

## TERMS OF REFERENCE

### PREPARATION OF A PUBLIC SECTOR NEEDS ASSESSMENT AND RECOMMENDATIONS

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\_002

### 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 Programme<sup>1</sup>.

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

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<sup>1</sup> 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.

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The Republic of Guyana    Jamaica    The Federation of Saint Kitts and Nevis    Saint Lucia    Saint Vincent and the Grenadines    Suriname    The Republic of Trinidad and Tobago

(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 projects<sup>2</sup>. 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.

## 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, plastics that may contain/are contaminated by POPs and/or mercury, 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](#).

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<sup>2</sup> 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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## OBJECTIVES OF THE CONSULTANCY

The objectives of the consultancy are:

- i. To develop a public sector investment needs assessment in participating countries;
- ii. Identify and assess capacity building needs for public sector investments in participating countries; and
- iii. Identify a pipeline of potential public sector projects to be supported by the Facility (RG-O1674) in consideration of the C&W in the participating countries.

**For the purpose of the consultancy, participating countries are Barbados, Bahamas, Belize, Dominican Republic, Guyana, Suriname, and Trinidad and Tobago.**

## SCOPE OF CONSULTANCY

In preparation for the commencement of the Facility, particularly with regard to activities under Components 1 and 2 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:

- Prepare a **Public Sector Investment Mechanisms Report** in relation to the applicability for C&W management priority areas identified.
- Prepare an **Assessment and Recommendations Report for C&W Public Sector Projects** under the Facility.

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

### **II. Public Sector Investment Mechanisms Report**

For the participating countries, the Consultant shall develop a report that reviews existing national public sector investment procedures and processes in relation to identified priority C&W streams to:

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- Review standards, regulations, legislation as well as institutional capacity related to the development and implementation of public sector investment programmes for the priority C&W streams;
- Determine the related gaps in the regulatory and institutional frameworks affecting the selection of projects relating to priority C&W streams. This should also include an identification of capacity building needs and analysis on the human resources and financial barriers affecting project design, execution, operations, maintenance and management, monitoring and evaluation;
- Outline appropriate actions that may be needed to ensure that the regulatory and institutional capacity framework are consistent with the management of C&W as outlined in the Facility. This may include the identification of priority areas for regulatory reform and the training needs of related personnel for capacity building.

### III. **Assessment and Recommendations Report for C&W Public Sector Projects**

In alignment with the priority waste streams, the Consultant shall prepare a report that:

- Identifies related public-sector projects/plans/proposals that can be supported under the Facility for the participating<sup>3</sup> countries. This may include projects that are already in development by government agencies or plans/proposals that are outlined in government agency business plans or policy frameworks. The report should include:
  - o A needs assessment of the projects/plans/proposals to determine their status of readiness in terms of feasibility, design, execution, monitoring and technical capacities,
  - o Type of C&W streams of those projects/plans/proposals and proposed management scheme.
  - o Potential impact of those projects/plans/proposals for the Facility's key outcome indicators.
  - o The estimated financial costs for overall project/plan/proposal scope;
- Assesses potential co-financing available from public sector agencies;
- Assesses potential financing or co-financing models from the private sector;
- Provides a ranking of public-sector projects assessed in terms of readiness and bankability under the Facility.
- Identifies the leading public sector agency behind the project/plan/proposal
- Identifies how the Facility could accelerate project design, project execution or de-risk public and/or private sector investments.
- Identifies financial instruments and mechanisms that could facilitate project financing such as sovereign or non- sovereign loans, blended finance, bonds, guarantees, public-private partnerships, among possible others.

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<sup>3</sup> **Barbados, Bahamas, Belize, Dominican Republic, Guyana, Suriname, and Trinidad and Tobago**

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For stakeholder engagement, the Consultant is expected to have an extensive network of contacts but will also be guided by the BCRC-Caribbean and IDB as needed.

## 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) to two (2) weeks after contract signature
2. Draft Public Sector Investment Mechanisms Report	Eight (8) to ten (10) weeks after contract signature
3. Draft Assessment and Recommendations Report for C&W Public Sector Projects	Eight (8) to ten (10) weeks after contract signature
4. Final Public Sector Investment Mechanisms Report	Twelve (12) weeks after contract signature
5. Final Assessment and Recommendations Report for C&W Public Sector Projects	Twelve (12) 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@bcrc-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.*

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- 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,*
  - o *Knowledge of rules and procedures used by multilateral financial organizations will be an asset;*
  - o *Knowledge of chemicals and waste management sector;*
  - o *Establishment and operations of investment funds, including legal, regulatory, institutional and governance aspects;*
  - o *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 fourteen (14) weeks tentatively scheduled to begin on July 05, 2021 and end on or before October 07, 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 \$50,000 inclusive of

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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 Public Sector Investment Mechanisms Report 3. Draft Assessment and Recommendations Report for C&W Public Sector Projects	40%
4. Final Public Sector Investment Mechanisms Report 5. Final Assessment and Recommendations Report for C&W Public Sector Projects	40%

## 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 a cover letter to [tahlia.alishah@bcrc-caribbean.org](mailto:tahlia.alishah@bcrc-caribbean.org) and copy [info@bcrc-caribbean.org](mailto:info@bcrc-caribbean.org).

The deadline for the submission of proposals 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:

<p><b>Ms. Janine Boodram</b> Project Officer BCRC-Caribbean Email: <a href="mailto:janine.boodram@bcrc-caribbean.org">janine.boodram@bcrc-caribbean.org</a></p>	<p><b>Ms. Tahlia Ali Shah</b> Project Execution Officer BCRC-Caribbean Email: <a href="mailto:tahlia.alishah@bcrc-caribbean.org">tahlia.alishah@bcrc-caribbean.org</a></p>
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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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