



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

APPENDIX 1 – TERMS OF REFERENCE: DEVELOPMENT OF A REGIONAL TRAINING NEEDS ASSESSMENT ON CHEMICALS AND WASTE MULTILATERAL ENVIRONMENTAL AGREEMENTS

Project Countries

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

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

Supported by



Led by



In partnership with



1. BACKGROUND

The ***Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)*** programme, funded by the Global Environment Facility (GEF), seeks to address the sound management of chemicals and waste in Least Developed Countries (LDCs) and Small Island Developing States (SIDS). This ISLANDS programme covers four (4) geographical regions including the Caribbean, Indian Ocean, Pacific Islands, Atlantic Ocean Islands and is being implemented by the United Nations Environment Programme (UNEP), The United Nations Development Programme (UNDP), The United Nations Food and Agricultural Organisation (FAO) and the Inter-American Development Bank (IDB).

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is currently executing the Caribbean Child Projects (GEF 10279 and GEF 10472) which involves twelve (12) countries (Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago). Both project documents can be accessed via the links below:

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

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

The overarching goal of the ISLANDS programme is the sound management of chemicals and wastes in SIDS. The first component of the programme will support the achievement of this goal by enhancing capacity of subnational, national, and regional institutions and strengthening the enabling policy and regulatory frameworks to support the implementation of multilateral environmental agreements (MEAs) related to chemicals and waste management. The specific MEAs for which support is required are:

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

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

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

It is recognized that an assessment of the training needs for stakeholders in the project countries is fundamental for understanding the gaps and barriers to the effective implementation of the BRSM Conventions and ensuring that resources can be identified to address them. The stakeholders which should be assessed under this activity will include but not be limited to technocrats, environmental officers, border control agencies such as customs officers and port authority officers, and academia. In this regard, the BCRC-Caribbean is seeking to recruit a ***suitably qualified and experienced Consulting Team*** to conduct a regional training needs assessment (TNA) on chemicals and waste MEAs with all twelve (12) project countries, which will inform the subsequent development of the requisite training plans.

This consultancy falls under *Output 1.2 – Sustainable training programme is developed to assist countries with implementing the Chemicals and Wastes MEAs at a national level.*

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS POSITION

The objective of this consultancy is to ***conduct a regional Training Needs Assessment (TNA) and develop the requisite training programme(s)*** for stakeholders of key agencies in all project countries to improve knowledge and performance as it relates to fulfilling the obligations of the abovenamed chemicals and wastes MEAs. The Consulting Team will then be responsible for **identifying and prioritising topics for**

training under the BRSM Conventions, with consideration to SAICM synergies, based on the TNA.²

Following the identification of the training needs and prioritisation of the topics into four (4) thematic areas, the consulting team will be required to develop a training plan for each thematic area in order to support the training of the relevant regional stakeholders. Additionally, a training of the trainers (ToT) programme must be developed to enable stakeholders to effectively share the knowledge and skills obtained through the thematic trainings with their colleagues for the sustainability of their respective organisations.

The training programme will be integrated into a Digital Learning Hub (DLH), which will be developed under a separate consultancy³. The Consulting Team will therefore be required to collaborate with the consulting team responsible for the development of the DLH during the development of the training plans.

The Consulting Team will also be required to develop the draft Terms of Reference for the subject matter experts⁴ who will be responsible for the execution of the training plans. The subject matter experts will be recruited under separate consultancies and will be responsible for the development of the training materials for each of the thematic areas and conducting the training workshops for the thematic areas and the ToT.

