

TERMS OF REFERENCE

PREPARATION OF A PRIVATE SECTOR NEEDS ASSESSMENT

FOR

INTER-AMERICAN DEVELOPMENT BANK (IADB) INCUBATOR FACILITY CARIBBEAN CHILD PROJECT (PROJECT PREPARATION GRANT PHASE)

AS PART OF

THE GLOBAL ENVIRONMENT FACILITY IMPLEMENTING SUSTAINABLE LOW AND NON- CHEMICAL DEVELOPMENT IN SIDS (ISLANDS) PROGRAMME

TOR REF. NO: #BCRC_10258_2021_003

BACKGROUND

The Basel Convention Regional Centre for Training and Technology Transfer (BCRC Caribbean) and the Inter-American Development Bank (IDB) have signed a Technical Cooperation (TC) agreement RG-T3548. The objective of this TC is to prepare the Caribbean Incubator Facility for the Sustainable Management of Chemicals and Wastes (RG-O1674) under the Global Environment Facility (GEF) ISLANDS global programme funded by GEF's Chemical and Waste focal area. The GEF ISLANDS program's overarching objective is to support small island developing states (SIDS) to enter a safe chemical development pathway by strengthening their ability to control the flow of chemicals, products, materials into their territories and to unlock resources for the long-term management of chemicals and waste, including integrated chemicals and waste management, in SIDS.

The general objective of the facility is to support the sustainable management of hazardous Chemicals and Wastes (C&W) in the Caribbean. The specific objectives are: (i) to finance the development and strengthening of policy, legal, regulatory, and financial frameworks, tools, and instruments; and (ii) to channel financing to the private and public sectors to advance the sustainable management of C&W. The facility will support the following countries:

(Participating Countries): **Barbados, Bahamas, Belize, Dominican Republic, Guyana, Suriname, and Trinidad and Tobago**, in improving the management of hazardous C&W identified in multi-lateral environmental agreements such as the Basel, Rotterdam, Minamata, and Stockholm Conventions, the Montreal Protocol and Strategic Approach to International Chemicals Management (SAICM).

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For purposes of this facility, other SIDS countries recognized by GEF's Global Island Program, namely **Antigua and Barbuda, Saint Kitts and Nevis and Saint Lucia**, could also be eligible for support and financing.

The Caribbean Incubator Facility includes the following Components:

Component 1: Financing policy and regulatory enabling processes to safely manage C&W (US\$700,000). The goal of this component is to strengthen the policy, regulatory and legal enabling environment and build institutional capacities in participating countries to support, guide and facilitate public and private sector investments. This component will focus on working with regional, national, sub-national or local government counterparts such as ministries, statutory bodies, municipalities and/or waste management agencies responsible for hazardous C&W management. Activities eligible under this component will include¹: (i) regional, national, sub-national or local level activities that foster an enabling environment that allows participating countries better management of their C&W. Special attention will be given to priority waste streams identified under the facility; (ii) regional, national, sub-national or local level activities that will support market-based laws and regulations for transitioning to circular economy. Activities could include the development of legal or regulatory frameworks to overcome barriers in existing legal framework for transitioning to a circular economy found in legal provisions regulating C&W management in participating countries that typically discourage the use of waste as a resource; (iii) development of legislation and standard operating procedures for the creation and improvement of public sector financing mechanisms to ensure resources are allocated to C&W management in participating countries, including the review of existing mechanisms with the objective of optimizing their use and expanding its financing options to ensure C&W activities are included as well as the creation of new innovative financial instruments; (iv) development of in-depth analyses on current challenges related to the enforcement of C&W or relevant environmental laws and regulations. "Books of rules and principles of enforcement" can be developed for participating countries to provide guidelines and tools for enforcement officers (environmental officers in environmental protection/management, customs, or border control agencies, among others), including the development of tracking systems and the strengthening of analytical capabilities; (v) adoption and customization of sustainable procurement practices and tools such as green procurement guides, extended producer responsibility approaches, among others, with the objective of controlling and decreasing the amount of goods and services imported that contain hazardous materials; and (vi) strengthening of institutional capacities, coordination, consultation, and collaboration mechanisms, including the clarification and identification of responsibilities and mandates of all agencies and institutions involved in C&W management. This includes undertaking institutional capacity assessments and developing recommendations to improve the current technical capacities and coordination mechanisms of existing agencies as well as identifying ways of improving current processes and operations.

¹ These thematic areas are also aligned with the recommendations offered by the national project counterparts in the participating countries who were surveyed at the end of the design phase of this project, in addition to the validation workshops and other consultative sessions held as part of the PPG phase. More information on this data collection exercise can be consulted in Annex I.

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Component 2: Improving the bankability of C&W public sector projects (US\$1.2 million).

