

Reference  
number

BCRC\_ISLANDS+2025\_001



**IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL  
DEVELOPMENT IN SMALL-ISLAND DEVELOPING STATES  
(ISLANDS) IN THE CARIBBEAN**

**TERMS OF REFERENCE:  
CONSULTANCY FOR COMMUNICATIONS  
OFFICER**

**Project Countries**

Antigua and Barbuda (ATG), The Bahamas (BHS),  
Barbados (BRB), Belize (BLZ), Cuba (CUB), Dominica (DMA),  
The Dominican Republic (DR), Guyana (GUY), Saint Kitts and Nevis (SKN),  
Saint Lucia (SLU), Suriname (SUR), Trinidad and Tobago (TTO)

The Basel Convention Regional Centre for Training and  
Technology Transfer for the Caribbean (BCRC-Caribbean)

## 1. BACKGROUND

The ***Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)*** programme<sup>1</sup>, funded by the Global Environment Facility (GEF), seeks to address the sound management of chemicals and waste in Least Developed Countries (LDCs) and Small Island Developing States (SIDS). This ISLANDS programme covers four (4) geographical regions including the Caribbean, Indian Ocean, Pacific Islands, Atlantic Ocean Islands and is being implemented by the United Nations Environment Programme (UNEP), The United Nations Development Programme (UNDP), The Food and Agriculture Organisation of the United Nations (FAO) and the Inter-American Development Bank (IDB).

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is currently executing the Caribbean Child Projects (GEF 10279 and GEF 10472) which involves twelve (12) countries (Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago). Both project documents can be accessed via the links below:

- [GEF ISLANDS 10279 CEO Endorsement Package](#)
- [GEF ISLANDS 10472 CEO Endorsement Package](#)

A summary of the Components and Activities for both Child Projects can also be found [here](#).<sup>2</sup>

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<sup>1</sup> Programme Website here: [GEF Islands](#)

<sup>2</sup> Full link: <https://www.bcrc-caribbean.org/wp-content/uploads/2019/10/ISLANDS-10279-10472-projects-brief-final.pdf>

chemicals and wastes in SIDS. The fourth component of the programme will support the achievement of this goal by enhancing capacity of subnational, national, and regional institutions to prevent the future build-up of chemicals and waste through knowledge management and effective communication. To raise awareness of chemicals and waste management in the Caribbean, the BCRC-Caribbean recognizes the need for communication, coordination, knowledge management, and outreach within the Caribbean regional child projects.

Key objectives of the relevant activities under this component includes:

1. Engage and inform Caribbean communities to promote the sound management of chemicals and waste.
2. Promote behavioural change toward a Persistent Organic Pollutants (POPs)- and mercury (Hg)-free Caribbean, with a focus on indigenous peoples and Civil Society Organizations (CSOs).
3. Raising awareness on plastic pollution among Caribbean youth through the implementation of the Tide Turners Challenge Badge.
4. Provide support for quarterly reporting to the Coordination, Communication and Knowledge Management (CCKM) Project on Project activities.
5. Package and distribute to relevant stakeholders the knowledge assets and information provided by the Communication, Coordination and Knowledge Management (CCKM) Project.
6. Disseminate to participating countries and other SIDS the global guidance and tools on sound management of pesticides developed by FAO.
7. Share knowledge and best practices related to chemicals and waste management in SIDS, and to a wider audience.

In this regard, the BCRC-Caribbean is now seeking to recruit **a suitably qualified and experienced individual Communications Officer**. This individual will be tasked to support the development of communication and knowledge management activities under the GEF ISLANDS Caribbean Child projects, raise awareness on the work of the BCRC-Caribbean and enhance its visibility as an executing agency for these child projects.

This consultancy falls under Project 10279 and Project 10472 *Output 4.1 – Caribbean communities are informed and engaged with in the sound management of chemicals and waste and Output 4.2 – Programme reports on project activities developed and disseminated.*

## **2. DESCRIPTION OF REQUIRED SERVICES FOR THIS POSITION**

Under the guidance of the BCRC-Caribbean and in close collaboration with the CCKM project team and the National Working Groups (NWG)<sup>3</sup>, the Communications Officer will provide the following technical services:

### **1. Attend a Kickoff Meeting with the Project Team**

Participate in a virtual kick-off meeting with the BCRC-Caribbean to discuss the approach to the work.

