

**GEF 5558: DEVELOPMENT AND IMPLEMENTATION OF A SUSTAINABLE
MANAGEMENT MECHANISM FOR PERSISTENT ORGANIC POLLUTANTS (POPs)
IN EIGHT (8) CARIBBEAN COUNTRIES**

TERMS OF REFERENCE

National Project Assistant in Saint Kitts and Nevis

(Reference number: BCRC#5558_2021_012)

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

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.

The BCRC-Caribbean is currently executing a regional project entitled “GEF 5558: Development and Implementation of a Sustainable Management Mechanism for POPs in Eight (8) Caribbean Countries”. The project is funded by the Global Environment Facility (GEF) and is being implemented through the United Nations Industrial Development Organisation (UNIDO).

The overall project has the following four (4) main objectives:

1. Strengthen the requisite human, institutional and infrastructural capacities for the compliance and implementation of the Stockholm Convention;
2. Strengthen the capacity of 5 Caribbean countries to improve waste management practices at their landfills to reduce site contamination by POPs and UPOPs; Establish demonstration projects for the reduction of POPs and UPOPs in Belize (medical waste) and Suriname (design and construction of an engineered landfill);
3. *Assess and rank potentially POPs contaminated sites in all 8 countries; determine contamination levels at the Guanapo landfill, Trinidad and develop appropriate remediation strategies for future implementation at this site;*
4. Manage the consolidation and off-island disposal of Polychlorinated Biphenyls (PCBs) in four (4) countries.

Further details can be accessed in the project document at: [GEF CEO Endorsement \(rev\) document](#)

PROJECT OBJECTIVES

The project recognises that given the current lack of proper Environmentally Sound Management and disposal POPs and chemicals, there is the real possibility that contamination of soil and groundwater exists in the areas where these chemicals are stored, were previously stored or used. These potentially contaminated sites were identified by project countries in their National Implementation Plans (NIPs), POPs inventories and through further consultations with the BCRC-Caribbean and the respective Project Working Committee’s (PWCs). However, not all of these sites have been fully investigated to determine the levels of contamination or the risk to both human health and the environment that can then be used to prioritise for future treatment and management.

To address this issue, the BCRC-Caribbean and national PWCs, seek to:

1. Develop an inventory of potential contaminated sites in each project country (completed).
2. For each country's inventory, five (5) sites will be prioritized using a relevant and standardized methodology (completed).
3. **Conduct preliminary site assessments in each country for each of the 1 – 5 prioritised sites, in order to determine its total preliminary risk assessment score.**

MAIN ROLE AND FUNCTIONS OF THE NATIONAL PROJECT ASSISTANTS

The **National Project Assistant (NPA)** will serve as the BCRC-Caribbean's representative in Saint Kitts and Nevis (SKN) during the conduct of the preliminary site assessments for each of the five (5) priority sites identified for SKN. For the main functions, the NPA will be required to:

- Assist in the conduct of a desktop study for the selected five (5) priority sites by conducting a:
 - Literature review (including drafting of the relevant report sections) of the environmental conditions at each site (geology, hydrology, meteorology etc)
 - Literature review (including drafting of the relevant report sections) of the past, current and potential future uses of each site.
 - Function as a representative of BCRC-Caribbean to perform the in-country site visits and stakeholder consultations/ meetings for the five (5) previously determined potentially contaminated sites in order to:
 - Verify information collected from the desktop study
 - Conduct site interviews with site owners, managers, workers and other sources.
- Collect site-specific data which is inclusive of:
 - the nature and location of the contaminants (obtain quantitative data only where it already exists)
 - potential pathways for contamination migration,
 - the location of sensitive receptors,
 - the potential for direct human exposure to contaminants, and
 - the identification of any possible co-contaminants
- Use the information obtained to develop the conceptual site model for each of the five (5) locations.

