

Reference
number

BCRC_#10279_2025_004



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

**TERMS OF REFERENCE:
NATIONAL PROJECT ASSISTANT (NPA)
- Belize**

Project Countries

Antigua and Barbuda, Barbados, **Belize**,
Dominican Republic, Guyana, Saint Kitts and Nevis,
Saint Lucia, Suriname, Trinidad and Tobago

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

March 2025

Supported by



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1. BACKGROUND

The GEF funded **Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)** Programme¹ 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 Ocean, and Atlantic Ocean 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 project (GEF 10279) which involves nine (9) countries (Antigua and Barbuda, Barbados, **Belize**, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname and Trinidad and Tobago) (see [Project Document](#) and [Project Brief](#)).

In this regard, the BCRC-Caribbean is seeking to recruit **a suitably qualified and experienced individual** to work with us as a **National Project Assistant (NPA) in Belize**.²

¹ Programme Website here: [GEF Islands](#)

² The NPA will be required to provide requisite support on additional GEF ISLANDS Programme related activities that synergise with the GEF 10279 Project (including GEF 10258, 10266 and 10472).

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The main goal of this consultancy is **to support the National Working Group³ (NWG) and National Project Focal Points⁴ of Belize with the national execution of the mentioned project(s).**

Under the guidance of the National Project Focal Points and the BCRC-Caribbean, the **NPA will be required** to achieve this objective through the following activities:

- Provide necessary technical and administrative support for the implementation of the GEF ISLANDS Programme related activities that synergise with the 10279 Project (including the GEF 10258, 10266 and 10472 Child Projects).
- Provide technical support, expertise and input as it relates to the planning and implementation of project activities (including but not limited to the design of Terms of References, review of project documents and deliverables).
- Provide support related to the facilitation, communication, and engagement of key project stakeholders, such as the Project Implementing Agency, Project Executing Agency, National Project Focal Points, NWG, and other Project Steering Committee⁵ (PSC) members.
- Attend virtual project update and planning meetings on an as needed basis (internally with the DOE and NWG of Belize, externally with the

³ The 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.

⁴ The National Project Focal Points include the NWG's Chairperson and /or National Project Coordinator (NPC) (from the Department of the Environment) and/or other nationally designated project representative.

⁵ The Project Steering Committee comprises the national project focal points of each project country as well as the funding, implementing, and executing agencies. The PSC is a management mechanism to review and monitor the progress of the project.

BCRC-Caribbean and other project focal points and represent the DOE and/or the project as nominated by the NWG of Belize).

NOTE: The NPA will be expected to report to work (Monday to Thursday from 8:00am to 5:00pm and Friday from 8:00am to 4:30pm (GMT-6)) physically at the designated Duty Station: the Office of the DOE in Belmopan, Cayo. Occasional off-site duties may be required for meetings, stakeholder consultations, site visits, and fieldwork.

3. EXPECTED OUTPUTS

The NPA, under the guidance of, and reporting directly to the National Project Focal Points in Belize and the BCRC-Caribbean, is expected to provide the following:

- Required to develop and present monthly workplans for vetting and approval by the DOE.
- Provide monthly summary reports, including a brief synopsis and evidence of the support provided over the respective period, to the DOE and BCRC-Caribbean.
- Written deliverables and/or comments on project-related outputs as required.
- Written meeting notes/briefs/correspondence as required.
- Review and provide feedback on project status and quarterly reports, terms of references, and other documents related to the project as prepared by the BCRC-Caribbean.
- Assist in the preparation of DOE's quarterly in-kind contribution reports for DOE's approval and submission to the BCRC-Caribbean.
- Assist in coordinating activities including meetings and site visits for the NWG.
- Ensure engagement of NWG members in project activities.
- Prepare meeting notes for NWG meetings.
- Draft correspondence and prepare / respond to emails.