### **2. Develop a Communications Strategy & Implementation Plan**

The officer will develop a detailed communication strategy along with an implementation plan following the kick-off meeting with the BCRC-Caribbean. The communication strategy should be aligned with the CCKM communication and stakeholder engagement strategies and should

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<sup>3</sup> The National Working Group (NWG) is a project mechanism developed in each project country where key stakeholders and experts in the field of chemicals and waste management are designated.

outline a brief description of suitable awareness raising and advocacy materials, the channels for dissemination, frequency and the target audience. The officer will also develop an implementation plan, inclusive of but not limited to- dates for the submission of drafts, a review period of two (2) weeks, and submission of final materials. The communication strategy and work implementation plan will be submitted for approval by the BCRC-Caribbean and communicated to the CCKM Project team before the development of materials commences.

### **3. Develop Awareness and Educational Materials**

This will include the development and updating of communication materials under the GEF ISLANDS Child projects with the aim of ensuring that Caribbean Communities are informed and engaged with in the sound management of chemicals and waste. It should also evoke behavioural change related to a POPs and mercury free Caribbean including indigenous peoples and CSOs and continue the promotion of the Tide Turners Challenge Badge to raise awareness among Caribbean youth on plastic pollution.

The work will be guided by the BCRC-Caribbean and the CCKM team. The Officer will be expected to develop communication materials, which may include but not be limited to infographics, flyers, static and dynamic graphic content, animations, social media content, short videos and media releases etc. The aforementioned shall be guided by the BCRC-Caribbean, CCKM and NWG and informed by the outputs generated under the Child Projects.

### **4. Coordinate Communications and Stakeholder Engagement**

The officer will be expected to lead the development of relevant TORs and the review of related deliverables developed by other project consultants. Additionally, the officer would lead in the development of media release(s) for GEF ISLANDS related activities, provide communications inputs into

project presentations, publications and reports, deliver high quality project presentations to various audiences on an as needs basis and update the BCRC-Caribbean's stakeholders' engagement and contact list. The officer will also be responsible for packaging and distributing to relevant stakeholders the knowledge assets and information provided by the CCKM Project.

### **5. Quarterly Progress Reports**

The officer will be expected to submit quarterly (every three months) progress reports detailing the work undertaken during the reporting period. These reports will be shared by the BCRC-Caribbean to the CCKM Project team to inform about activities undertaken in alignment with the communications strategy and plan.

### **6. Monthly Update Meetings**

The officer will be expected to attend brief monthly update meetings with the Project Team, to discuss any challenges and provide guidance and feedback on draft materials as necessary. This would also include coordination calls with the CCKM team on an as need basis.

### **7. Consultancy Closeout Meeting**

- Attend a close-out meeting with the BCRC-Caribbean.
- Review and finalise the close-out report developed by the BCRC-Caribbean.

### 3. EXPECTED OUTPUTS

The officer, under the guidance of, and reporting to the BCRC-Caribbean, is expected to:

1. Develop a communication strategy outlining a brief description of suitable awareness raising and advocacy materials, the channels for dissemination, frequency and the target audience, as well as develop a work implementation plan, inclusive of dates for the submission of drafts, a review period of two (2) weeks, and submission of final materials. The communication strategy and implementation plan will be submitted for approval by the BCRC-Caribbean, CCKM and NWG before development of materials commences.
2. Develop various types of communication products suitable for both digital and print media (including but not limited to internet, social media, print, press and other relevant media) as guided by the BCRC-Caribbean. The draft materials will be reviewed by the BCRC-Caribbean, the CCKM project team and the NWG.
3. Develop suitable social media and graphic design content (both static and dynamic) for distribution as guided by the BCRC-Caribbean. This can include but is not limited to linking dynamic content to external media, such as approved websites. The draft materials will be reviewed by the BCRC-Caribbean, the CCKM project team and the NWG.
4. Develop quarterly-monthly progress reports to detail the work undertaken in the current reporting period.
5. Review and finalise the close-out report developed by the BCRC-Caribbean.

