, WEEE or MAP wastes have been stored. For those sites, a simple sweep of the operational area is sufficient.

- Skull and crossbones GHS pictogram and any other GHS relevant pictogram of minimum 25 x 25cm.
- Following completion of repackaging activities, the Contractor shall ensure that sites are cleaned and left in a condition that minimizes residual risk to human health and the environment. The Contractor shall propose appropriate decontamination methods based on site-specific conditions, ensuring alignment with relevant international standards and best available practices. The proposed approach shall be described in the Site Clean-Up Plan and be subject to review and approval prior to implementation.

- In the event that the Contractor decides to leave the repackaged wastes on-site pending final off-site transport, the Contractor must ensure that:
  - Wastes are sealed using unique zip locks or a similar system
  - Stores should be 24h guarded or securely locked. In the latter case, the owner of the site must be provided with a copy of the keys
  - Wastes are stored away from the elements (sun, rain) in a secure environment
  - Packaged Wastes are correctly labelled, marked, shrink wrapped and stored on pallets ready for transport off-site

In case the site contains sections that cannot be cleaned, the Independent Supervisor should be consulted to discuss appropriate actions (example; wooden impregnated floors in old storage containers).

e. National Site Clean-up Report (Deliverable 3)

The Contractor shall update the activity- and site-specific SOPs detailing the different types of waste and the procedures for safe handling at each

site within Cuba, if necessary. Both the revised activity-specific and site-specific SOPs shall be forwarded to BCRC-Caribbean, NWG and the Independent Supervisor for approval.

Once repackaging is completed, the Contractor is expected to submit a Site Clean-Up Report encompassing daily reports, logbooks and incident reporting, the before and after photo reports, overview of originally estimated and final waste types, number of items and quantities for **each individual site.**

III Loading, Off-site Transport and Disposal of wastes

Where interim storage is proposed, the Contractor shall demonstrate that the facilities meet applicable environmental and safety standards, including secure storage conditions, protection from environmental exposure, and compliance with national regulations. The duration and conditions of interim storage shall be clearly defined and approved. Following the approval of the interim site, the (in-country) off-site transportation of wastes can start immediately after the repackaging. In all other cases, the off-site transport of wastes can take place only after all relevant Competent Authorities have granted their consent to export, transit and import the waste and an active insurance, bond or other guarantee is in place in line with Basel Convention requirements and national implementing regulations. The following activities are included with the off-site transportation of wastes.

a. Loading and shoring up of wastes

The Contractor is expected to include the following actions for the loading and shoring of the wastes:

- Before loading the waste, the packages should be inspected to identify any spills or damage that might have occurred during storage or movement of the packages.
- Prior to loading, the cargo transport units (CTU) should be inspected to identify damages that can affect the transportation. The loading area should be demarcated, and soil protection should be in place to prevent spills entering the surroundings.
- The (in-country) transport shall meet the applicable national and local regulations and licensing requirements of the jurisdiction in which they are located, with such regulations being consistent with international reference standards.
- The Contractor shores all waste inside with adequate lashing and dunnage consisting of wooden structures and/or straps with standard EN 12195-1 as a minimum. If onward transport by sea is planned, stowage must comply with the IMDG code and CTU Code.
- The Contractor keeps a register of loaded wastes and weights with each vehicle and shares the document with the Independent Supervisor including a list of unique identification numbers loaded in each CTU.
- The Contractor instructs all drivers of the procedures associated with the wastes, are provided and instructed on the use of the associated Personal Protective Equipment (PPE) and all vehicles are supplied with fire-extinguishers and a spill kit.
- After loading of the wastes, the Contractor makes a final round of the site, confirming no wastes are left. A photo report shows the final status of the site.

All vehicles used for off-site transport should be roadworthy and comply with national legislative requirements. Vehicles that are not deemed

roadworthy by the Independent Supervisor cannot transport hazardous materials. Examples of what makes vehicles unroadworthy are: missing (insurance) paperwork, damaged or very worn tires, lights not working, oil leaks, poor brakes etc.

The Contractor will assume full custody and ownership of all wastes at the moment of loading of the materials onto the off-site transport vehicles. Transfer of custody and ownership will be formalized by the signing of a transfer of custody document in the form of a bill of loading.

b. Transport of wastes

The Contractor shall develop and execute an optimized transportation and logistics strategy, considering opportunities for consolidation, efficient route and routing, and minimizing handling and transportation risks across countries, while ensuring full compliance with the Basel Convention, relevant national regulations, and international standards such as the IMDG Code.

