

UNEP ASSISTANCE TO TRINIDAD & TOBAGO ON CHEMICALS AND WASTE MANAGEMENT FOR COVID-19 RECOVERY

TERMS OF REFERENCE

COMMUNICATIONS SPECIALIST

(REF. #SSFA/CHM/001B-2021-CS)

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.

In light of the current COVID-19 pandemic, the United Nations Environment Programme (UNEP) has extended technical assistance to countries to integrate environment into the response and recovery from the COVID-19 crisis. The Government of the Republic of Trinidad & Tobago, through the Ministry of Planning and Development has received approval from UNEP for technical guidance and support specific to chemicals and waste management.

As such, this project has been conceptualized and developed to improve the capacity of the Government of the Republic of Trinidad and Tobago to alleviate the pressures and strengthen the national capacity to address deficits within the biomedical waste management sector. Attention will also be given to public awareness and knowledge transfer as it pertains to managing biomedical wastes, including at the household level. The project is funded by Sweden through UNEP, and payments will be facilitated through the BCRC-Caribbean, on behalf of the Ministry of Planning and Development.

OBJECTIVE

This objective of this project is to address areas of concern within the existing biomedical waste management system in Trinidad and Tobago, to not only assist with immediate medical related emergencies but also future contingency planning.

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

Sub-objectives:

- To promote effective management during both a peak medical crisis, particularly of highly infectious diseases such as the COVID-19, and in the non-emergency periods.
- To reduce the pressures placed upon the nation's solid waste and health system infrastructure, minimize the risks posed to workers, negate any adverse environmental impact and optimize the system efficiency.

COMPONENTS AND OBJECTIVES OF THE PROJECT

The overall project components and their related activities are:

- 1. Knowledge, Attitude and Practices (KAP) Gap Analysis of Biomedical Waste Management**
 - 1.1 Development and dissemination of KAP survey to selected stakeholder groups.
 - 1.2 Collation and analysis of KAP survey responses.
 - 1.3 Development of recommendations to fill gaps within the home healthcare waste management system.
- 2. Assessment of the current status of the biomedical waste management**
 - 2.1 Conduct an assessment of the current practices i.e. collection, handling, treatment and disposal of solid and liquid biomedical wastes from public health facilities, and the level of compliance in relation to best practices.
 - 2.2 Conduct a gap analysis on barriers to implementation of best practices including local and international Protocols, Manuals and Guidelines.
 - 2.3 Development of recommendations for closing identified gaps for biomedical waste management.
- 3. Sensitization and Capacity Building Programme on biomedical waste management**
 - 3.1 Development of communications products for the respective target audiences (e.g. videos, graphics, print materials, promotional and capacity building materials).
 - 3.2 Development of a communications and capacity building plan.
 - 3.3 Roll-out of the communications and capacity building campaign.

DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The BCRC-Caribbean, in collaboration with the Ministry of Planning and Development, Trinidad and Tobago, seeks to engage a suitably qualified Consultant(s)/ Consulting Firm to provide technical consultancy services, as the **Communications Specialist** providing expertise knowledge in the development of a KAP survey platform to obtain insights on biomedical waste management in Trinidad and Tobago, as well as to formulate a communications and capacity-building plan to ultimately facilitate the roll out of a communications campaign. The Consultant/ Consulting Firm is also expected to prepare, design and produce suitable awareness raising and advocacy materials to be used in the communications campaign to promote healthcare waste management.

