

TERMS OF REFERENCE

PROJECT ADMINISTRATION COORDINATOR

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_004

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 Wastes (C&W), including integrated chemicals and waste management, in SIDS. In the Caribbean, there will be three (3) child projects under the GEF ISLANDS Programme¹.

The general objective of the facility is to support the sustainable management of 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

¹ In the Caribbean, GEF's Global Islands Programme will support three child projects: i) GEF 10279, 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, ii) GEF 10472, a UNEP implemented child project that will focus on similar areas as GEF 10279 for three (3) additional Caribbean countries including The Bahamas, iii) 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 Centre for the Caribbean](http://www.bcrc-caribbean.org) (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.

Parties consenting to be served by the Centre:

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(Participating Countries): **Barbados, Bahamas, Belize, Dominican Republic, Guyana, Suriname, and Trinidad and Tobago**, in improving the management of 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). 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 C&W management. Activities eligible under this component will include: (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.

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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 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.

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 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

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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.

OBJECTIVES OF THE CONSULTANCY

Reporting directly to the Director (Ag.), Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean), the incumbent provides thorough research, scientific, technical and administrative support, in order to facilitate the objectives of the BCRC-Caribbean in fulfilment of its role in the Project Administration of the Project Preparation Grant (PPG) Phase of the Facility and related projects.

Duties include helping the Director or the designated representative in tracking project progress; monitoring work plan execution and in writing monthly, quarterly and annual project related reports, other documentation and progress reports as required.

Major Duties and Responsibilities

² As mentioned, in the Caribbean, GEF's Global Islands Programme will support three child projects: i) GEF 10279, 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, ii) GEF 10472, a UNEP implemented child project that will focus on similar areas as GEF 10279 for three (3) additional Caribbean countries including The Bahamas, iii) 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 Centre for the Caribbean Region](#) (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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- Undertakes and executes the work for the Project Preparation Grant (PPG) Phase of the Facility and related projects of the BCRC-Caribbean.
- Assists the Director (Ag.) in the preparation of quarterly and annual reports on the projects currently undertaken by the Centre including the development of the workplans and budgets.
- Prepares and reviews technical reports and makes presentations at meetings
- Assists with logistical arrangements for the hosting of meetings and technical workshops and seminars
- Researches new and existing technologies and practices on sound environmental management, disposal and minimisation of hazardous and other wastes as identified under the Basel Convention and other relevant chemicals and waste multilateral environmental agreements (MEAs)
- Under the guidance of the Director, prepares proposals for funding to local, regional, and international donor funding partners
- Attends meetings, conferences, workshops, and seminars on behalf of the BCRC - Caribbean
- Performs any other duties assigned

Required Knowledge, Skills and Abilities

- Knowledge of the objectives and obligations of wastes and chemical related MEAs
- Experience working with Global Environment Facility (GEF) Projects, IADB and/or United Nations agencies
- Demonstrated ability to acquire, manipulate, analyse, manage, and synthesize information gathered from a variety of sources with limited guidance
- Ability to draft, edit and prepare clear correspondence and briefings
- Knowledge of conducting research and evaluating research methodologies including analytical and quantitative skills
- Capable of establishing and maintaining effective working relationships, including the ability to communicate effectively (both oral and written) and work well in a team
- Excellent interpersonal skills
- Excellent time management skills
- Advanced Computer literacy with working knowledge of Microsoft Office Suite including MS Project
- Fluency in Spanish is considered an asset

Minimum Experience and Qualifications:

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- A Master’s Degree in Environmental Studies, Environmental Engineering, Waste Management, or a related discipline.
- Project Management Certification (eg PMP, Prince) or evidence of experience in Project Management
- Three or more year’s post graduate experience in a similar position in a project-oriented environment.
- Experience working in a multilateral environmental agreement setting and with large multidisciplinary projects would be an asset.

DURATION OF THE CONSULTANCY

The duration of the consultancy is anticipated to run over the period July 2021 to December 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 and will be expected to work at the BCRC-Caribbean office as required in keeping with the Covid-19 safety protocols.

COMPULSORY COMPLIANCE

- Eligibility: Applicants must be a citizen of Trinidad and Tobago or must have established his/her domicile in Trinidad and Tobago as a “bona fide” resident and is legally entitled to work in the country.
- 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>

SUBMISSION

Interested persons are invited to apply by submitting a Curriculum Vitae (inclusive of contact information of 2-3 referees where applicable) and cover letter via email to:

Jewel Batchasingh

Director (Ag.)

Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean

#8 Alexandra Street, St. Clair,

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Port-of-Spain,

Trinidad and Tobago.

Email: jewel.batchasingh@bcrc-caribbean.org and copy to info@bcrc-caribbean.org

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

NOTES:

- *Only shortlisted applicants will be notified.*
- *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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