The Contractor is responsible for transportation of all wastes. Wastes should be traceable at all moments during the transport from the site of repackaging until the final location of disposal / recovery. The current location of the wastes must be shared upon request of the BCRC-Caribbean and the beneficiary country within 24hrs.

In the event that the Contractor wishes to make use of an interim storage facility, the location and associated facilities should be shared during the inception phase of the project. Interim storage outside of the site is subject to national regulatory requirements and national and international transport provisions. The location and facilities of the interim storage facility are subject to approval by the Independent Supervisor.

When wastes arrive at the final destination for disposal, treatment or recovery, the facility shall inform the notifier within two (2) working days of receipt of the waste through sharing of the signed and stamped movement document (block 18) for transboundary movement/shipments of waste.

c. Disposal and destruction of wastes

The Contractor shall identify potential risks to transport and disposal operations, including regulatory delays, logistical disruptions, and unforeseen events, and propose contingency measures to ensure continuity of operations. The Contractor shall ensure the final disposal/recovery of the wastes according to the provisions set out in Section 4. Interim disposal (D8, D9, D13, D14, D15) and interim recovery (R12 and R13) are not accepted unless appropriately justified. The ultimate decision to approve the interim operation resides with the BCRC-Caribbean, NWG, and the Independent Supervisor. The facility will inform the notifier within thirty (30) days of the disposal/ recovery completion through sharing of the signed and stamped movement document (block 19) for transboundary movement/shipments of waste.

4. ENVIRONMENTAL REQUIREMENTS

Environmental requirements are subdivided into requirements for:

- On-site operations
- Transport operations
- At the disposal/treatment/recovery facility(ies)

The Contractor will, as part of their **Environmental, Health and Safety Plan**, describe in detail the measures to comply with the mentioned environmental requirements as well as National requirements. In the **Environmental, Health**

and Safety Plan the Contractor will provide protocols for the environmental monitoring requirements.

Environmental requirements for on-site operations

The Contractor shall assume full responsibility for environmental protection during operations on-site. In this, the Contractor will comply with national legislative requirements as well as the requirements set forth in the next paragraphs.

Air quality, dust, odour and noise

- Generation of dust outside of the indoor areas should be prevented.
- The dispersion of gases during transfer and repackaging should be avoided - sufficient ventilation is in place during operations involving gases.
- All enclosed areas where combustion engines are used are equipped with Carbon Monoxide (CO) warning devices.
- Phosphine detectors shall be used to monitor phosphine levels where phosphides are stored.
- Operations where the repackaging of the hazardous wastes creates particulate matter are executed in covered and enclosed areas (e.g. by sealing windows and other gaps).
- Entry and exit points and areas where repackaging of hazardous wastes takes place are kept closed and access should be prevented when not in use.
- All reusable materials and tools leaving the site are thoroughly cleaned of soil, dust, and other contaminants.

Soil, groundwater and wastes

- Contamination of soil must be prevented.
- Contamination of groundwater shall be prevented.

- Areas where liquids are handled are kept hydrologically separate from their surroundings using HDPE foil, adsorbent materials, spill containment trays, or similar hydrological barriers.
- Water used at the site is collected separately for treatment off-site and not discharged to communal sanitary or storm water sewerage systems.
- Waste generation is kept to a minimum.

Environmental requirements for transport operations

The Contractor shall assume full responsibility for environmental protection during loading, transportation and unloading of the hazardous wastes.

Consignment procedures

The Contractor shall comply with the following consignment provisions concerning containers and vehicles:

- Transport document containing the relevant information for each dangerous substance (waste). In case of transport by sea, the IMDG Code Multimodal Dangerous Goods Form must be used, and the container/vehicle packing certificate must be provided. Plates/signs/placards must be placed on the vehicles/containers used for transportation of the hazardous wastes off-site. Plates/signs/placards should comply with local legislative requirements and be in the local language. In case these are not available, ADR requirements for labelling of vehicles should be used.
- For road transport, containers and vehicles shall be placarded and marked according to national legislation. In the absence of such national legislation, they should be placarded and marked, including the orange-coloured plate marking, in accordance with ADR. For a transport chain involving both road and maritime transport, containers may be placarded and marked solely according to the IMDG Code, except for the vehicles themselves, which have to bear the orange-coloured plate.

