

**TESTING AND FEEDBACK REPORT OF THE DRAFT GUIDANCE ON THE
ENVIRONMENTALLY SOUND MANAGEMENT (ESM) OF HOUSEHOLD WASTE IN
THE GUANAPO LANDFILL, TRINIDAD AND TOBAGO**

**TERMS OF REFERENCE
(Re-issued 29.07.21)**

(Reference number: BCRC#HHW_2021_001)

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

AVAILABLE POSITIONS

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean), in its role as project executing agency for the evaluation of the draft guidance on the Environmentally Sound Management (ESM) of Household Waste at the Guanapo Landfill, Trinidad and Tobago, is seeking to recruit suitably qualified and experienced consultants to provide technical assistance through the dissemination of available solutions for ESM of Household Waste. The BCRC-Caribbean is therefore seeking **a consortium of candidates** with the following skills required for the consultancy:

- **Waste Management Specialist** (Team Lead) (Annex A)
- **Communications Professional** (Annex B)
- **Economist** (Annex C)

BACKGROUND

The 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.

The Household Waste (HW) Partnership Working Group was established by the Conference of the Parties to the Basel Convention in 2017 to address the important issue of household waste and to provide technical assistance worldwide through the dissemination of available solutions for ESM, including issues such as separation at source, collection, transport, storage, recycling, energy recovery and final disposal.

The Secretariat of the Basel, Rotterdam and Stockholm (BRS) Conventions, the United Nations Environment Programme (UNEP) and the BCRC-Caribbean agreed to cooperate with respect to the implementation of Activity 19 on Coordination of and support for the Basel and Stockholm Conventions regional centres and cooperation and coordination between regional centres. In this regard, the BCRC-Caribbean is currently executing a pilot project entitled “*Testing and feedback report of the draft guidance on the Environmentally Sound Management (ESM) of household waste in the Guanapo Landfill, Trinidad and Tobago*”. In an effort to finalise the draft overall guidance document on the ESM of household waste, the Partnership is requesting that parties assist by testing and verifying the guidance. The *revised draft overall guidance document on the environmentally sound management of household waste* can be accessed as an information document hosted at the twelfth meeting of the Open-ended Working Group of the Basel Convention (OEWG-12) at the following link: <https://tinyurl.com/8k4ybp2>.

PROJECT OBJECTIVES

The main objective of this pilot project is to evaluate the draft guidance on the ESM of household waste as developed by the working group of the Household Waste Partnership and to provide feedback in the form of a report. The report will address the coherence, comprehensibility and usability of the guidance, provide concrete suggestions and proposed modifications for improvement of the guidance, ensuring the involvement of all relevant stakeholders at the local, municipal and national level.

The aim of the draft guidance on the ESM of household waste is to:

- (i) inform planning, investment and management decisions for the ESM of household waste by setting priorities in the ESM of household waste; and
- (ii) improve knowledge of environmentally sound waste management approaches.

Additionally, in the context of the pilot, an assessment of current waste management practices will be conducted in accordance with the guidance document. The findings of which will be shared with all stakeholders involved with the aim of improving the ESM of household waste.

The expected outcomes under the project are as follows:

1. Feedback report assessing the coherence, comprehensibility and usability of the guidance, providing suggestions and proposed modifications for improvement of the guidance;
2. Brief outline of additional guidance that could be provided on the ESM of household waste in a Small Island Developing State (SIDS) context;
3. Rapid Assessment Report assessing the current scenario as it pertains to SWMCOL's operations and practices at the project site for the selected priority areas, identified gaps and propose recommendations for improvements in these priority areas based on the ESM consistent with the Guidance document.

SCOPE OF SERVICES

This pilot comprises the following three (3) project activities:

Activity 1 – Organisation of the Process

1. Finalise work implementation plan – The selected consortium will work with the BCRC-Caribbean and the key stakeholders to finalise the work implementation plan submitted as part of the Technical Proposal. The revised workplan will represent the approach to the project that has been agreed upon and is reflective of the timeline.

2. Project kick-off meeting report and identification and definition of the roles of the key stakeholders along with a summary of current practices for household waste management within the context of the project.
3. Application of the assessment and decision-making tool to stakeholders which appears in the guidance document. The consortium will indicate the stakeholders that the tool is to be distributed amongst and a timeframe for interviews and completion of the assessment. It shall be the responsibility of the consortium to meet with and interview key stakeholders. The BCRC-Caribbean and the SWMCOL will initiate contact where necessary. N.B All current COVID-19 restrictions that are instituted by the Ministry of Health, must be adhered to and the consultant(s) will ensure that appropriate methods of engagement are in place and observed at all times.
4. The consortium will also begin the review of the guidance document for its coherence, comprehensibility and usability in the context of the project and considerations to other SIDS, making note of areas for modifications or improvements.