The goal of this component is to increase financing for public sector projects targeting C&W. This component will focus on working with regional, national, sub-national or local government counterparts such as ministries, statutory bodies, municipalities and/or waste management agencies responsible for hazardous C&W management. Financing will target the design, implementation and scaling up of public sector investments in the transition towards sustainable management of C&W. Activities eligible under this component will include, among others, the development of pre-feasibility and feasibility studies, environmental impact analyses, C&W management plans, data collection, technical designs and other types of studies that improve the bankability of C&W public sector projects.

Component 3: Supporting small and medium size private sector investments in sustainable management of C&W (US\$5 million).

The goal of this component is to advance and accelerate the sustainable management of C&W by shifting from a funding perspective to a long-term financing perspective among Small and Medium Size private sector Enterprises (SMEs). Funding under this component will address existing technical and financial barriers to unlock new investments in C&W in Participating Countries. Technical assistance grants and/or investments grants will be provided to SMEs, including startups, willing to invest in business models that promote the safe management of C&W. Activities eligible under this component will include: (i) the development of technical designs, trainings and capacity building activities to increase productivity and incorporate sustainability best practices and technologies, improve occupational safety and health, environmental assessments and mitigation plans, acquisition and development of cutting edge and affordable technologies, building of small infrastructure to improve C&W management, market studies, linkage to high-value markets or to value chain actors, and other assessments to support private sector engagement in the C&W sector. This component will focus on financing projects/investments aligned with the priority waste streams as well as on ready-to-implement solutions. To identify a potential pipeline of subprojects, IDB Lab will lead the organization of the second edition of the Blue-Tech Challenge focusing on Chemicals and Waste management in the Caribbean (a.k.a. Blue-Tech 4 Waste). The Challenge would facilitate, through a competitive process, the identification, selection, and approval of subprojects partially financed by this Facility following a competitive process. Selected Challenge applicants would be eligible for funding only after: (a) their business models have been duly analyzed to obtain evidence of its financial, social and environmental impact; (b) their capacity (to manage financial resources (as potential executing agency) has been evaluated as well as its project execution experience; and, (c) a legal agreement to use the facility's, IDB Lab's and counterpart resources towards the implementation of the subproject has been signed between IDB Lab and the applicant. A communication strategy to reach potential applicants will be a key activity of the Challenge.

Component 4: Supporting large private sector investments in sustainable management of C&W (US\$2.5 million).

The goal of this component is to advance and accelerate the

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sustainable management of C&W by shifting from a funding perspective to a long-term financing perspective among large private sector companies operating in participating countries. Funding under this component will address existing technical and financial barriers to unlock new investments in C&W. Technical assistance grants and/or investments grants will be provided to large private sector companies from the hotel or cruise industry, among others, willing to invest in the safe management of C&W within its operations and/or supply chains. Activities eligible under this component will include: the development of technical designs, pre-feasibility analyses, trainings and capacity building activities to increase productivity and incorporate sustainability best practices and technologies, improve occupational safety and health, environmental assessments and mitigation plans, acquisition of cutting edge and affordable technologies, building of suitable infrastructure to improve C&W management, market studies, linkage to high-value markets or to value chain actors, and other assessments to support private sector engagement in the C&W sector. This component will focus on de-risking the financing of projects/investments aligned with the priority waste streams. Funding from this component could be used as technical assistance or investment grants to design specific interventions or finance pilot interventions around C&W.

Component 5: Designing applied knowledge mechanisms for partnership building (US\$200,000). The goals of this component are: (i) to advance knowledge management around C&W in the Caribbean; and (ii) build partnerships around the C&W agenda. This component will focus on supporting the facility's knowledge management requirements, including the facility intermediate and final evaluations, and bridge the knowledge generated by IDB's and UNEP/FAO's child projects². Specific activities to be funded under this component include: (a) managing knowledge as an asset by identifying knowledge needs from stakeholders, mainly from private investors and donors, and working on the knowledge generated by the sub-projects to address needs from strategic stakeholders; (b) systematizing knowledge produced under this facility's subprojects by creating communication channels with counterparts involved in the execution of the sub-projects; (c) sharing knowledge obtained by creating effective sharing and communication channels with relevant stakeholders; (d) bridging the knowledge obtained in the IDB and UNEP/FAO child projects by monitoring the knowledge generated in both projects and building combined knowledge products to be offered to stakeholders; (e) communicating with GEF's global platform to ensure that the knowledge generated by the IDB's child project is shared with global stakeholders; and (f) supporting partnership building and new resource mobilization strategies to accelerate the transformational change in sectors involved in hazardous C&W.