#### **4. QUALIFICATIONS, EXPERIENCE AND SKILLS**

In order to facilitate the activities in the twelve (12) participating countries, the officer is expected to possess the following Education, Qualifications and Experience requirements:

- Minimum of a Bachelor's degree in Graphic Design, Communications, Environmental Sciences, or a related discipline. An advanced degree (Masters/PhD) in communications, media, or marketing is an asset.
- At least three (3) years of relevant experience in mass communication, public relations, advertising, digital marketing, or environmental public awareness.
- Experience in capacity building, stakeholder training, or public education in multi-cultural contexts would be an asset.
- Experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting training programmes for staff and stakeholders would be an asset
- Knowledge of environmental and sustainable development concepts, principles, and practices would be an asset.
- Experience in creating materials for both print and digital platforms.
- Proficiency in industry-standard design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) or similar tools (e.g. Canva).
- Knowledge of the UNEP processes and structure is desirable, and previous experience in international environmental project implementation is an asset.
- Possess the capacity and eligibility to work within Trinidad and Tobago.



NOTES:

- (i) *The working languages of the GEF 10279 and 10472 Projects are English and Spanish. **As such bilingual capabilities access to such resources is required.** Project correspondence, outputs and consultations are expected to be conducted with English/ Spanish interpretation and translation resources<sup>4</sup>. All deliverables should be submitted in English and Spanish where needed. The ability to communicate in Dutch will be regarded as an asset.*
- (ii) *Bidders are also encouraged to use local resources/ national assistance wherever possible. Where the Bidder uses the services of one or more sub-contractor(s), the Bidder shall explicitly identify the parts of the TOR where sub-contractors are to be used. The inclusion of an organisational chart to define the roles of team members should be considered.*
- (iii) *We strongly encourage applicants of diverse and marginalized backgrounds, especially racial or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.*

## 5. DURATION

The duration of this engagement is from April 2025 to March 2026.

The term of this agreement is twelve (12) months in the first instance inclusive of a probationary period of three (3) months. There is no guarantee of a continued or subsequent contract(s) following the probationary period or full-term contract.

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<sup>4</sup> Interpretation and translation resources will be the responsibility of the consultant.

## 6. REMUNERATION

As per contract with the BCRC-Caribbean, the communications officer will be compensated via a monthly disbursement of One Thousand, Five Hundred United States Dollars (USD 1,500.00 per month) upon proof and approval of the deliverables submitted for the relevant period referenced in Section 3 above, and a signed invoice.

The officer will be responsible for the remittance of local income tax and other mandatory statutory remittances. Expenses will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contract agreement.

## 7. INSTITUTIONAL ARRANGEMENTS

The officer will be directly supervised by the BCRC-Caribbean with support from the NWG in each Project Country. During the consultancy, the officer will be expected to attend virtual meetings for general information exchange, to provide updates on the progress of the works and discuss feedback as required. This will include, but not be limited to, the introductory briefing meeting and the consultancy closeout meeting.

## 8. MODE OF WORK

The officer will be expected to conduct work **virtually** from their own location as far as possible using their own resources and facilities, as required. They will however, report to the office of the BCRC-Caribbean on an as needed basis.

Unless authorized in advance, expenses<sup>5</sup> of every kind incurred in connection with such execution shall be solely for the account of the officer.

Regional travel between project countries may be required for the purposes of the project such as site visits, consultations, meeting or workshops and field work, where the expenses to be incurred from travel (i.e., travel, accommodation, per diem<sup>6</sup>) will be reimbursed by the BCRC-Caribbean by mutual agreement.

## 9. APPLICATION PROCEDURES

Applications are open to **individual consultants** based in **Trinidad and Tobago who are registered as a sole trader or consulting teams/consortiums**.

### A. DOCUMENTS TO BE INCLUDED IN THE APPLICATION

Interested persons are invited to apply by submitting:

- i. A **letter of interest** signed by the Consultant, indicating why you consider yourself suitable for the assignment and indicating availability to start work in April 2025 and support the completion of deliverables through till March 2026.
- ii. A **curriculum vitae (CV)**.
- iii. A **draft strategy framework**, inclusive of a creative concept proposal detailing the approach to work, description of conceptual materials, a detailed breakdown of the projected timeline and work implementation plan describing how one will approach and complete the assignment.

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<sup>5</sup> Such expenses shall include, but shall not be limited to, the cost of wages, housing, food, travel, visas, medical attention, and insurance.

<sup>6</sup> Hotel costs and a pro-rated DSA as per UN rates will be paid by the BCRC-Caribbean for the respective destination.

- iv. Samples of previous work with static and dynamic graphic content, inclusive of details for referees/previous clients.