Activity 2 - Application and assessment of the draft guidance document

1. The selected consortium will perform a rapid assessment of the current scenario as it pertains to SWMCOL's operations and practices at the project site, identified gaps and propose recommendations for its improvement that are consistent with the guidance document for the following modules identified as priority areas:
 - a. Module 2 - Sustainable Financing for ESM of Household Waste
 - b. Module 4 - Separation at Source, Collection and Transport of Household Wastes
 - c. Module 6 - Recycling of Household Waste
 - d. Module 8 - Environmentally Sound Final Disposal of Household Waste
 - e. Module 9 - Awareness Raising and Communications
 - f. Module 10 - Health and Safety in Waste Management

The draft report will follow from the rapid assessment and take the form of a situational analysis and identification of gaps and other constraints; the consortium will then develop and prioritise appropriate recommendations that are aimed at ESM of household waste in the context of the project.

2. The consortium will submit the returned and completed questionnaires from assessment and decision-making tool to the BCRC-Caribbean.
3. The consortium will submit the draft report that assesses the suitability of the guidance document to the BCRC-Caribbean.

Activity 3 – Verification of reports and recommendations

1. A validation meeting will take place between the key stakeholders and the project team where the consortium will present the main findings and recommendations from the review and gap analysis of the selected priority areas, inclusive of the coherence, comprehensibility and usability of the draft guidance to the project with considerations to the applicability for SIDS.
2. The key stakeholders will be given time to validate the information presented and communicate back to the consortium. The updated report to the BCRC-Caribbean highlighting questions and comments from stakeholders is to be submitted along with revisions made to the report.
3. Finalisation and submission of all reports – The consortium will finalise all reports and resubmit to the BCRC-Caribbean. The final deliverables are as follows:
 - a. Report which assesses the coherence, comprehensibility and usability of the draft guidance on the ESM of household waste in the context of the project and considerations to other SIDS; with any proposed modifications for its improvement.
 - b. Report on the findings from the rapid assessment of the current operations and practices, gap analysis and proposed recommendations that are consistent with the best practices presented in the guidance document for the identified modules.

PROJECT TIMEFRAME

It is anticipated that the level of effort by the Lead Technical Expert – Waste Management Specialist will not exceed a period of six (6) months. The expected start is in August 2021. A high-level work implementation plan is provided below.

Planned Activities		2021																				2022									
		Aug-21				Sept-21					Oct-21				Nov-21				Dec-21					Jan-22				Feb-22			
		WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4	WK5	WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4	WK5	WK1	WK2	WK3	WK4	WK1	WK2	WK3	WK4
Activity 1 - Organisation of the Process	1. Recruitment and Stakeholder Introductions																														
	2. Project kick-off meeting/ Understanding of current practices																														
	3. Application of the assessment and decision-making tool to stakeholders																														
Activity 2 - Application and assessment of guidance	1. Review present scenario and make recommendations in line with Module 2: Sustainable Financing for ESM of Household Waste																														
	2. Review present scenario and make recommendations in line with Module 4: Separation at Source, Collection and Transport of Household Wastes																														
	3. Review present scenario and make recommendations in line with Module 6: Recycling of Household Waste																														
	4. Review present scenario and make recommendations in line with Module 8: Environmentally Sound Final Disposal of Household Waste																														
	5. Review present scenario and make recommendations in line with Module 9: Awareness Raising and Communications																														
	6. Review present scenario and make recommendations in line with Module 10: Health and Safety in Waste Management																														
	7. Compilation of data and generation of draft report for submission to the BCRC-Caribbean																														
Activity 3 - Verification and Reporting	1. Validation of data collected by the National Working Group																														
	2. Validation meeting																														
	3. Finalisation and submission of reports																														

The Waste Management Specialist (Team Lead) shall submit expected deliverables under the project by to the BCRC-Caribbean as follows:

- **Deliverable 1:** A work implementation plan for the project at the end of week one (1), detailing the timeframe for proposed site visits, consultations and other deliverables.
- **Deliverable 2:** Inception meeting workshop report together with the identification and definition of the roles of the key stakeholders; this submission must also include copies of the completed assessment and decision-making questionnaires. Submission expected by the end of week one (1) of October 2021.
- **Deliverable 3:** Summary of current practices based on the rapid assessment for household waste management within the context of the project along with the identification of gaps. Submission expected by the week two (2) of November 2021.
- **Deliverable 4:** Draft report on the suitability of the guidance along with the draft report on the selected modules for ESM of HHW at the Guanapo Landfill to the BCRC-Caribbean by the end of week four (4), December 2021.
- **Deliverable 5:** Final report on the assessment of the draft guidance on the ESM of household waste in the context of the project and considerations to other SIDS; and the final report on the findings from the rapid assessment and analysis of the priority areas with recommendations for the ESM of HHW at the Guanapo Landfill to the BCRC-Caribbean by the end of week one (1), February 2022.

N.B. Throughout the duration of the project, Consultants will also be required to submit monthly status reports in a format prescribed by the BCRC-Caribbean. Consultants will also be required to attend meetings with project stakeholders to support the development of deliverables.

INSTITUTIONAL ARRANGEMENTS

A Scope of Services along with the description of the available positions are presented in Terms of Reference issued from the BCRC-Caribbean. The responsible party on behalf of the consortium shall be the Waste Management Specialist (Lead Consultant); whose responsibility shall be submission of all deliverables and submission of payment invoices and subsequent receipt of remuneration. The BCRC-Caribbean will also initiate contact between Waste Management Specialist (as lead technical expert), the SWMCOL and other key stakeholders.

RENUMERATION

The **TOTAL CONTRACT SUM** available for the consortium is Twenty-One Thousand and Eight Hundred (21,800) USD.

Payment to the consortium through the Waste Management Specialist (Team Lead) will be based on the satisfactory submission of deliverables as outlined in the 'SCOPE OF SERVICES AND THE PROJECT TIMEFRAME' above and a payment invoice. The payment structure is as follows:

- Submission of Deliverable 1 – 10% of Contract Sum
- Submission of Deliverable 2 - 20% of Contract Sum
- Submission of Deliverable 3 – 20% of Contract Sum
- Submission of Deliverable 4 – 30% of Contract Sum
- Submission of Deliverable 5 – 20% of Contract Sum

NB. Release of payments must firstly be authorised by the Project Manager at the BCRC-Caribbean.

APPLICATION PROCEDURES

Applications are open to Trinidad and Tobago based **consortiums** which meet the requisite qualifications necessary to provide the requested consultancy services.

For bids being submitted by consortiums, the technical proposal should clearly outline the responsible personnel for the skills identified in, 'Available Positions' outlined above and the approach to fulfilling the required tasks under each position within the projects' deliverables and timeframe.

A. DOCUMENTS TO BE INCLUDED IN PROPOSAL:

- Technical Proposal** describing how the bidder(s) will approach and complete the assignment. This should include the consortium's methodology and work implementation plan, qualifications and experience of personnel. The proposal should also include an organisational chart along with individualised work implementation plans which clearly show the responsibility and time allocation for completing deliverables in the projects' timeframe.
- Curriculum/ Curricula Vitae (CVs)** of all personnel. Consideration will be given to consortiums that possess all the required skills and competencies requested.
- Samples of reports/ documents** authored by the consultants' that comprise the consortium which display similar type projects and skills in technical writing

- iv. **Financial Proposal**, which is to be separated into the Consortiums' fees in United States (US) Dollars, matched against the key deliverables and itemised by each team member.
- i. Bidders must also provide contact information of **three (3) references** for contact by the Tender Evaluation Committee (TEC) during the evaluation of bids exercise.

B. QUERIES

Interested candidates may submit written queries *via email* to:

<p>Mr. Asif Khan Project Execution Officer II BCRC-Caribbean Email: asif.khan@bcrc-caribbean.org</p>	<p>Ms. Maurissa Charles Project Execution Officer II BCRC-Caribbean Email: maurissa.charles@bcrc-caribbean.org</p>
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C. APPLICATION SUBMISSION

Interested individual candidates are invited to apply by submitting a detailed proposal via email with subject heading **“HHW Proposal Submission - [Name]”** 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 info@bcrc-caribbean.org.