² In addition to the topics identified through the TNA, under the overall project output, stakeholders will also be trained on seven (7) topics which have been pre-determined by the FAO in relation to the agricultural sector for pest management and alternatives to pesticides. The training on the topics which have been pre-determined by the FAO will be undertaken by (a) separate consultancy/consultancies. This Consulting Team should therefore seek to avoid the duplication of efforts. The seven (7) pre-determined topics are:

Topic 1 - Guidance on ecological and human health risk assessment for registration;

Topic 2 - Aquatic risk assessment (surface, ground, marine water and aquatic organisms) model for registration;

Topic 3 - Territorial risk assessment (soil organisms, birds, beneficial organisms) model for registration;

Topic 4 - Guidance on risk assessment and mitigation of impacts of pesticides on pollinators;

Topic 5 - Guidance on monitoring, surveillance, and reporting incidences of pesticides to environment;

Topic 6 - Guidance on re-evaluation and deregistration;

Topic 7 - Effect-Cause-Action Global tool (ECA-G) to assist countries in assessing the level of pollution in their territory caused by the irrational use of pesticides.

³ The work under this consultancy must be synergized with the work described in the Terms of Reference for a Digital Learning Hub and Communications Strategy (Reference Number: BCRC_ISLANDS+_2023_005), which will serve as a repository for the training materials and tools developed under this training programme.

⁴ The subject matter experts will use the training plans developed under this consultancy to advance the development of the training programme. This Consulting Team (BCRC_ISLANDS+2023_003) will not be required to develop any training materials or tools, or deliver any training workshops.

Under the guidance of the BCRC-Caribbean and in close collaboration with the national working groups (NWGs) of the project countries⁵, the Consulting Team will undertake the following:

(a) Attend a virtual briefing call with the BCRC Caribbean.

- The Consulting Team will participate in a virtual kick-off call with the BCRC-Caribbean to discuss the approach to the work and the engagement of stakeholders. The BCRC Caribbean will also provide guidance for the planning and facilitation of the virtual regional inception workshop with other project stakeholders.

(b) Facilitate⁶ a virtual regional inception workshop with project stakeholders.

- The Consulting Team, in collaboration with the BCRC-Caribbean, FAO and UNEP, will facilitate a virtual regional inception workshop with key stakeholders from the project countries and partner agencies to present the:
 - draft work plan,
 - draft stakeholder engagement plan,
 - draft assessment criteria for identifying training needs under the chemicals and waste MEAs and the ToT programme,
 - draft manual to support interviewers with data collection for the TNA and interpretation of the data⁷,
 - draft data collection instruments⁸ developed in accordance with the assessment criteria,
 - draft rubric for ranking the findings of the assessment to prioritize four (4) thematic areas on which stakeholders will be trained.
- During the workshop, the Consulting Team will be expected to test the data collection instruments to ensure their functionality and applicability prior to

⁵ NWGs facilitate the coordination of project activities on a national level in their countries. NWG members comprise of representatives from all national stakeholders relevant to the management of Waste and Chemicals. The NWGs will support the BCRC-Caribbean in the review of all deliverables under the consultancy.

⁷ The contents of the manual shall include, at minimum, the justification for undertaking the TNA and the project objectives related to same, the role of the consultants and the project team, the stakeholders identified for training and the interview protocol.

⁸ Data collection instruments must be developed by the Consulting Team in a virtual format.

their dissemination. Following this exercise, the data collection instruments will be revised if necessary.

- The Consulting Team will develop and submit an inception report on the proceedings of the virtual regional inception workshop to the BCRC-Caribbean. The Consulting Team's final workplan, final stakeholder engagement plan, stakeholder register of key persons to be engaged in each project country, final assessment criteria for identifying training needs, final manual for field interviewers, final data collection instruments, and the final rubric for prioritizing the topics on which stakeholders will be trained, must be appended to the inception report.

(c) Conduct a regional TNA for implementation of the Chemicals and Wastes MEAs and the ToT Programme

- The assessment will seek to identify the current level of knowledge as it relates to the implementation of the chemicals and waste MEAs and the knowledge gaps to be addressed at the regional level.
- The Consulting Team will disseminate the data collection instruments to persons identified in the stakeholder register.
- Private and public sector agencies and specific positions/ personnel under same who should be targeted for training, and the desired capability or performance outcome of the training, must also be identified in the TNA. The Consulting Team is expected to consult the FAO's Public-Private Dialogue (PPD) Stakeholder Mapping Tool Kit and the Participatory Stakeholder Analysis to guide the development of this activity, especially as it relates to stakeholder mapping in the agricultural sector.
- In order to support the development of the ToT programme, the Consulting Team should seek to identify stakeholders from relevant sectors in each project country who would act as the instructors to train their colleagues in turn^{9,10}.

