

Reference
number

BCRC#10472_2023_001



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

**TERMS OF REFERENCE:
NATIONAL PROJECT ASSISTANT (NPA)
– DOMINICA**

Project Countries

The Bahamas (BHS), Cuba (CUB), Dominica (DOM)

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



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1. BACKGROUND

The **Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)** Programme¹ 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, and Atlantic Ocean Islands. The Programme is funded by the Global Environment Facility (GEF).

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is currently executing the Caribbean Child project (GEF 10472) which involves three (3) countries The Bahamas, Cuba and Dominica (see project document here: [Project Document.pdf](#)).

In this regard, the BCRC-Caribbean is seeking to recruit **a suitably qualified and experienced individual to work with us as a National Project Assistant (NPA) in Dominica²**.

¹ Programme Website here: [GEF Islands](#)

² The NPA will be required to provide requisite support on additional GEF ISLANDS Programme related activities that synergise with the 10472 Project (including the GEF 10279, 10266, and 10258).

2. DESCRIPTION OF REQUIRED SERVICES

The main goal of this recruitment **is to engage a suitably qualified individual to support the National Working Group (NWG³) and project focal points⁴ of Dominica with the national execution of the mentioned project(s).**

Under the guidance of the national focal points and the BCRC-Caribbean, the **NPA will be required** to achieve this objective through the following activities:

- Provide requisite support for the implementation of the GEF ISLANDS Programme related activities that synergise with the 10472 Project (including the GEF 10279, 10266, and 10258).
- Provide technical backstopping and support as it relates to the planning and implementation of project activities (including but not limited to the design and review of Terms of References, review of project documents and deliverables).
- Provide support as it relates to the facilitation, communications, and engagement of key project stakeholders such as the Project Implementing Agency, Project Executing Agency, NWGs and other Project Steering Committee members (PSC).
- The NPA will work remotely for three (3) working days, and report to the office of the Environment Unit⁵ within the Ministry of Environment, Rural Modernisation, Kalinago Upliftment and Constituency Empowerment for

³ The National Working Group (NWG) is a project mechanism developed in each project country where key stakeholders and experts in the field of chemicals and waste management are designated.

⁴ NWG's chairperson (situated at the Ministry of Environment, Rural Modernisation, Kalinago Upliftment and Constituency Empowerment) and /or National Project Coordinator (NPC) (situated at the Dominica Solid Waste Management Corporation) and/or other nationally designated project representative.

⁵ Environment Unit Office, Ground Floor, Forestry Building, Roseau, Dominica

two (2) working days. Working hours will be Mondays from 8:00am to 5:00pm, and Tuesdays to Fridays from 8:00 a.m. to 4:00 p.m.

- Attend virtual project update and planning meetings on an as needed basis (internal with the NWG of Dominica and externally with the BCRC-Caribbean and external with other project focal points).

3. EXPECTED OUTPUTS

The NPA, under the guidance of and reporting directly to the Senior Policy Advisor (SPA) to the Ministry of Environment, Rural Modernisation, Kalinago Upliftment and Constituency Empowerment, and the BCRC-Caribbean, is expected to provide the following:

- Weekly project update reports to be submitted to the Projects Officer and SPA of the Ministry and copied to the BCRC-Caribbean by 2:30PM every Thursday.
- Monthly summary reports, including a brief synopsis and evidence of the support provided over the respective period.
- Written deliverables and/ or comments on project related outputs as required.
- Written meeting notes/ briefs/correspondence as required.
- Review and provide feedback on project status and quarterly report, terms of reference, and other documents related to the project as prepared by the BCRC-Caribbean.
- Assist in the preparation of Dominica's quarterly in-kind contribution reports for approval by the national focal point and submit the BCRC-Caribbean.
- Assist in coordinating activities including meetings and site visits for the NWG.
- Ensure engagement of NWG members in project activities.

- Prepare meeting notes of NWG meetings.
- Draft correspondences and prepared / respond to emails.
- Establish a close working relationship with the BCRC-Caribbean and the NWG.
- Ensure timely implementation of national activities.
- Assist with public awareness and outreach activities and stakeholder engagement related to the project.
- Any other duties that may arise from time to time pertaining to the project at the directive of the Permanent Secretary of the Ministry of Environment, Rural Modernisation, Kalinago Upliftment and Constituency Empowerment.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to provide the services outlined above, the NPA is expected to possess the following Education, Qualifications and Experience:

- Bachelor's degree in natural sciences, project management or related fields.
- Master's degree in natural sciences or related fields will be considered an asset.
- A minimum of five (5) years professional and/or volunteerism experience in the hazardous waste and chemicals management fields.
- A minimum of three (3) years professional or volunteerism experience in either of the aforementioned fields in Dominica, the Caribbean region and/or other SIDS.
- Fluency in English is required.
- Experience in facilitation of workshops and meetings, including in virtual formats.

