

**PILOT TESTING OF GUIDANCE ON INVENTORY OF USED LEAD ACID  
BATTERIES IN TRINIDAD AND TOBAGO**

**A SMALL SCALE FUNDING AGREEMENT BY THE SECRETARIAT OF  
THE BASEL (SBC) CONVENTION AND THE UNITED NATIONS  
ENVIRONMENT PROGRAMME (UNEP)**

**TERMS OF REFERENCE**

*National Research Assistant (NRA) for Trinidad and Tobago*

*(Reference number: BCRC# ULAB\_2021\_001)*

Parties consenting to be served by the Centre:

Antigua & Barbuda    Commonwealth of the Bahamas    Barbados    Belize    The Republic of Cuba    The Commonwealth of Dominica    The Dominican Republic  
The Co-operative Republic of Guyana    Jamaica    The Federation of Saint Kitts and Nevis    Saint Lucia    Saint Vincent and the Grenadines    The Republic of Suriname    The Republic of Trinidad and Tobago

## **BACKGROUND**

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is a member of a global network of twenty-six (26) independent regional and coordinating centres established under the Basel and Stockholm Conventions.

The BCRC-Caribbean is currently executing a small-scale regional project entitled, “*Pilot testing of guidance on inventory of used lead acid batteries and waste oils*”. The participating countries are **Barbados, Guyana, Saint Lucia** (ULABs and waste oil inventories), and **Trinidad and Tobago** (ULABs inventory only). The project is funded by the Secretariat of the Basel (SBC) Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal. The Convention is a Multilateral Environmental Agreement (MEA), which is administered by the United Nations Environment Programme (UNEP) and entered into force in 1992.

At the 13<sup>th</sup> Meeting of the Conference of the Parties (COP) to the Basel Convention, in April 2017, the COP highlighted the development of draft practical guidance document for the development of inventories of used lead-acid batteries (ULABs), waste electrical and electronic equipment (WEEE) and waste oils and invited Parties to use the guidance in pilot projects as a basis for case studies which will inform the revision and improvement of the guidance document. The practical guidance document aims to provide simple methodologies for developing inventories that will assist in national reporting under the Basel Convention, as well as provide sound basis for environmentally sound management (ESM) of these hazardous wastes. The Project will assist the target countries in devising measures to improve the management of ULABs and provide relevant information for inclusion in the national report. Recommendations for revising the Guidance resulting from the Project will serve to develop a revised version of the Guidance documents.

## **PROJECT OBJECTIVES**

The abovementioned project recognises the need to pilot-test the Guidance for the development of inventories of used-lead acid batteries (ULABs), available at <http://www.basel.int/tabid/8755/Default.aspx>. Thus, it is crucial for the country to understand the type and quantities of waste generated as it will form the foundational basis for developing a strategy for the environmentally sound management (ESM) of waste.

The Project will assist the target countries in devising measures to improve the management of ULABs and provide relevant information for inclusion in the national report. Thus, the recommendations derived from this project would serve to develop a revised version of the Guidance documents.

## **MAIN ROLE AND FUNCTIONS OF THE NATIONAL RESEARCH ASSISTANT**

The **National Research Assistant (NRA)** will serve as the BCRC-Caribbean's representative in Trinidad and Tobago (TTO) during the execution of this project and hence, is responsible to conduct the following main functions:

1. Collection of information on Lead Acid Battery use within the respective country:
  - a) Classification of ULABs as defined in the Guidance document;
  - b) Aid in the determination of the main contributors that generates the ULABs;
  - c) Gather data from relevant stakeholders using standard questionnaires;
  - d) Collect and log information on waste disposal and recovery facilities, data on importers and exporters; and
  - e) Develop and populate an appropriate database format (e.g. Microsoft Excel) for inventory data storage and retrieval.
2. Estimating the amount of ULABs generated:
  - a) Quantities of ULABs generated as per category and application using the methods outlined in the Guidance document; and
  - b) Refining this first-generation inventory by collection of data from additional ULAB sources, if available or making recommendations for its future collection.
3. Reporting
  - a) Plan and execute meetings/ workshops inclusive of identifying and inviting stakeholders, make presentations and submit reports to the BCRC-Caribbean on the consultations.
  - b) Submission of monthly progress reports to the BCRC-Caribbean in the prescribed format
  - c) Prepare, draft and assist in the validation of the inventory outputs and reports;
  - d) Provide recommendations on the application of the guidance documents to improve their applicability; and

## **INSTITUTIONAL ARRANGEMENTS**

A Scope of Works based on the present Terms of Reference will be issued from the BCRC-Caribbean to the selected candidate. The NRA will be supervised by the BCRC-Caribbean's designated Country Officer. The BCRC-Caribbean will also initiate contact between the NRA and the in country National Working Group (NWG).