⁹ The NWG will support the Consulting Team with the identification of relevant national stakeholders for training.

¹⁰ In order to support the national rollout of the ToT, a national trainer will be nominated by each NWG to represent its country in the ToT programme.

- The Consulting Team will analyse the results of the TNA and prioritize the topics identified by all twelve (12) project countries in accordance with the rubric. Consideration can be given to grouping topics and stakeholders in different sectors/ agencies identified for training. Four (4) priority thematic areas must be identified with a view towards informing the development of the regional training programme and the ToT programme.

(d) Develop a TNA Report

- The Consulting Team will be required to develop a TNA Report to document the findings of the TNA. The report must integrate the feedback received from project stakeholders at the virtual regional validation workshop and recommend potential modalities of the sustainable implementation of the training programme¹¹.
- The TNA Report must document all of the training needs identified by the twelve (12) countries and present a list of the four (4) prioritized thematic areas to be addressed in the training programme.
- The report must provide a mapping of the relevant stakeholders which are to be engaged under each thematic area, as well as for the ToT programme.
- Consideration must be given to the project target to train at least forty-five (45) persons across all twelve (12) project countries, forty per cent (40%) of which should be female.

(e) Facilitate a virtual regional results validation workshop on the TNA Report with project stakeholders.

- The Consulting Team, in collaboration with the BCRC-Caribbean, FAO, and UNEP, will facilitate a virtual regional results validation workshop with key stakeholders from the twelve (12) project countries and partner agencies to:
 - Present the draft TNA report, including the four (4) prioritized thematic areas, the key stakeholders to be engaged under each thematic area, and the approach to the ToT programme; and

¹¹ Collaboration and coordination with the Consultant Team for the Development of Digital Learning Hub and Communications Strategy (Reference Number: BCRC_ISLANDS+_2023_005) will be required.

- Discuss the recommendations for the modalities for the implementation of the training programme, and how it will be integrated onto the DLH.
- The Consulting Team will develop and submit a results validation workshop report to the BCRC-Caribbean, detailing the proceedings of the virtual regional results validation workshop and the approach to the finalization of the TNA Report.

(f) Develop Five (5) Training Plans for the Rollout of Training Programme

- The Consulting Team will be required to develop training plans to guide the rollout of the Training Programme. The Training Programme will consist of the four (4) priority thematic areas outlined in the TNA Report, as well as the ToT programme. A training plan must be developed for each aspect of the Training Programme.
- The training plans should also outline the approach and modality for the electronic and in-person delivery of each of the prioritized thematic areas and the ToT programme, taking into account the personnel to be trained and considerations for grouping stakeholders. Consideration must be given to the fact that the trainings will reside on the DLH following their first delivery. This Consulting Team will therefore be required to liaise with the other Consulting Team responsible for the development of the DLH. These discussions will inform the development of the DLH and how the training programme will be rolled out on same.
- A monitoring and evaluation (M&E) framework for assessing the effectiveness of the training programme against project targets and expected training outcomes must also be included in the report. Consideration should be given to the best approach for participants to complete the evaluation of the training based on the mode of the delivery of the training, i.e., in-person delivery versus virtual delivery.

(g) Develop Draft Terms of Reference (TOR) documents for Subject Matter Experts

- The Consulting Team will be required to develop draft TORs for Subject Matter Experts who can develop the training materials and deliver the four (4) training workshops on the prioritized thematic areas targeted to the waste and chemical MEAs,
- The Consulting Team will also be required to develop a separate draft TOR for the ToT programme.
- Consideration may be given to a team of subject matter experts or to individual subject matter experts, based on the topics prioritized for training.