- Experience in multi-stakeholder project coordination will be considered an asset.

NOTE: The working languages of the GEF 10472 Project are **English and Spanish**. Bilingual competency will be considered an asset.

5. DURATION

The duration of this engagement is twelve (12) months from September 2023 to August 2024⁶ . The term of this agreement is one (1) year in the first instance inclusive of a probationary period of four (4) months. There is no guarantee of a continued or subsequent contract(s) following the probationary period or full-term contract.

6. REMUNERATION

- The NPA will be compensated via a monthly disbursement of Thirteen Hundred United States Dollars (USD 1,300.00 per month) upon proof and approval of the work outlined in the Monthly Reports referenced in Section 3 above, and a signed invoice.
- The NPA will be responsible for the remittance of local income tax and other mandatory statutory remittances.
- Expenses will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.

⁶ Please note there is the possibility for renewal based on the NPA's performance and the recommendations of the Dominican NWG.

7. INSTITUTIONAL ARRANGEMENTS

The NPA will be directly supervised by the SPA to the Ministry of Environment, Rural Modernisation, Kalinago Upliftment and Constituency Empowerment and the Project Coordinator of the BCRC-Caribbean.

8. APPLICATION PROCEDURES

Applications are open to individual consultants **based in Dominica**.

A. DOCUMENTS TO BE INCLUDED IN APPLICATION

Interested persons are invited to apply by submitting:

1. **Cover letter** (confirming availability to start work during August 2023).
2. **Curriculum Vitae (CV)**, inclusive of three (3) **references** with their email and telephone contact information.
3. A **Technical Writing Sample** demonstrating your report writing skills from the past two (2) years and showing evidence of your technical capabilities in the field of natural sciences.

NB. Applications must be submitted in English. Shortlisted candidates may be contacted to participate in an interview with the BCRC-Caribbean.

B. QUERIES

Interested applicants may submit all queries in writing to both:

<p>Ms. Janine Boodram Research Analyst BCRC-Caribbean Email: janine.boodram@bcrc-caribbean.org</p>	<p>Ms. Kimisha Thomas Senior Policy Advisor Ministry of Environment, Rural Modernisation, Kalinago Upliftment and Constituency Empowerment Email: snrpoladvisor@dominica.gov.dm</p>
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C. SUBMISSIONS

Applications should be submitted **via email** to:

Ms. Jewel Batchasingh

Director

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 **20th August 2023**, at **11:59 p.m. (GMT -4)**.

9. MODE OF WORK

The NPA will be required to work remotely for three (3) working days, and physically reporting to the office of the Environment Unit within the Ministry of Environment, Rural Modernisation, Kalinago Upliftment and Constituency Empowerment for two (2) days per week, from Mondays from 8:00am to 5:00pm and Tuesdays to Fridays from 8:00 a.m. to 4:00 p.m.

Please note that involvement in international travel, fieldwork, site visits and meetings at external national locations may be required and this will be determined at the discretion of the Senior Policy Advisor.

NOTES:

<i>Submission</i>
i. When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: BCRC#10472_2023_001_LastNameFirstName (or organisation)

<p>name)_DocumentTitle</p> <ul style="list-style-type: none"> ii. The application documents must be submitted in PDF file format unless otherwise stated. iii. Application documents shall remain the property of the BCRC-Caribbean. iv. The successful applicant will be notified in writing of the award of the contract.
<p><i>Obligations</i></p> <ul style="list-style-type: none"> v. The BCRC-Caribbean reserves the right to accept or reject any application, and to cancel the recruitment process and reject all applications, at any time before the award of the Contract, without thereby incurring any liability to the affected applicants. vi. The successful applicant is required to include GPS coordinates of activity sites in their reports. vii. The NPA may be required to provide requisite support on additional related activities within the Chemicals & Waste Management portfolio of Dominica (including other BCRC-Caribbean execution initiatives).
<p><i>Gender Sensitivity</i></p> <ul style="list-style-type: none"> i. The ISLANDS Programme encourages that all projects, staff, consultants, and all activities, engage in a working environment that embraces equality, eradicates bias, and is inclusive. ii. The ISLANDS Programme is seeking to enable 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 racial or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.
<p><i>Conduct and Disabilities</i></p> <ul style="list-style-type: none"> i. Reasonable accommodation 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

<p>unprofessional behaviour, will result in mutual termination of the agreement.</p> <p>iii. The NPA is expected to conduct professional communication and interaction with the National Working Group representatives, BCRC-Caribbean representatives, and project stakeholders, at all times.</p>
<p><i>Leave Allowances</i></p>
<p>i. The NPA will have an allowance for vacation and sick leave in keeping with the standard practices of the BCRC-Caribbean. Advance notice of no less than two (2) weeks to the BCRC-Caribbean's designated officer is required when taking extensive leave. Records of vacation and sick days must be included in the NPA's reporting to the BCRC -Caribbean.</p>