The deadline for the submission of proposals is **11:59 pm (GMT - 4) on August 18, 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.*

TERMS OF REFERENCE – ANNEX A

(Reference Number: BCRC# *BCRC#HHW_2021_001a*)

WASTE MANAGEMENT SPECIALIST (LEAD CONSULTANT)

DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The main objective of this pilot project is to evaluate the draft guidance on the ESM of household waste as developed by the working group of the Household Waste Partnership and to provide feedback in the form of a report as well as to assess and make recommendations on current ESM practices and operations of household waste in the context of the project. The outputs of this consultancy should model those defined in the Terms of Reference. The Waste Management Specialist (Team Lead) is expected to undertake the tasks outlined:

- Present on the scope of works and data needs at a virtual Inception Workshop and present the subsequent findings at a Validation Workshop.
- To understand and assess current practices in the household waste management at the Guanapo Landfill by administering the assessment checklist from the guidance to key stakeholders
- To evaluate the draft guidance on the ESM of household waste in terms of its coherence, comprehensibility and usability and to provide suggestions for its modifications and improvement and considerations to other SIDS; ensuring the involvement of all relevant stakeholders in the process.
- To perform a rapid assessment of the current operations and practices, identify gaps and propose recommendations that are consistent with the best practices presented in Module 4: Separation at Source, Collection and Transport of Household Wastes of the guidance document by examining the mechanisms for the separation at source, collection and transportation of separated and commingled household wastes and onsite separation; identify gaps in current practices and to make recommendations based on best practices from the guidance.
- To perform a rapid assessment of the current operations and practices, identify gaps and propose recommendations that are consistent with the best practices presented in Module 6: Recycling of Household Waste of the guidance document by exploring the current systems/ operations that are in place for recycling of HHW; identify gaps in current systems and to make recommendations based on best practices from the guidance.
- To perform a rapid assessment of the current operations and practices, identify gaps and propose recommendations that are consistent with the best practices presented in Module 8: Environmentally Sound Final Disposal of Household Waste by looking at the current landfill practices and identifying gaps that limit ESM then to make recommendations based on best practices from the guidance.
- To perform a rapid assessment of the current operations and practices, identify gaps and propose recommendations that are consistent with the best practices presented in Module 10 - Health and Safety in Waste Management. Examine and make appropriate

recommendations in line with hazard identification, legislation, infrastructure, proper training of workers, establishment of effective HSE programs including response to emergencies and provision of appropriate PPE. Assessment of informal waste pickers as well as gender considerations are to also be examined.

- To compile the assessment checklist questionnaires, stakeholder feedback and other consultant reports under this project and submit the draft to the BCRC-Caribbean and on review, finalise and resubmit.
- Submit the draft evaluation of the guidance on the ESM of household waste in the context of the project and considerations to other SIDS to the BCRC-Caribbean and on review, finalise and resubmit.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Education and Experience:

- Education: Advance University Degree in Waste Management, Environmental Management/ Science/ Engineering, Natural Resource Management, Sustainability or any other related field;
- Appropriate certification in Health, Safety and the Environment or related field and suitable experience in the Health, Safety and Environmental field is an asset;
- Significant experience in the field(s) of waste management, landfill operations and environmental sound management practices for the sector; knowledge and experience from working in the local sector(s) is highly desired;
- Certification or demonstrated experience in project management and project financing experience would be considered an asset
- Excellent report writing skills, data collection and analysis;
- The ability to critically examine technical guidelines and make recommendations for its modification and/ or improvements;
- The ability to lead a team of independent consultants and coordinate various deliverables into a coherent report;
- Proficiency in the use of the Microsoft Suite and the ability to coordinate meetings/ consultations in a virtual environment; and
- Excellent oral and written communication skills in English, experience with stakeholder consultations.

Functional competencies:

- Strong interpersonal, communication and diplomatic skills, and ability to work in a multidisciplinary team
- Strong research, analysis and synthesis skills
- Excellent writing and reporting skills
- Good presentation skills
- Proficient in use of Microsoft Office suite and in conducting virtual meetings
- Ability to work under pressure and stressful situations, and to meet tight deadlines.

DURATION AND EXPECTED START OF CONSULTANCY

The consultancy is expected to be initiated in August 2021 and is estimated to end by February 2022.