**N.B.** Bids must be submitted in English.

**B. QUERIES**

Interested applicants may submit all queries in writing to both:

<b>Ms. Hadassah Bournes</b> Research Officer BCRC-Caribbean Email: <a href="mailto:hadassah.bournes@bcrc-caribbean.org">hadassah.bournes@bcrc-caribbean.org</a>	<b>Ms. Danielle Akeung</b> Project Officer I BCRC-Caribbean Email : <a href="mailto:danielle.akeung@bcrc-caribbean.org">danielle.akeung@bcrc-caribbean.org</a>
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When submitting queries, ensure that the Reference number and name of this TOR (*BCRC\_ISLANDS+\_2025\_01 – Communications Officer*) is stated in the subject of the email.

**C. PROPOSAL SUBMISSION:**

Interested bidders are invited to apply in English by submitting an application **via email** to: **Ms. Jewel Batchasingh**

Director

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

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

**Email:** [submissions@bcrc-caribbean.org](mailto:submissions@bcrc-caribbean.org)

The deadline for the submission of applications will be **March 09, 2025**, at **11:59 p.m. (GMT -4)**. Any applications received after this time will be immediately rejected.

**NOTES:**

<b>Submission</b>
<p>(i) When submitting applications, applicants must ensure that all documents are clearly labelled according to the following protocol: <b>BCRC_ISLANDS+2025_001_Communications Officer_LastNameFirstName_Name of Document.</b></p> <p>(ii) The applicant's documents must be submitted in PDF file format unless otherwise stated.</p> <p>(iii) The successful applicant will be notified in writing of the award of the contract and provided with a letter of offer. The successful bidder shall be required to enter into an appropriate Contract based on the tender documents and incorporate any other appropriate provisions within that time.</p>
<b>Obligations</b>
<p>(i) The BCRC-Caribbean reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time before the award of the Contract, without thereby incurring any liability to the affected bidder.</p> <p>(ii) Any data gathered and draft or final deliverables developed under the execution of this position shall not be shared with third parties without approval from the BCRC-Caribbean.</p>
<b>Language</b>

<p>(i) <i>The working languages of the GEF ISLANDS Caribbean Projects are English and Spanish. As such a bilingual applicant is an asset. Project correspondence, outputs, and consultations are expected to be conducted with English/ Spanish interpretation and translated resources; the ability to communicate in Dutch will be regarded as an asset.</i></p>
<p><b>Gender Sensitivity</b></p>
<p>(i) <i>ISLANDS is a project enabling equal opportunity for applicants to overcome structural biases in recruitment and selection. ISLANDS does not discriminate in its recruitment practices, welcoming applications from all qualified people. We strongly encourage applicants of diverse and marginalized backgrounds, especially race or ethnic minorities, Indigenous peoples, youth, and/or anyone identifying as a gender or sexual minority.</i></p>
<p><b>Conduct and Disabilities</b></p>
<p>(i) <i>Reasonable accommodations for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.</i></p> <p>(ii) <i>The successful applicant will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.</i></p>
<p><b>Health and Travel</b></p>
<p>(i) <i>All health-related risks associated with travel, are the consultant's responsibility.</i></p>

- (ii) *Recognizing the recent concerns related to the COVID-19 pandemic<sup>7</sup>, the Officer will be expected to follow all COVID-19 safety protocols in all countries during face-to-face engagements and travel.*

**ISLANDS Reporting Requirements**

- (i) *In accordance with the reporting requirements stipulated by the GEF and UNEP, the Consulting Team will be required to report the global positioning system (GPS) coordinates for meetings and site visits conducted while on missions to the Project Countries.*
- (ii) *To support with the knowledge management requirements under the Coordination, Communication and Knowledge Management (CCKM), the Consulting Team will be required to assist with the collection of content for knowledge products related to the work under the consultancy, e.g., photographs and summary notes from stakeholder engagements. These may be included in the Consulting Team's reports, as well as the reports and social media posts of the BCRC-Caribbean.*
- (iii) *The Consulting Team will be required to apply the GEF ISLANDS Branding Kit, Gender Action Plan, Stakeholder Engagement Plan and Communications Strategy to all work under this consultancy, including the development of presentations, reports, etc. All templates and documents will be provided to the Consulting Team by the BCRC-Caribbean, and guidance on the use of the GEF ISLANDS Branding Kit, plans and strategies will be discussed at the briefing meeting between the BCRC-Caribbean and the Consulting Team.*

<sup>7</sup> As of May 05, 2023, COVID-19 is now classified as an established and ongoing health issue, which no longer constitutes a public health emergency of international concern. <https://bit.ly/3OqAbcm>