Emergency preparedness

Each vehicle that carries hazardous wastes off-site, shall be equipped with items of equipment for general and personal protection, according to ADR 8.1.5 or relevant national legislation, where applicable.

As an aid during an accident/emergency that may occur or arise during carriage, written instructions in the format specified in ADR 5.4.3.4 shall be carried in the vehicle crew's cab and shall be readily available. The crew shall immediately inform the first responders regarding the accident. During maritime carriage, emergency response information according to IMDG Code 5.4.3.4 shall be immediately accessible.

Environmental requirements at the disposal/treatment/recovery facility(ies)

Installations performing the disposal, treatment or recovery of the obsolete pesticides (OPs) wastes should comply with national regulations and international standards and Best Available Techniques (BAT) such as:

- BAT and Best Environmental Practices (BEP) developed under the Stockholm Convention, as presented in the "*Guidelines on best available techniques and provisional guidance on best environmental practices relevant to Article 5 and Annex C of the Stockholm Convention on Persistent Organic Pollutants (UNEP, 2007)*"
- Environmentally Sound Disposal techniques as prescribed in "*Basel Convention - General technical guidelines on the environmentally sound management of wastes consisting of, containing or contaminated with persistent organic pollutants (revised version 15 May 2015)*".
- Technical guidelines on the environmentally sound co-processing of hazardous wastes in cement kilns (Annexed to UNEP/CHW.10/6/Add.3/Rev.1, 11th of November 2011).
- BAT Reference Document (BREF) "Waste Incineration (WI)" adopted in December 2019, reflects an information exchange carried out under

Article 13(3) of Directive 2010/75/EU of the European Parliament and of the Council on industrial emissions (integrated pollution prevention and control).

The proposed facilities shall demonstrate compliance with recognized environmental and quality management standards (e.g. ISO 14001:2026 and ISO 9001:2015 or equivalent). Where equivalent systems are in place, the Contractor shall provide justification. Additional relevant certifications will be considered an asset.

5. HEALTH AND SAFETY REQUIREMENTS

Health and Safety requirements are subdivided into requirements for:

- On-site operations
- Transport operations
- At the disposal/treatment/ recovery facility(ies)

The Contractor will, as part of their **Environmental, Health and Safety Plan**, describe in detail the measures to comply with the mentioned environmental requirements as well as National requirements. In the **Environmental, Health and Safety Plan** the Contractor will provide protocols for the environmental monitoring requirements.

Health and Safety requirements for on-site operations

The Contractor is required to comply with all relevant national occupational Health and Safety regulations and applicable international best practice such as the FAO Environmental Management Tool Kit (EMTK) volume No. 4[9].

The Contractor shall hold all necessary relevant health and safety permits required for the execution of the works, the identification and acquisition of these are the Contractor's responsibility.

[9] https://openknowledge.fao.org/server/api/core/bitstreams/fb56602e-56ae-435f-8540-27b1edcb290b/content

During the implementation of the work, special attention shall be given to labour safety support measures in view of the potential health hazards associated with the substances to be handled. All staff working on the site shall be trained by the Contractor in the health and safety aspects related to handling and processing of hazardous wastes, the successful completion of such training being demonstrated and documented.

All staff working on-site will be registered in daily logs and are required to attend a daily work-start analysis or other safety briefing. All staff working inside the warehouses should be provided with sufficient breaks and liquids to stay hydrated. Such durations shall be specified by the Contractor in the **Environmental, Health and Safety Plan.** A designated resting area should be established.

During on-site operations the following health and safety monitoring should be implemented by the Contractor:

- Use of Lower Explosion Limit meters to ensure no explosive atmosphere is present during operations in enclosed spaces
- Phosphine detectors shall be used to monitor phosphine levels where phosphides are stored.
- Carbon Monoxide monitoring in all indoor areas where combustion engines are used

Health and Safety requirements for transport operations

All drivers of the vehicles transporting the hazardous wastes shall be appropriately trained to carry out their duties and responsibilities according to national legislation, the Recommendations on the Transport of Dangerous Goods - Model Regulations (Chapter 1.3) and ADR (Chapter 8.2.2.3.2). In particular, training should include:

- General requirements for the carriage of dangerous goods including style of driving and hazards associated with use of mobile phones and alcohol. Random checks can be conducted.

- Information on environmental protection concerning the transfer of hazardous wastes.
- First aid and emergency procedures, including the use of the emergency response information outlined in IMDG Code 5.4.3.4 or the instructions in writing of ADR 5.4.3.
- Use of personal protective equipment (PPE).

