

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_004B

BACKGROUND

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is seeking to recruit a Project Administration Coordinator for the period September 2021 to February 2022.

This consultant will support the BCRC-Caribbean as the executing agency for the Global Environment Facility (GEF) ISLANDS 10258 Project, which is being implemented by the Inter-American Development Bank (IADB). The aim of this project is to develop an incubator facility for chemicals and waste (C&W) projects which are being designed by private sector and/or public sector entities in the Caribbean. Further information on the GEF ISLANDS 10258 Project is provided in the “Project Information” section.

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.

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

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

- Undertakes and executes the work for the Project Preparation Grant (PPG) Phase of the Facility and related projects of the BCRC-Caribbean. This includes the review of technical work submitted by Consultants under the Project, as well as the administrative management of the project;^{1,2,3}
- Serves as a liaison (via email, calls and virtual meetings) for the project management team (BCRC-Caribbean, IADB, Project Consultants) and public and private sector stakeholders in participating countries;
- 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 novel economic solutions for emerging and existing C&W issues in the Caribbean and other relevant C&W issues highlighted under multilateral environmental agreements (MEAs);
- Works closely with BCRC-Caribbean staff attached to other GEF ISLANDS projects for the Caribbean;
- Supports planning for execution of possible projects prioritized by other Consultants under the Project

¹ https://bcrc-caribbean.org/wp-content/uploads/2021/06/Environmental.Social.Consultant.TOR_IDB.GEF_ISLANDS-FINAL-2.pdf

² https://bcrc-caribbean.org/wp-content/uploads/2021/06/IDB.Private.Sector.TOR-BCRC_10258_2021_003-1.pdf

³ https://bcrc-caribbean.org/wp-content/uploads/2021/06/IDB.Public.Sector.Consultant.TOR-BCRC_10258_2021_002-FINAL.pdf

- 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
- Knowledge of government policies in the Caribbean as they relate to environmental factors
- Ability to identify economically viable technologies or other solutions for the environmentally sound management of C&W
- 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:

- A Bachelor's Degree in Environmental Economics, Economics, Finance, or a related discipline. A Master's Degree will be considered as an asset.
- 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
- Working knowledge of public, private and/or public-private partnerships
- Experience working in the environmental field 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 September 2021 to February 2022. The consultant will be expected to be available during reasonable working hours on weekdays for at least forty (40) hours each week.

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>

REMUNERATION

The successful candidate will be compensated via a monthly disbursement of Sixteen Thousand and Five Hundred Trinidad and Tobago Dollars (TT **\$16,500 per month**) upon proof and approval of work as outlined. The selected Consultant will be responsible for the remittance of local income tax and other mandatory statutory remittance.

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,

Port-of-Spain,

Trinidad and Tobago.

Email: jewel.batchasingh@bcrc-caribbean.org

Copy to: info@bcrc-caribbean.org

The deadline for the submission of proposals is **11:59 pm (Trinidad and Tobago, GMT - 4) on August 22, 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 September 1, 2021.*

Project Information

The Global Environment Facility (GEF) ISLANDS programme is funded by GEF's Chemical and Waste focal area. Its 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). In the Caribbean, there will be three (3) child projects under the GEF ISLANDS Programme⁴. 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 to prepare the Caribbean Incubator Facility for the Sustainable Management of Chemicals and Wastes (RG-O1674) under the GEF ISLANDS global programme. The objectives of the facility are:

- i. To finance the development and strengthening of policy, legal, regulatory, and financial frameworks, tools, and instruments; and

⁴ 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.

- 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: **Barbados, Bahamas, Belize, Dominican Republic, Guyana, Suriname, and Trinidad and Tobago** (the “Participating Countries”) 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. Other IDB member countries such as **Haiti** and **Jamaica** may benefit from the project components. The Caribbean Incubator Facility includes the following Components:

Component 1: Financing policy and regulatory enabling processes to safely manage C&W. 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.

Component 2: Improving the bankability of C&W public sector projects.

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.

Component 3: Supporting small and medium size private sector investments in sustainable management of C&W.

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.

Component 4: Supporting large private sector investments in sustainable management of C&W.

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.

Component 5: Designing applied knowledge mechanisms for partnership building.

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 projects⁵.

⁵ 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 \(BCRC-Caribbean\)](http://www.bcrc-caribbean.org). 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.