² As mentioned, in the Caribbean, GEF's Global Islands Program will support two child projects: i) a UNEP/FAO-implemented child project (for US\$ 11 million) that will focus on working with government agencies such as regulators, customs, and import departments on the regulatory framework for chemical and waste management; and ii) IDB's child project described in this Container Document for US\$ 10 million. It is critical that all knowledge generated under both child projects is complementary and not overlapping. This component would be executed by the [Basel Convention Regional Center for the Caribbean](#) (BCRC). This component will also support the coordination between IDB's child projects and GEF's child project (also under the Global Islands Program) on Coordination, Communication and Knowledge Management (CCKM) designed to coordinate, communicate, and manage all knowledge produced under the Global Islands Program's child projects.

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PRIORITY AREAS FOR PROJECT COUNTRIES

Under the GEF ISLANDS Programme, the priority areas for C&W focus on the obligations under the Stockholm Convention on Persistent Organic Pollutants (POPs) and the Minamata Convention on Mercury. Under the Facility (RG-01674), priority C&W streams were identified for the project countries and include Waste from Electrical and Electronic Equipment (WEEE), End-of-Life Vehicles (ELVs), waste from used lubricating oils, waste from mercury-added products such as lighting devices, polychlorinated biphenyl (PCB) waste, POPs and mercury contaminated plastics including but not limited to polyvinyl chlorides (PVC).

The baseline reports conducted during the project preparation grant phases of the child projects in the Caribbean are available [here](#).

OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to prepare a private sector needs assessment for the participating countries as it relates to the C&W sector, which will support the Facility (RG-01674) in the participating countries. The assessment will provide inputs for potential subprojects under Components 3 and 4 of the Facility.

For the purpose of the consultancy participating countries are: Barbados, Bahamas, Belize, Dominican Republic, Guyana, Suriname, and Trinidad and Tobago, Antigua and Barbuda, Saint Kitts and Nevis and Saint Lucia. A rapid assessment for Jamaica and Haiti will also be conducted.

SCOPE OF CONSULTANCY

In preparation for the commencement of the Facility (RG-01674), particularly with regard to activities under Components 3 and 4 of the project, the BCRC-Caribbean is seeking to recruit a suitable individual consultant (referred to as “The Consultant”) to develop the following documentation for the Facility:

- **Mapping of private sector companies in target countries, with focus on Small and Medium Size Enterprises (SMEs)**, whose commercial operations connect with the C&W agenda and that could be eligible for financing under the Facility, particularly under the Blue-Tech 4 Waste included under Component 3.

KEY ACTIVITIES FOR CONSULTANCY

I. Preparation of a Work Plan

The Work Plan shall contain:

- specific methodologies and proposed logistics to be adopted for completing each of the proposed key activities;
- additional information requirements needed to meet the objective of the Consultancy;

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- schedule of activities; and
- proposed coordination mechanisms with the national stakeholders, IDB and the Executive Agency.

II. A report that provides a mapping of private sector companies in participating countries whose commercial operations align with the C&W agenda and that could be eligible for financing under the Facility, particularly under Component 3. The mapping should include: (i) private sector firms (SMEs, corporations, foundations, social businesses, B corporations, etc.) that are currently working or have developed innovative models to sustainably manage C&W in the Caribbean; and (ii) start-up companies with high growth potential in the C&W ecosystem. The mapping must include companies from target countries or from any IDB member countries, but legally registered to operate and conduct business in target countries. The mapping must disaggregate firms by type of priority C&W stream³: The mapping must also include an analysis of: i) the companies' technical assistance needs (skills training, working knowledge, specialized consulting services, etc.) to make their business models viable; ii) , the firms' investment needs (equipment, machinery, software and working capital) for their business models to sustain in time; iii) the potential financial instruments or types of financing these firms would be willing to use in order to operate and/or expand their businesses in a sustainable manner; and, iv) a ranking of companies in terms of their readiness, financing capacity, and bankability. The mapping must also include a list of appropriate communication channels to engage these potential firms in a more direct manner. If needed, reference points in the region should be contacted.

³ • Used Lubricating Oils – This category of waste is generated in large quantities from the transportation sector, the electricity generation sector and the industrial sector. The conversion of waste lube oils into base oils that will go back into producing new lubricating oils is a well-established technology elsewhere in the world.

- Plastics – This easily combustible and lead to the rapid spread of landfill fires. The impact of this is their contribution to generation of UPOPS by fueling landfill fires that burn certain types of plastics and nitrated and sulphonated materials.

- Used and End-of-Life Tyres – This category of waste is generated in very large quantities from the transportation sector in the region and their disposal in landfill and open dumpsite throughout the Caribbean poses both a human health problem and a storage issue as they take up a large amount space in a landfill. The recovery of materials from used tyres, primarily rubber, is well established worldwide and could be implemented in the Caribbean.

- Used and End-of-Life Electronic and Electrical Equipment (e-waste) – This category of waste is generated from a very wide range of economic activities, ranging from household waste generation to sophisticated ICT generated waste. The e-waste recovery, conversion and recycling sector is well developed internationally and lends itself to providing local and regional economic activity in equipment disassembly, component materials recovery, and materials recycling.