(h) Provide quarterly progress reports to the BCRC-Caribbean

- The Consulting Team will be required to provide these reports to highlight the consultancy activities completed, deliverables submitted, payment progress, challenges encountered, upcoming activities, and expectations for the next quarter.

(i) Attend a virtual closeout meeting with the BCRC-Caribbean

- Attend a close out 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 potential up-scaling and transfer for future work.
- Review and approve the close-out report prepared by the BCRC-Caribbean for the consultancy.

3. EXPECTED OUTPUTS

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

- **Deliverable 1** – The Virtual Regional Inception Workshop Report, including an overview of the proceedings of the inception workshop, the consulting team's

workplan, stakeholder engagement plan and stakeholder register, criteria for the TNA, rubric for prioritizing the areas for training and data collection instruments.

- **Deliverable 2** – The Regional Results Validation Workshop Report, outlining the proceedings of the virtual regional results validation workshop and the approach to finalizing the TNA.
- **Deliverable 3** – The TNA Report, which will document the four (4) prioritised thematic areas that will comprise the training programme, and the key stakeholders to be considered for training under each thematic area.
- **Deliverable 4** – Five (5) training plans, including outlines of training topics, delivery modalities and approach to M&E for each the four (4) prioritised thematic areas, as well as the ToT.
- **Deliverable 5** – Five (5) draft TORs for Subject Matter Experts.

4. CONSULTING TEAM RESOURCES

Bidders are at liberty to define the size and structure of their consulting team to produce the expected outputs and successfully fulfil the objectives of the assignment. The roles and responsibilities of each team member should be clearly identified in the Technical Proposal and included in the Eligibility Form of the proposal package under Annex 1 “Schedule of Key Personnel” with completed CVs.

Travel may be required for the workshops as well as any national stakeholder engagement/ information gathering initiatives as determined by the consulting team’s approach to work. However, on-the-ground resources in each of the twelve (12) Project countries for the data collection activities should be considered. The location for the proposed regional workshops will be determined closer to the activity. The travel and visa requirements must be taken into consideration, as the consulting team will be responsible for ensuring that these requirements are met.

5. QUALIFICATIONS, EXPERIENCE AND SKILLS

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

- An advanced degree (PhD or MSc. Level) in Research and Training Development.
- An advanced degree (PhD or MSc. Level) in the Environmental Sciences, Environmental Engineering or related fields with tangible experience in the environmentally sound management of chemicals and waste management.
- Project management certification (PMP, PRINCE2 etc.) or at least five (5) years of tangible project management experience.
- A minimum of five (5) years professional experience in capacity building, training, communications in the context of the chemicals and waste MEAs.
- A minimum of five (5) years professional experience working with intergovernmental agencies or institutions, such as UN agencies, the Inter-American Development Bank, the GEF, etc., and managing multinational (including UN agencies and the GEF) and multidisciplinary team projects.
- Experience in conducting stakeholder meetings and desktop reviews.
- Demonstrated knowledge of the chemicals and waste management MEAs would be considered an asset.
- Previous experience working in the Caribbean region and /or other SIDS (considering the capacity and eligibility to work in the nine (9) participating countries) would be considered an asset,

NOTES:

- (i) *The working languages of the GEF 10279 and 10472 Projects are English and Spanish. **As such a bilingual team member is required.** Project correspondence, outputs and consultations are expected to be conducted with English/ Spanish interpretation and translation resources¹². All*

¹² Interpretation and translation resources will be the responsibility of the consultant.

- deliverables should be submitted in English and Spanish where needed. The ability to communicate in Dutch will be regarded as an asset.*
- (ii) *Bidders are also encouraged to use local resources/ national assistance wherever possible. Where the Bidder uses the services of one or more sub-contractor(s), the Bidder shall explicitly identify the parts of the TOR where sub-contractors are to be used. The inclusion of an organisational chart to define the roles of team members should be considered.*
- (iii) *We strongly encourage applicants of diverse and marginalized backgrounds, especially racial or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.*

6. DURATION

The tasks of this consultancy are estimated to be completed in nine (9) months, with an expected start date in November 2023.