The Contractor shall supply each vehicle that transports hazardous wastes off-site, with an emergency response kit consisting of a minimum the following:

- A suitable wheel chock.
- Two self-standing warning signs.
- A suitable portable lighting apparatus.
- Type 5/6 Tyvek.
- A warning vest.
- Chemical resistant gloves.
- Overshoes.
- Half face mask with ABEK P3 filter.
- Safety goggles.
- Eye rinsing liquid.
- Fire extinguisher (dry powder – minimum 5 kg).
- First Aid kit.
- A shovel.
- A drain seal.
- A collecting container.

Health and Safety at facilities for disposal/treatment/recovery

Facility(ies) accepting the hazardous wastes should have in place an occupational health and safety organization and structure. Evidence of this should be included in the contractor's technical proposal.

6. EXPECTED OUTPUTS

The Contractor, under the guidance of, and reporting directly to the BCRC-Caribbean, is expected to deliver the following outputs. Consideration should be given throughout to the provision of draft deliverables for stakeholder review and finalization of same, based on a minimum ten (10) working days review period.

- **Deliverable 1**: One (1) **Draft and** One (1) **Final Site Clean-Up Plan**, summarizing the anticipated clean-up activities. The Contractor will be required to submit the Site Clean-Up Plan to the BCRC-Caribbean for review alongside the Independent Supervisor and the NWG, as well as to finalise the report based on feedback provided. The document should be submitted in both Spanish and English.
- **Deliverable 2:** One (1) **Draft and** One (1) **Final Health Safety and Environmental (HSE) Plan describing the needed Health and Safety Provisions for the work.** The Contractor will be required to submit the Environmental, Health and Safety Plan to the BCRC-Caribbean for review alongside the Independent Supervisor and the NWG, as well as to finalise the report based on feedback provided. The HSE plan, at the request of BCRC-Caribbean, and/or the Independent Supervisor and/or NWGs should be updated following the inspection of the site. The document should be submitted in both Spanish and English.
- **Deliverable 3: National Site Clean-up Report.** Once repackaging is completed, the Contractor is expected to submit a National Site Clean-Up Report encompassing daily reports, logbooks and incident reporting, the before and after photo reports, overview of originally estimated and final waste types, number of items and quantities for **each individual site**. Updated activity-specific and site-specific **SOPs** should be annexed to the report. The report should be delivered in

both English and Spanish to the BCRC-Caribbean and Independent Supervisor for review.

- **Deliverable 4:** One (1) **Draft and** One (1) **Final Verification Report** describing the overall operations and including a total overview of the sites visited, waste types, number of items and quantities removed, transport procedures, and final disposal/treatment/recovery. The signed and stamped documents in blocks 18 and 19 for transboundary movement / shipment of wastes for all wastes shall be included with the verification report. The Contractor will be required to submit the verification report to the BCRC-Caribbean for review alongside the Independent Supervisor and the NWG, as well as to finalise the report based on feedback provided. The document should be submitted in both Spanish and English.
- **Deliverable 5: Quarterly Reports** to highlight the Contractor's activities completed for the reporting period, stakeholders engaged /meetings held, deliverables submitted, payment progress, challenges encountered, mitigation measures utilized to overcome the challenges mentioned as well as upcoming activities and expectations for the next quarter. The Contractor will be required to submit the Quarterly Reports to the BCRC-Caribbean for review alongside the Independent Supervisor, as well as to finalise the report based on feedback provided. The document should be submitted in English.
- **Deliverable 6:** One (1) **Project Closure Report** detailing the overall operations and including a brief summary of the sites visited in Cuba, waste types and quantities removed, challenges faced, mitigation measures taken, lessons learned and recommendations for improvement. The Contractor will be required to submit the Project Closure Report to the BCRC-Caribbean for review alongside the Independent Supervisor, as well as to finalise the report based on feedback provided.

7. EXPECTED MILESTONES

Contractor payments will be made based on the achievement of project milestones and as mutually agreed in the contractual agreement. Milestones may be adjusted, where appropriate, to reflect the operational sequencing proposed by the Contractor, subject to approval by the BCRC-Caribbean, while maintaining overall accountability for progress and deliverables. Milestones should reflect completion of key operational outcomes, including readiness for transport and verified compliance with agreed procedures, rather than solely completion of individual process steps.