OUTPUTS AND DELIVERABLES

The **Communications Specialist** shall, under the guidance of, and reporting directly to the BCRC-Caribbean, be responsible for the following:

Project Activities	Key Outputs and Deliverables
Development of Project Work plan	Project Work plan
Design, test and provide troubleshooting support for KAP Survey Online Platform	Pilot tested KAP Survey Questionnaire Platform. Operational Guidelines for use of Survey Platform
Development of a Communications and Capacity Building Plan suitable for national awareness campaign to promote healthcare waste management: <ul style="list-style-type: none"> - Formulate a Communications and Capacity Building Plan in collaboration with the BCRC-Caribbean, the Ministry of Planning and Development and key project partners. - Determine the sector specific communication and capacity building requirements. - Identify and detail approaches and methods for fulfilling the communications and capacity building requirements. - Propose the use of various types of media products, in print and electronic format that are related to the specific sectors. - Prepare sector specific implementation plans. 	Communications and Capacity Building Plan

Development of a guideline package for use by home quarantined patients in Trinidad and Tobago.	Guideline Package for home quarantined patients
Development of communications products for the respective target audiences nationally: - Draft text of awareness raising and advocacy materials –digital media, posters, brochures, and other media products (for TV, radio, print press, internet and other relevant media). - Design and produce materials to be used by the respective sectors.	Communication Products
Submission of monthly reports	Monthly reports

QUALIFICATIONS, EXPERIENCE AND SKILLS

The **Communications Specialist** is expected to have substantive professional experience working according to the following:

Education and experience

- An advanced degree (Masters/PhD) in communications, media, marketing and/or any other related areas.
- A minimum of five (5) years professional experience in any of the aforementioned areas in Trinidad and Tobago, as evidenced by a portfolio of previous works.
- Previous experience in capacity building, training, communications, media, public education and awareness.
- Previous communications experience in the areas of environmental, healthcare, chemicals and/or waste management public awareness.
- Previous experience and evidence of the development of training material using different media.
- Proficiency in the use of survey tools and Microsoft Office inclusive of MS Project and MS Visio and video-conferencing platforms.
- Knowledge of the UNEP processes and structure is desirable, and previous experience in international environmental project implementation is an asset.

Wherein the Bidder uses the services of one or more sub-contractor(s), the Bidder shall explicitly identify the parts of the TOR where the sub-contractor(s) will be used.

Functional competencies

- Strong interpersonal skills, communication and diplomatic skills;
- Willingness and ability to work in a team;
- Excellent writing and reporting skills in English;
- Good presentation skills and consultation experience;
- Ability to work under pressure and stressful situations, and to meet tight deadlines;
- Proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, MS Project and MS Visio).

DURATION AND EXPECTED START OF CONSULTANCY

The duration of the consultancy is approximately forty (40) days over the period of (3) months with work set to start as soon as possible within the month of June 2021.

PAYMENT

Payment shall be made in instalments based on submission of key deliverables, which are to be endorsed by the Ministry of Planning and Development and agreed on between the BCRC-Caribbean and the Consultant, as per the contract. The anticipated consultancy fees shall not exceed a sum total of **USD \$14,000.00** inclusive of operational expenses.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested and qualified candidates shall submit the following as part of its proposal:

- **Technical Proposal** describing how one will approach and complete the assignment, particularly with respect to the current Covid-19 pandemic. This should include the Consultant's methodology and work implementation plan, qualifications, experience, and non-financial resources to be assigned where applicable. Samples of similar previous communications materials developed should also be submitted.
- **Curriculum Vitae (CV)** inclusive of contact information for at least three (3) references for relevant past project/work experience.
- **Financial Proposal** for undertaking the assignment, which is to be separated into Consultant fees and detailed expenses (including any third parties), in United States (US) Dollars, matched up against key deliverables.

QUERIES

Interested individual candidates may submit all queries via email to:

Ms. Darceuil Duncan

Research Officer

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

Email: darceuil.duncan@bcrc-caribbean.org

Ms. Keima Gardiner

Waste Management Specialist

Environmental Policy and Planning Division
--

Ministry of Planning and Development

Email : keima.gardiner@planning.gov.tt
--

PROPOSAL SUBMISSION

Submissions are open to Trinidad and Tobago residents only.

Interested applicants are invited to apply by submitting a detailed proposal via email 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 and CC. info@bcrc-caribbean.org
--	--

The deadline for the submission of proposals is **11:59 P.M. (Trinidad and Tobago, GMT -4) on June 13, 2021.**

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.*