- Establish a close working relationship with the BCRC–Caribbean and the NWG.
- Ensure timely implementation of national activities.
- Assist with public awareness and outreach activities and stakeholder engagement related to the project.
- Assist with any other duties assigned by the DOE that may arise from time to time but will not affect project deliverables.
- All reporting requirements are to be vetted by the DOE prior to dissemination.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

To provide the services outlined above, the NPA is expected to possess the following qualifications, experience, and skills:

- Bachelor’s degree in environmental sciences, project management or related fields.
- A minimum of three (3) years professional or volunteerism experience in the environmental field and / or hazardous waste and chemicals management fields.
- A minimum of three (3) years professional or volunteerism experience in one of the aforementioned fields in Belize, the Caribbean region and / or other SIDS.
- Fluency in English is required.
- Experience in facilitation of workshops and meetings, including in virtual formats.
- Experience in multi-stakeholder project coordination will be considered an asset.

NOTE: The working languages of the GEF 10279 Project are English and Spanish. Bilingual competency will be considered an asset.

5. DURATION

The duration of this engagement is **twelve (12) months from April 2025 to March 2026**. The term of this agreement is one (1) year inclusive of a probationary period of three (3) months⁶. There is no guarantee of a continued or subsequent contract(s) following the probationary period or full-term contract.

6. REMUNERATION

- As per contract with the BCRC-Caribbean, the NPA 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 work outlined in the Draft Monthly Reports referenced in Section 3 above, with the agreement that a revised Final Monthly Report will be submitted at the end of each reporting period, and a signed invoice.
- The NPA will be responsible for the remittance of local income tax and other mandatory statutory remittances.
- Expenses⁷ will be paid on a reimbursable basis where evidence of expenditure is provided in accordance with the terms of the contractual agreement.

⁶ The NPA will be expected to attend a probationary meeting with the DOE and BCRC-Caribbean to review and discuss their performance during the first three (3) months of the engagement. Following the meeting, the DOE and BCRC-Caribbean will formally advise on the status of the engagement.

⁷ Expenses may be associated with international travel and refer to the costs associated with aspects of the project such as flights, accommodations, etc. In this case, the project expenses may be directly covered by the BCRC-Caribbean and/or be treated as reimbursable expenses and as such, the BCRC-Caribbean (upon provision of the required evidence) will reimburse the pre-approved expenses.

7. INSTITUTIONAL ARRANGEMENTS

The NPA will be directly supervised by the Environmental Officer in charge of the Projects Execution Unit and the Chief Environmental Officer (CEO) from the DOE, as well as the designated officer at the BCRC-Caribbean.

8. MODE OF WORK AND DUTY STATION

The NPA will be expected to report to work (Monday to Thursday from 8:00am to 5:00pm and Friday from 8:00am to 4:30pm (GMT-6)) physically at the designated Duty Station: the Office of the Department of the Environment in Belmopan, Cayo. Occasional off-site duties may be required for meetings, stakeholder consultations, site visits and fieldwork.

Please note that regional travel, fieldwork, site visits and meetings at external national locations may be required and this will be determined at the discretion of the BCRC-Caribbean, and on the advice of the National Project Coordinator.

NOTES:

<i>Obligations</i>	
i.	The NPA is required to include GPS coordinates of activity sites in their monthly reports.
ii.	The NPA may be required to provide requisite support on additional related activities within the Chemicals & Waste Management portfolio for Belize (including other BCRC-Caribbean execution initiatives).
<i>Gender Sensitivity</i>	
i.	The ISLANDS Programme encourages that all projects, staff, consultants, and all activities, engage in a working environment that embraces equality, eradicates bias, and is inclusive.
ii.	The ISLANDS Programme is seeking to enable 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.

Conduct and Disabilities

- i. Reasonable accommodation for applicants/consultants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application or during the consultant's engagement.
- ii. The NPA will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.
- iii. The NPA is expected to conduct professional communication and interaction with the National Working Group representatives, BCRC-Caribbean representatives, and project stakeholders, at all times.