7. REMUNERATION

- A total gross fee plus expenses to the consultancy team inclusive of all taxes will be as agreed on and mentioned within the contract based on the financial proposal developed and negotiated cost for this consultancy.
- Pre-approved expenses will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.
- Payment shall be made in instalments based on key deliverables identified within the contract and agreed on between the BCRC-Caribbean and the Consultancy team.
- Payments will be disbursed upon the approval of the deliverables by the BCRC-Caribbean.

8. INSTITUTIONAL ARRANGEMENTS

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

9. MODE OF WORK

The Consulting Team will be expected to conduct work virtually from their own location as far as possible using their own resources and facilities, as required.

Unless authorized in advance, expenses¹³ of every kind incurred in connection with such execution shall be solely for the account of the Consulting Team.

Regional travel between project countries is not anticipated for this project activity.

For the virtual regional inception and validation workshops, the BCRC-Caribbean will facilitate hosting via its Microsoft Teams or Zoom Meetings platforms. The Consulting Team is expected to support with the organisation of the workshops, including but not limited to the drafting of templates for invitation letters. The Consulting Team will be solely responsible for preparing and facilitating their presentations for all workshops. Presentations must be submitted to the BCRC-Caribbean for review prior to date of the workshop.

¹³ Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, visas, medical attention, and insurance.

NOTES:

Submission	
(i)	When submitting applications, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC_ISLANDS+2023_003_TNA_LastNameFirstName_NameofDocument.
(ii)	The applicant's documents must be submitted in PDF file format unless otherwise stated.
(iii)	The successful applicant will be notified in writing of the award of the contract and provided with a letter of offer. The successful bidder shall be required to enter into an appropriate Contract based on the tender documents and incorporate any other appropriate provisions within that time.
Obligations	
(i)	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 before the award of the Contract, without thereby incurring any liability to the affected bidder.
(ii)	Any data gathered and draft or final deliverables developed under the execution of this position shall not be shared with third parties without approval from the BCRC-Caribbean.
Language	
(i)	The working languages of the GEF ISLANDS Caribbean Projects are English and Spanish. As such a bilingual applicant would be an asset. Project correspondence, outputs, and consultations are expected to be conducted with English/ Spanish interpretation and translated resources; the ability to communicate in Dutch will be regarded as an asset.
Gender Sensitivity	
(i)	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

- (i) Reasonable accommodations for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*
- (ii) The successful applicant will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.*

Health and Travel

- (i) All health-related risks associated with travel, are the consultant's responsibility.*
- (ii) Recognising the recent concerns related to the COVID-19 pandemic¹⁴, the Officer will be expected to follow all COVID-19 safety protocols in all countries 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 the Project Countries.*
- (ii) To support with the knowledge management requirements under the Coordination, Communication and Knowledge Management (CCKM), the Consulting Team will be required to assist with the collection of content for knowledge products related to the work under the consultancy, e.g., photographs and summary notes from stakeholder engagements. These may be included in the Consulting Team's reports, as well as the reports and social media posts of the BCRC-Caribbean.*

¹⁴ As of May 05, 2023, COVID-19 is now classified as an established and ongoing health issue, which no longer constitutes a public health emergency of international concern. <https://bit.ly/3OqAbcm>

(iii) The Consulting Team will be required to apply the GEF ISLANDS Branding Kit, Gender Action Plan, Stakeholder Engagement Plan and Communications Strategy to all work under this consultancy, including the development of presentations, reports, etc. All templates and documents will be provided to the Consulting Team by the BCRC-Caribbean, and guidance on the use of the GEF ISLANDS Branding Kit, plans and strategies will be discussed at the briefing meeting between the BCRC-Caribbean and the Consulting Team.