- Organic and Solid Wastes – This category of waste, while not falling under the ambit of the waste and chemicals conventions, comprises over 70% of the total waste streams going to landfills in the Caribbean. These wastes are easily combustible and lead to the rapid spread of landfill fires. The impact of this is their contribution to generation of UPOPS by fueling landfill fires that burn certain types of plastics and nitrated and sulphonated materials.

- Medical Waste –Medical waste, such as used surgical equipment, sharps, and biowaste is a concern globally. With the advent of the COVID-19 epidemic, this kind of waste has increased as improperly discarded personal protective equipment, hand sanitizer containers, and gloves are increasingly appearing in oceans and on coasts.

- Manufacturing/ Industrial Waste – Industrial waste is defined as waste generated by manufacturing or industrial processes. The types of industrial waste generated include cafeteria garbage, dirt and gravel, masonry and concrete, scrap metals, trash, oil, solvents, chemicals, weed grass and trees, wood and scrap lumber, and similar wastes.

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OUTPUTS AND DELIVERABLES

The Consultant shall present the following deliverables according to the schedule reported in the table below:

Activity / Deliverable (draft version)	Estimated Timeframe
1. Work Plan	One (1) week after contract signature
2. Draft Mapping in target countries including a database of C&W private sector firms	Six (6) weeks after contract signature
3. Presentation that summarizes and analyzes the findings of the mapping for IDB and external stakeholders.	Eight (8) weeks after contract signature

It should be noted that:

- Following submission of the draft versions of each deliverable, an iterative process of internal review, will be undertaken.
- All the products to be delivered will be accompanied by the corresponding tables, figures and photographs to better interpret the information generated. All documents will be prepared in English, in editable file (preferably Word), with publishable versions provided also in PDF format.
- This consultancy will be supervised by Jewel Batchasingh (jewel.batchasingh@bccr-caribbean.org).

QUALIFICATIONS AND EXPERIENCE

- Minimum academic qualification: *Post-graduate degree in Economics, Business Administration, Financial Management, Natural Resource Management, Environmental Management, International Development, Sustainable Investments, Human Resources or related fields.*
- Experience: *At least ten (10) years working experience in public sector development and infrastructure in the Caribbean focused on sustainability.*
- Specific skills, knowledge: *Knowledge of conducting environmental and social assessments.*

Only individuals who meet the minimum qualifying requirements shall be considered.

- Other Criteria:
 - o *Proficiency in finance investments and bankable projects*
 - o *Knowledge of financial law as applied in developing countries,*

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- *Knowledge of rules and procedures used by multilateral financial organizations will be an asset;*
- *Knowledge of chemicals and waste management sector;*
- *Establishment and operations of investment funds, including legal, regulatory, institutional and governance aspects;*
- *Knowledge and command of the English language, knowledge and command of the Spanish language or evidence of treating with the language barrier.*

DURATION OF THE CONSULTANCY

The duration of the consultancy is anticipated to be split over the course of twelve (12) weeks tentatively scheduled to begin on July 5, 2021 and end on or before September 30, 2021.

MODE OF WORK

Cognizant of the ongoing Covid-19 pandemic, the Consultant(s) will be expected to conduct all work **virtually** from their own location of business.

COMPULSORY COMPLIANCE

- Eligibility: Applicants must be a citizen of one of the IDB-member countries.
- No Conflict of Interest: as per 1.9 of GN-2350-9 March 2011/1.11 of GN-2350-15.
- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

PAYMENT

Payment shall be made in instalments based on key deliverables identified within the contract. The anticipated consultancy fees shall not exceed a sum total of USD \$40,000 inclusive of operational expenses. BCRC wishes to receive the most competitive cost proposal for the services described herein.

Disbursements shall be made in accordance with the following plan:

Products	%
1. Work Plan	20%
2. Draft Mapping Report 3. Draft Presentation Outline	40%
4. Final Mapping Report 5. Final Presentation	40%

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Compensation will be determined in accordance with the Bank's policies and procedures.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

1. Curriculum Vitae inclusive of contact information of 2-3 referees where applicable.

Please submit CVs with an attached cover letter to tahlia.alishah@bcrc-caribbean.org and copy info@bcrc-caribbean.org.

The deadline for the submission of CVs is **11:59 pm (Trinidad and Tobago, GMT - 4) on June 27, 2021.**

QUERIES

Interested bidders may submit all queries via email to both personnel listed below:

Ms. Janine Boodram Project Officer BCRC-Caribbean Email: janine.boodram@bcrc-caribbean.org	Ms. Tahlia Ali Shah Project Execution Officer BCRC-Caribbean Email: tahlia.alishah@bcrc-caribbean.org
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NOTES:

- *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 expected to start work as of July 2021.*

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