The following project milestones are anticipated but may be subject to change:

Milestone 1: Finalization of Site Clean-Up Plan (**Deliverable 1**) and Environmental, Health and Safety Plan (**Deliverable 2**).

Milestone 2: Finalization of the repackaging of fifty percent (50%) of the initially identified wastes presented in the National Site Clean-up Report for Cuba (**Deliverable 3**).

Milestone 3: Finalization of the repackaging of the remaining fifty percent (50%) of the initially identified wastes presented in the National Site Clean-up Report for Cuba (**Deliverable 3**).

Milestone 4: Transport to and final disposal/treatment/recovery at the identified facility(ies) of the identified wastes in Cuba described in the Final Verification Report (**Deliverable 4**). The Verification Report shall focus on technical confirmation of activities completed, including waste quantities and disposal. The Contractor shall submit a copy of the signed movement documents that confirms the disposal of the waste in Block 19.

Milestone 5: Quarterly Reporting to provide an update on the progress of the work (**Deliverable 5**). Quarterly Reports shall focus on progress against milestones, key risks and mitigation measures, stakeholder engagement, and any deviations from the implementation plan.

Milestone 6: Project Closure Report (**Deliverable 6**). It shall focus on overall performance, lessons learned, and recommendations for future interventions.

8. COMPANY QUALIFICATIONS, EXPERIENCE AND SKILLS

Experience with the transboundary movement and disposal of hazardous wastes is of key importance to the project. The Bidder is expected to showcase their experience with the following references. References can be combined where they overlap.

General working experience

- One (1) reference for Hazardous waste projects executed in a Small Island Developing State (SIDS) in the past five (5) years.
- Three (3) references for working for international donor organisations in the past seven (7) years.
- Two (2) references for the collection, repackaging, transboundary movement of obsolete pesticides in the last five (5) years
    - Contract executed as the main contractor.
    - Minimum project size of 50 tons of destroyed wastes.
    - Includes transboundary transport of the wastes.
- Two (2) references for the collection, repackaging, transboundary transport of PCBs in the past seven (7) years
    - Contract executed as the main contractor.
    - Minimum project size of 30 tons of destroyed wastes.
    - Includes transboundary transport of the wastes.

It is recommended that at least one (1) sub-contractor be registered in Cuba[10].

9. STAFF QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to facilitate the activities, the Bidder is expected to compile a team of experts to execute the works. At least four (4) of the staff members should be full-time employees of the Bidder. All of the following positions are expected within the Contractor Team (one Team member can fill up to two positions):

Team Manager

- A degree (BSc.) in Environmental Sciences, Environmental Management, Environmental Engineering or related fields with tangible experience in the environmentally sound management of waste and chemicals. An advanced degree (MSc. or PhD Level) will be considered an asset.
- At least ten (10) years direct operational experience with the management of hazardous wastes.
- At least seven (7) years working experience in hazardous waste management in developing countries.
- Working experience with transboundary export of hazardous waste.
- Strong and highly developed interpersonal, communication and negotiation skills.
- Strong diplomatic skills with networking aptitude and ability to work in a team environment.
- Fluency in English is required.
- Fluency in Spanish or provisions for same (e.g. interpretation) are required.

Health and Safety Expert

- A degree (BSc. Level) in Environmental Sciences, Environmental Management, Environmental Engineering or related fields with tangible

[10] Individuals based in Cuba may not be engaged directly and must be engaged through an organisation duly registered and legally authorised to operate in Cuba

experience in health and safety management associated with hazardous wastes and industrial sites. An advanced degree (MSc. or PhD Level) will be considered an asset.

- At least five (5) years of professional experience with health and safety consultancy services related to handling and transport of hazardous wastes.
- At least five (5) years of professional experience with the use and implementation of zoning and associated Personal Protective Equipment (PPE).
- Experience with risk management, environmental protection measures and occupational health and safety issues in relation to hazardous waste.
- Fluency in English is required.
- Fluency in Spanish will be considered an asset.

International Transport Coordinator

- A degree (BSc. Level) in a relevant technical discipline (i.e. logistics, chemical engineering, chemistry, environmental sciences) or equivalent industrial experience and relevant training. An advanced degree (MSc. or PhD Level) will be considered an asset.
- At least five (5) years of professional experience in logistical preparation and oversight of transboundary transport of hazardous wastes or chemicals subject to IMDG Code or ADR provisions and the Basel Convention.
- Fluency in English is required.
- Fluency in Spanish will be considered an asset.