PROPOSED RENUMERATION

The maximum proposed remuneration for the consultant is **Fourteen Thousand (14,000) United States Dollars USD** and subdivided as follows:

- Output required for Module 4: Separation at Source, Collection and Transport of Household Wastes – 2,400 USD
- Output required for Module 6: Recycling of Household Waste - 3,200 USD
- Output required for Module 8: Environmentally Sound Final Disposal of Household Waste – 2,400 USD
- Output required for Module 10: Health and Safety in Waste Management – 1,000 USD
- Application of the assessment and decision-making tool to stakeholders – 2,000 USD
- Compilation of data and generation of draft report for submission to the BCRC-Caribbean – 1,000 USD
- Formulation, finalisation and submission of all deliverables and reports – 2,000 USD

TERMS OF REFERENCE – ANNEX B

(Reference Number: *BCRC#HHW_2021_001b*)

COMMUNICATIONS PROFESSIONAL

DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The main objective of this pilot project is to evaluate the draft guidance on the ESM of household waste as developed by the working group of the Household Waste Partnership and to provide feedback in the form of a report as well as to assess and make recommendations on current ESM practices and operations of household waste in the context of the project.. Under the guidance of the Waste Management Specialist (Team Lead) and the BCRC-Caribbean and waste management stakeholders in Trinidad and Tobago, the Consultant will undertake the tasks outlined:

- To perform a rapid assessment of the current operations and practices, identify gaps and propose recommendations that are consistent with the best practices presented in Module 9: Awareness Raising and Communications.
- Examination of the current communication strategy and programmes with regards to the promotion of Environmentally Sound Management of Household Waste within the context of the project.
- Gaps in present communication strategies should be identified and recommendations to be presented for the design and implementation of an appropriate awareness raising and communication campaign aimed at promoting best practices for the environmentally sound management of household waste. Considerations should be given for the usage of appropriate communication tools and messaging in order to connect with the target audience.

QUALIFICATIONS, EXPERIENCE AND SKILLS

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

Education and experience

- A recognised degree 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, health and safety, 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 and video-conferencing platforms.

Functional competencies

- Strong interpersonal skills, communication and diplomatic skills;
- Willingness and ability to work in a team;
- Excellent writing and reporting skills;
- 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, Social Media and other Platforms necessary for achieving the deliverables.

DURATION AND EXPECTED START OF CONSULTANCY

The consultancy is expected to be initiated in August 2021 and is estimated to end by February 2022.

PROPOSED RENUMERATION

The maximum proposed remuneration for the consultant is **Three Thousand (3,000) United States Dollars USD** for an expected four (4) week period to complete the required services outlined in the 'Description of required services for this consultancy'.

TERMS OF REFERENCE – ANNEX C

(Reference Number: BCRC# *BCRC#HHW_2021_001c*)

ECONOMIST

DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The main objective of this pilot project is to evaluate the draft guidance on the ESM of household waste as developed by the working group of the Household Waste Partnership and to provide feedback in the form of a report as well as to assess and make recommendations on current ESM practices and operations of household waste in the context of the project. Under the guidance of the Waste Management Specialist (Team Lead) and the BCRC-Caribbean and waste management stakeholders in Trinidad and Tobago, the Consultant will undertake the tasks outlined:

- To perform a rapid assessment of the current operations and practices, identify gaps and propose recommendations that are consistent with the best practices presented in Module 2: Sustainable Financing for ESM of Household Waste.
- To examine the present financing mechanisms and selection of appropriate economic instrument(s) as outlined in the guidance document or consistent with present and future priorities; suitability and applicability to the local context.
- Development of an appropriate sustainable financial mechanism that will be guided by its ability to meet required costs for infrastructure and provision of services that are required for ESM of HHW by the SWMCOL
- Determination from present cost the effectiveness (or lack) in covering CAPEX and OPEX.
- Consider and present other economic instruments that can be applied, inclusive of operation models and public/ private partnerships.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Education and Experience:

- Education: University Degree in Economics, Finance, Waste Management, Business Administration any other related field;
- Considerable experience in waste management, sustainable financing, business operations assessments and analysis;
- Project development and project financing experience is highly desired;

- Experience in conducting stakeholder meetings and desktop reviews is desired;
- Relevant experience and knowledge of local waste management operations and public sector finance is highly desired.

Functional competencies:

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a multidisciplinary team;
- Good writing and reporting skills;
- Good presentation skills;
- Strong facilitation skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.

DURATION AND EXPECTED START OF CONSULTANCY

The consultancy is expected to be initiated in August 2021 and is estimated to end by February 2022.

PROPOSED RENUMERATION

The maximum proposed remuneration for the consultant is **Four Thousand and Eight Hundred United States Dollars (4,800) USD** for an expected eight (8) week period to complete the required services.