- Assist the BCRC-Caribbean with producing the preliminary risk assessment report as stipulated by defined methodologies and best practices in the field¹.
- Assist with the drafting of SKN's country report.
- Provide any other general in-country assistance required by the BCRC-Caribbean as it relates to the scope of the Preliminary Risk Assessment exercise within the timeframe of the engagement.
- Provide any other general in-country assistance required by the BCRC-Caribbean and/ or the Saint Kitts and Nevis Bureau of Standards² and the Saint Kitts Solid Waste Management Corporation³, as it relates to the larger GEF 5558: Development and Implementation of a Sustainable Management Mechanism for POPs in Eight (8) Caribbean Countries, within the timeframe of the engagement⁴.

INSTITUTIONAL ARRANGEMENTS

A Scope of Works based on the present Terms of Reference will be issued from the BCRC-Caribbean to the selected candidate. The NPA will be supervised by the BCRC-Caribbean's designated Country Officer. The BCRC-Caribbean will also initiate contact between the NPA and the in country National Project Coordinator (NPC) and Chair of the Project Working Committee.

PROJECT DELIVERABLES AND TIMEFRAME

It is anticipated that the level of effort by the NPA will is not exceed a period of eight (8) weeks. A high level workplan is provided below:

Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
1. Establish contact with Stakeholders / Desktop study								
2. Site visits (5 sites)								
3. Development of Conceptual Site models								

¹ Methodology and format of the report will be done in accordance with a template that will be provided by the BCRC-Caribbean.

² National Project Coordinator

³ Project Working Committee Chair

⁴ Including, but not limited to, the collection of information for the POPs Regional Information System

Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
4. Development of preliminary Risk Assessments								
5. Draft country report								

The National Project Assistant shall submit expected deliverables under the project by to the BCRC-Caribbean as follows:

- Deliverable 1: A workplan for the project at the end of Week one (1), detailing the timeframe for proposed site visits, consultations and other deliverables.
- Deliverable 2: Completed Preliminary Site Assessment forms for all five (5) sites at the end of Week four (4).
- Deliverable 3: Draft country report on the preliminary risk assessment of five (5) sites at the end of Week eight (8).

QUALIFICATIONS

As a basic requirement, the National Project Assistant is expected to possess:

- A degree in Natural Sciences, Environmental Sciences/ management or related fields.
- Experience in the conduct of research and desktop reviews;
- Excellent report writing skills, data collection and analysis;
- The ability to plan and execute assigned tasks in a multi-stakeholder environment;
- Good interpersonal skills;
- Proficiency in the use of Microsoft Office;
- Excellent oral and written communication skills in English, experience with stakeholder consultations.

A relevant Master’s level degree and experience working in the waste management sector and/ or conducting risk assessments will be considered as assets.

Applicant must currently reside in Saint Kitts and Nevis.

RENUMERATION

Payment to the National Project Assistant will be based on the satisfactory submission of deliverables as outlined in the ‘PROJECT DELIVERABLES AND TIMEFRAME’ above. The payment structure is as follows:

- Submission of Deliverable 1 – 15% of Contract Sum
- Submission of Deliverable 2 – 25% of Contract Sum
- Submission of Deliverable 3 – 60% of Contract Sum

The Contract allows for direct reimbursable expenditure which the NPA may accrue due to expenses related to travel to sites etc. These will only be repaid upon completion of an invoice and submission of the supporting receipts.

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

APPLICATION

Please send: (i) Curriculum Vitae (CV), (ii) cover letter and (iii) a sample of your reporting from the past two (2) years showing evidence of your technical writing abilities to jewel.batchasingh@bcrc-caribbean.org on or before **August 13, 2021.**

Applications should be addressed 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.

The successful candidate will be expected to start work as of September 2021.

QUERIES

All queries are to be directed to: Ms. Rachel Ramsey (rachel.ramsey@bcrc-caribbean.org).

NOTES:

- *The working language of the BCRC-Caribbean is English.*
- *When submitting documents, 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 hiring process and reject all submission, 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 the assignment and provided with an authorization to proceed. The successful candidate shall be required to enter into an appropriate Agreement on the basis of the terms of reference and incorporating any other appropriate provisions within that period of time.*