Chemical Expert

- An advanced degree (MSc. or PhD Level) in Environmental Sciences, Environmental Management, Environmental Engineering, Chemistry or

related fields with tangible experience in the environmentally sound management of hazardous waste and chemicals. An advanced degree (MSc. or PhD Level) will be considered an asset.
- At least five (5) years of professional experience in the field of pesticides and/or obsolete pesticides and their chemical properties.
- Fluency in English is required.
- Fluency in Spanish will be considered an asset.

On-site manager 1

- A degree (BSc. Level) in a relevant technical discipline (i.e. logistics, chemical engineering, chemistry, environmental sciences) or equivalent industrial experience and relevant training. An advanced degree (MSc. or PhD Level) will be considered an asset.
- At least five (5) years of professional experience with on-site handling of hazardous wastes and chemicals.
- Experience in the handling of hazardous gases for disposal.
- Experience in leading field teams in repackaging campaigns.
- Fluency in English is required.
- Fluency in Spanish or provisions for same (e.g. interpretation) are required.

On-site manager 2

- A degree (BSc. Level) in a relevant technical discipline (i.e. logistics, chemical engineering, chemistry, environmental sciences) or equivalent industrial experience and relevant training. An advanced degree (MSc. or PhD Level) will be considered an asset.
- At least five (5) years of professional experience with on-site handling of hazardous wastes and chemicals
- Experience in the handling of hazardous gases for disposal
- Experience in leading field teams in repackaging campaigns
- Fluency in English is required

- Fluency in Spanish or provisions for same (e.g. interpretation) are required

NOTES:

- *The working languages of the GEF 10472 Project are English and Spanish. As such the Contractor will be required to provide evidence of access to a technical Spanish speaking resource. Project correspondence, meetings, deliverables/outputs and consultations are expected to be conducted with English/Spanish interpretation and translations resources*[11]*, where applicable.*
- *Bidders are also encouraged to use local resources wherever possible. Wherein the Bidder uses the services of one or more sub-contractor(s), the Bidder shall explicitly identify the parts of the Terms of Reference (ToR) where sub-contractors are to be used. The inclusion of an organisational chart to define the roles or team members should be included in bidder's submission. Relevant certifications, acceptance statements, licenses etc. of the sub-contractor(s) shall be provided.*
- *BCRC-Caribbean and/or the Independent Supervisor reserve the right to request additional documents or clarifications related to the bidder and the sub-contractor(s).*

10. DURATION

The tasks of this works contract are estimated to be completed by **June 2028** Estimated start date is **February 2027** or as per the start date stated within the contractual agreement.

11. RENUMERATION

- A total gross fee for all activities associated with the collection, consolidation, repackaging, transportation through to final disposal of

[11] Interpretation and translation resources will be the responsibility of the Contractor. Further details can be found in the footnote #8.

the wastes, as well as professional fees and expenses, will be as agreed on and mentioned within the contract based on the financial proposal submitted and the negotiated cost for this consultancy. Professional Fees and Expenses should be quoted separately from the hazardous waste management activities.

- The Contractor will be paid a lump sum value inclusive of all taxes based on the milestones successfully achieved.
- Payments shall be disbursed in United States Dollars (USD) based on key milestones successfully achieved and agreed upon between the BCRC-Caribbean and the Contractor.

12. INSTITUTIONAL ARRANGEMENTS

The Contractor will be directly supervised by the BCRC-Caribbean and the Independent Supervisor with support from the NWG of Cuba. During the project, the Contractor will be expected to attend virtual meetings for general information exchange, to provide updates on the progress of the work and discuss feedback as required. This will include, but not be limited to, the introductory kick-off meeting and the contract closeout meeting.

An Independent Supervisor has been appointed by the BCRC-Caribbean to support and monitor the work on-site, facilitating operations. The Contractor shall cooperate with and adhere with the instructions of the Independent Supervisor.

13. MODE OF WORK

- The Contractor's Team and, where applicable, the subcontractor(s) personnel, is expected to be present on-site during the entire period of active operations (i.e. repackaging, cleaning, loading, etc.) utilising their own resources and facilities as required. Consideration should be given to

having on-the-ground resources in Cuba to support the data collection activities.