## **PROJECT DELIVERABLES AND TIMEFRAME**

It is anticipated that the level of effort by the NRA will not exceed a period of twenty (20) weeks. The expected duration of the project is from July to November 2021. A high level workplan is provided below:

<b>Deliverables</b>	<b>Estimated Time</b>
1. Listing/ identification of potential data sources, listing of stakeholders, database format (Microsoft Excel) for collecting and storing inventory information and the Inception meeting report.	Three (3) weeks from date of recruitment
2. Submission of completed questionnaires for the survey of ULABs from stakeholders as presented in the guidance document.	Nine (9) weeks from date of recruitment
3. Draft report on the development of an inventory of ULAB inclusive of preliminary estimates of quantities.	Sixteen (16) weeks from date of recruitment
4. (A) Final reports on the development of an inventory of ULAB in the format of a case study with the identification of gaps and suggestions for the revision to the guidance documents to improve their applicability. (B) Validation meeting report	Twenty (20) weeks from date of recruitment
5. Monthly progress reports	Last Friday of every month

The National Research Assistant shall submit expected deliverables under the project by to the BCRC-Caribbean as follows:

- Deliverable 1: Listing/ identification of potential data sources, listing of stakeholders, database format (Microsoft Excel) for collecting and storing inventory information and the Inception meeting report, approximately three (3) weeks from date of recruitment.
- Deliverable 2: Submission of completed questionnaires for the survey of ULABs from stakeholders as presented in the guidance document, approximately nine (9) weeks from date of recruitment.
- Deliverable 3: Draft reports on the development of an inventory of ULABs inclusive of preliminary estimates of quantities approximately twenty (20) weeks from date of recruitment.
- Deliverable 4:
  - A. Final reports on the development of an inventory of ULAB in the format of a case study (succinct reports presenting the inventory development and lessons learnt) with the identification of gaps and suggestions for the revision to the guidance documents to improve their applicability. This will follow review by the BCRC-Caribbean and the National Working Group.
  - B. Validation meeting report.
- NRA's must prepare and submit monthly progress reports in a format prescribed by the BCRC-Caribbean

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

As a basic requirement, the National Research Assistant is expected to possess:

- A Bachelor's degree in Natural Sciences, Environmental Sciences/ management, Engineering or related fields.
- Experience in waste management would be an asset;
- Experience in the conduct of research and desktop reviews;

- Excellent report writing skills, data collection and analysis;
- The ability to plan and execute assigned tasks in a multi-stakeholder environment;
- The ability to work independently;
- Good interpersonal skills;
- Proficiency in the use of Microsoft Office and data analysis software; including Microsoft Excel
- Excellent oral and written communication skills in English
- Good presentation skills and consultation experience

**Applicant must currently reside in Trinidad and Tobago.**

## **RENUMERATION**

Payment to the National Research Assistant will be based on the satisfactory submission of deliverables as outlined in the ‘PROJECT DELIVERABLES AND TIMEFRAME’ above. The payment structure is as follows:

- Submission of Deliverable 1 – 15% of Contract Sum
- Submission of Deliverable 2 – 20% of Contract Sum
- Submission of Deliverable 3 – 30% of Contract Sum
- Submission of Deliverable 4 – 35% of Contract Sum

The Contract allows for direct reimbursable expenditure which the NRA may accrue due to expenses related to travel to sites etc. These will only be repaid upon completion of an invoice and submission of the supporting receipts.

*NB. Release of payments must firstly be authorised by the Project Manager at the BCRC-Caribbean, upon satisfactory completion of the relevant tasks.*

## **APPLICATION**

Interested applicants are asked to please send: (i) Curriculum Vitae (CV), (ii) cover letter and (iii) a sample of your former work which demonstrates examples of your technical writing abilities, on or before **06 July, 2021 at 11:59pm** to:

**Ms. Jewel Batchasingh**

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: [jewel.batchasingh@bcrc-caribbean.org](mailto:jewel.batchasingh@bcrc-caribbean.org)

The successful candidate will be expected to start work as of July 2021.

## QUERIES

All queries are to be directed to:

<b>Mr. Asif Khan</b> Project Execution Officer II BCRC-Caribbean Email: <a href="mailto:asif.khan@bcrc-caribbean.org">asif.khan@bcrc-caribbean.org</a>	<b>Ms. Maurissa Charles</b> Project Execution Officer II BCRC-Caribbean Email: <a href="mailto:maurissa.charles@bcrc-caribbean.org">maurissa.charles@bcrc-caribbean.org</a>
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### **NOTES:**

- *The working language of the BCRC-Caribbean is English.*
- *When submitting proposals, candidates must ensure that all documents are labelled clearly.*
- *The BCRC-Caribbean reserves the right to reject any application if any information provided is found to be a misrepresentation, exaggeration or complete falsification 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 bidder.*
- *The successful candidate will be notified in writing of the award of contract and provided with an authorization to proceed. The successful candidate shall be required to enter into an appropriate Contract on the basis of the terms of reference and incorporating any other appropriate provisions within that period of time.*