- The Contractor is expected to support the National authorities with the preparation of the Basel Convention paperwork and, if requested, utilize their network to ensure smooth approval of the documentation. The BCRC-Caribbean will support in this process wherever possible.
- All expenses incurred in connection with the execution of the contract, including but not limited to equipment, materials, software, visa's, insurances/bonds, permits and fees shall be borne solely by the Contractor. Any additional costs arising from factors beyond the Contractor's control shall be subject to agreement with the BCRC-Caribbean.

14. APPLICATION PROCEDURES

Applications are open to Bidders who meet the qualifications outlined in this Terms of Reference (ToR). Bidders are encouraged to propose a team, of appropriate size and structure that aligns with the requirements to generate the expected outputs and effectively meet the assignment's objectives. The Bidder is expected to engage at least one (sub)contractor from Cuba in his/her team. Furthermore, the Contractor shall have the option to visit one or more sites during the bidding phase **at their own expense**.

A. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING A PROPOSAL:

1. **Signed Cover Letter** confirming availability to start work in February 2027 through to June 2028.
2. **Technical Proposal** including as a minimum the following information:
    a. Company Profile, showing years in business, annual turn-over and client groups.
    b. Work experience (see section 8) for details.
    c. Methodology, highlighting in general terms how the Contractor expects to execute the operations on-site.

Specific attention should be given to collection, transfer and transport of hazardous gases.

d. Transport routes: indicating actual routes for transport of wastes to final destination(s). The shipping line / sea freight forwarder shall confirm the proposed itinerary and its acceptance of the wastes for carriage and provide a **written commitment confirming its current operational capacity** to undertake the proposed shipping services in Cuba, supported by documentary evidence demonstrating that it has actively provided shipping services in Cuba within the three (3) months immediately preceding the date of proposal submission.
e. Project Team organization including each Team members' Curriculum Vitae (CV), inclusive of contact information for at least three (3) references (see section 9 for specific qualifications).
f. Overview of selected subcontractors in Cuba (where applicable) with a signed letter stating their country of incorporation and that they offer their services to the bidder for the project.
g. Project planning, highlighting time of delivery of all deliverables and milestones.

3. **Signed statement or pre-contract from the anticipated disposal/treatment/recovery facilities including:**
    a. Statement that they are committed to the Bidder in acceptance and disposal of the wastes.
    b. Timeline for disposal/treatment/recovery of the waste, including the maximum quantity accepted per week.
    c. Contact information to verify the statement.
    d. Documentation describing their disposal/treatment/ recovery technology.

e. Copy of their ISO 14001 and ISO 9001 accreditations. Additional certificates would be considered an asset.
f. Description of occupational health and safety organization and structure of facility.
g. Copies of operating permits.
h. Acceptance criteria, such as the maximum permissible quantities per packaging for certain substances such as chlorine, bromine, methyl bromide, phosphides etc.

4. **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 fees and expenses associated with each task (in accordance with the **Bill of Quantities template provided in Annex II**) should be included in the proposal.

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 signed by the bidder.
- BCRC-Caribbean reserves the right to include or omit wastes from the final contract, subject to availability of funding.

B. QUERIES

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

Ms. Danielle Akeung Project Execution Officer I, BCRC-Caribbean	**Ms. Amara Prevatt** Project Coordinator, BCRC-Caribbean

Email: danielle.akeung@bcrc-caribbean.org	Email: amara.prevatt@bcrc-caribbean.org

You are advised to submit your 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#10472_2026_001_V3) 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 **Sunday 10 January 2027 at 11:59 pm (GMT-4).**

15. 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 (Annex III) and Criteria. Following the

evaluation process, the identification and recommendation of a preferred applicant to the Director (Ag.) of the BCRC-Caribbean will be made for consideration. The estimated timeline for the completion of the evaluation process is five (5) weeks. However, please note this timeline is contingent upon the number of applications received, the extent of additional clarifications required, and if there is a need to enter negotiations with the preferred applicant.

NOTES:

Submission
i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC#10472_2026_001_V3**_Activity_LastNameFirstName (or organisation name)_DocumentTitle** 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 bidder will be notified in writing of the award of the contract and provided a letter of offer.
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. The BCRC-Caribbean is not bound to accept the lowest Financial Bid. vii. The successful bidder will be notified in writing via email, of the award of contract and provided with an authorisation to proceed. The successful bidder shall be required to enter an appropriate Contract based on the terms of reference and incorporating any other appropriate provisions within that period of time.

viii.	The relationship between successful candidate and the BCRC-Caribbean is expected to be one based on mutual respect. Disrespectful behaviour by either party will not be tolerated.
ix.	Any data gathered, and draft and final deliverables developed under this consultancy shall not be shared with third parties without written approval from the BCRC-Caribbean.
Language	
x.	The working languages of the GEF 10279 and GEF 10472 Projects are English and Spanish. As such project correspondence, outputs, and consultations are expected to be conducted with English/ Spanish interpretation and translated resources.
Gender Sensitivity	
xi.	ISLANDS is a project enabling equal opportunity for applicants to overcome structural biases in recruitment and selection. ISLANDS does 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	
xii.	Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.
xiii.	The successful bidder will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.
xiv.	The consulting team and if applicable, sub-contractors are expected to conduct professional communication and interaction with the UNEP, FAO, NWG representatives, BCRC-Caribbean representatives, Independent Supervisor, and other project stakeholders, at all times.

Health and Travel
i. All health-related risks associated with travel, shall be the responsibility of the Contractor. ii. The Contractor will be expected to follow [12] general health and safety protocols in Cuba during face-to-face engagements and travel.
ISLANDS Reporting Requirements
i. 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 Cuba. ii. To support with the knowledge management requirements under the Coordination, Communication and Knowledge Management (CCKM) Project (GEF 10266), the contractor will be required to assist with the collection of content for knowledge products related to the work under the project, e.g., photographs and summary notes from meetings. These may be included in the contractor's reports, as well as the reports and social media posts of the BCRC-Caribbean. iii. The Contractor 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 contractor by the BCRC-Caribbean, and guidance on the use of the GEF ISLANDS Branding Kit, plans and strategies will be discussed at the kick-off meeting between the BCRC-Caribbean and the Contractor.

[12] The World Health Organization has declared that COVID-19 is now an established and ongoing health issue which no longer constitutes a public health emergency of international concern.

Annex I – Cuba Factsheet

Factsheet are included as separate documents to the ToR.

Annex II - Bill of Quantities template

The template is included in a separate Excel spreadsheet.

Annex III - EVALUATION PROCEDURE

The Evaluation Method for the Award of Contract is a weighted evaluation assessment.

The technical eligibility of Applicants will be based on the following criteria:

CRITERIA	DESCRIPTION	POINTS
Work experience/ References	General working experience • One (1) reference for Hazardous waste project executed in a SIDS in the past 5 years • Three (3) references for working for international donor organizations in the past 7 years	5
	Two (2) references for the collection, repackaging, cross-border transport of obsolete pesticides • Contract executed as main contractor • Minimum project size 50 tons of destroyed wastes • Includes cross border transport of the wastes • Executed in the past 5 years	15
	Two (2) references for the collection, repackaging, cross border transport of PCB wastes	10

	• Contract executed as main contractor • Minimum project size 30 tons of destroyed wastes • Includes cross border transport of the wastes • Executed in the past 7 years	
	Sub-contractors from Cuba involved: • Minimum one (sub)contractor, registered in Cuba.	5
Personnel: adequacy, suitability and availability of the human resources Local Content	Team Manager	15
	Health and Safety Expert	5
	International Transport Coordinator	5
	Chemical Expert	2
	On-site manager 1	10
	On-site manager 2	3
Project Proposal	Clear and precise methodology, sufficiently highlighting the expected issues at hand, as detailed in Section 14.	25
	TOTAL SCORING	**100**

The bids that are deemed technically sound (scoring a minimum of 75%) based on the criteria above shall proceed to the financial evaluation.

The financial proposals of the technically sound bids will be evaluated using the following method:

- The technically sound proposal with the lowest total fees and expenses receives 100 points.
- The others are awarded points by means of the following formula:

$$\text{Financial Score} = \left(\frac{\text{lowest total fees+expenses}}{\text{total fees+lumpsums of the tender being considered}}\right) \times 100$$

The composite score of each technically sound bid will be determined as follows:

$$\text{Composite Score} = (\text{Technical Score} \times 0.3) + (\text{Financial Score} \times 0.7)$$

The composite scores shall be ranked, and the contract shall be awarded on the best value for money principles to the qualified bidder whose Technical Proposal has been found substantively responsive and whose Financial Proposal is favourable in comparison to the project's budget.

The BCRC-Caribbean also reserves the right to negotiate with the bidders whose Technical Proposals meet the BCRC-Caribbean's technical evaluation criteria for the purpose of seeking revisions to enhance the technical aspects and/or to reduce the price of the proposals.