

Terms of reference



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GENERAL INFORMATION

Title: NIP Research Consultants (two)

Project Name: *Review and update of the national implementation plan for the Stockholm Convention on Persistent Organic Pollutants (POPs)*

Reports to UNDP Programme Specialist

Duty Station: Jamaica

Duration of Assignment: 60 working days over an eleven-month period

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	CV or P11 form
X	Copy of education certificate
x	Completed financial proposal
x	Sample of Work
x	Interview

I. BACKGROUND

Jamaica is a party to the Stockholm Convention which has as its objective the protection of human health and the environment from specific Persistent Organic Pollutants (POPs). The heavy reliance of the productive sectors of the economy (agriculture, mining and quarrying, tourism and manufacturing) on Jamaica's natural resources underscores the need to strategically manage the environment to ensure sustainability of these industries and manage the use and disposal of POPs in the country. Jamaica is strengthening its national and local capacities to effectively manage Persistent Organic Pollutants (POPs). However, much more work needs to be done.

There is an established link between poverty and the increased risk of exposure to toxic and hazardous chemicals. Exposure of persons to toxic chemicals is often strongly correlated to geography, where low-income populations typically reside in places considered undesirable, such as areas in proximity to a factory, waste disposal site, incinerators and/or hazardous waste dumps (UNDP, 2011). In Jamaica, some of these situations persist and, in some cases, POPs threaten human and environmental health.

Jamaica, as party to the Stockholm Convention, is required to update and submit its National Implementation Plan (NIP). These regular updates and the implementation of the NIP contribute to reducing the negative impacts of POPs. UNDP is providing support to the Government of Jamaica in updating its NIP through the "Review and update of the National Implementation Plan for the

Stockholm Convention on Persistent Organic Pollutant (POPs)". The overall goal of the project is to review and update the NIP for Jamaica to comply with Articles 7 and 15 of the Stockholm Convention. The project will be implemented through four main components which are as follows:

1. Establishment of workplan and stakeholder engagement
2. Development of POPs Inventories and assessment of national infrastructure and capacity
3. Development of Action Plans for new POPs and updating of Action Plans for initial POPs
4. Formulation, endorsement and submission of updated NIP

A lead consultant has been engaged to provide effective technical support and guidance to the Ministry of Economic Growth & Job Creation in updating its National Implementation Plan for the reduction and elimination of Persistent Organic Pollutants (POPs). The lead consultant will oversee and manage the formulation of the POPs National Implementation Plan. The two NIP Research Consultants are required to support the lead consultant in updating Jamaica's National Implementation Plan.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the overall guidance of the Lead Consultant, the NIP Research Consultants will be expected to contribute to the:

- Provision of technical support towards the collection of baseline information on POPs in Jamaica;
- Analysis of national/sub-national policy, legal and institutional frameworks for POPs management including gaps and constraints;
- Finalization of consolidated reports on POPs inventory, release and management in Jamaica;
- Mainstreaming of gender perspective into the development of the NIP;
- Finalization of the National Implementation Plan ensuring the inclusion of Government feedback;
- Training and meetings required to complete the NIP update including but not limited to:
 - National Consultative Sessions;
 - Validation Workshops; Training sessions for the various stakeholders and the public;
- Consultation process with relevant public sector bodies, scientific institutions, NGOs and other stakeholders towards the successful completion of the NIP.

Each NIP Research Consultant will be assigned one of two of the following categories of POPs for which the specific deliverables as outlined in the deliverables table will be produced:

- (i) polychlorinated biphenyls (PCBs) and brominated fire retardants, or
- (ii) unintentionally released POPs (UPOPs) and polyfluorinated alkyl substances;

Therefore, under the guidance of the Lead Consultant, the NIP Research Consultants will be directly responsible for the completion of the inventories and execution of all associated tasks and requisite assessments pertinent to the National Implementation Plan for the POPs in the categories listed above.

The consultants are to be guided by the guidance documents for each group of chemicals available at the link below :

<http://chm.pops.int/Implementation/NIPs/Guidance/GuidanceforDevelopingNIP/tabid/3166/Default.aspx>

Expected outputs and deliverables

Deliverables/ Outputs	Estimated # days assigned/% remuneration	Proposed Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1: Input into the formulation of the Assessment report of the legal, institutional, regulatory and enforcement system for specific POPs and POPs-containing articles (written report)	10%	May 8, 2020	UNDP Programme Specialist MEGJC Focal Point NIP Lead Consultant
Deliverable 2a: Detailed inventory report for assigned group of POPs, including information on stockpiles and contaminated sites and their impact on and threats to human health and the environment Deliverable 2b: Assessment of data gaps and deficiencies in the knowledge of the assigned group of POPs and POPs-containing material streams, and input to the management and strategy to address the shortcomings (written report)	35%	August 17, 2020	UNDP Programme Specialist MEGJC Focal Point NIP Lead Consultant
Deliverable 3: Support the facilitation of capacity building workshop for local stakeholders	15%	September 15, 2020	UNDP Programme Specialist MEGJC Focal Point NIP Lead Consultant
Deliverable 4: Identification and assessment of reduction, disposal and destruction options for assigned POPs/POPs-containing articles and road maps for their environmentally sound management (written report)	15%	October 9, 2020	UNDP Programme Specialist MEGJC Focal Point NIP Lead Consultant
Deliverable 5: Cost estimates for implementation of action plans for reduction, disposal, destruction, and management of assigned group POPs and POPs-containing articles (written report)	15%	October 23, 2020	UNDP Programme Specialist MEGJC Focal Point NIP Lead Consultant
Deliverable 6: Participation in Validation Workshop & input to finalized NIP update	10%	January 12, 2021	UNDP Programme Specialist MEGJC Focal Point NIP Lead Consultant

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) Consultant will report directly to the Programmes Specialist under the overall guidance of the Resident Representative;
- b) The consultants will operate under the direct supervision of the Lead Consultant, with deliverables being reviewed and approved by the lead before submission to the UNDP;
- c) Final approval of deliverables will be contingent on feedback from the Government of Jamaica counterparts (Technical Working Group), UNDP Jamaica and UNDP-Technical Advisor;
- d) Consultants are expected to collaborate with the Ministry of Economic Growth and Job Creation, the National Environment and Planning Agency, and other related MDAs. Consultations with relevant civil society, community based, and private sector groups will be a requirement;
- e) The consultants will be expected to work collaboratively with the national and international consultants to complete the deliverables.

Duration of the Work

- a) Consultants are expected to be engaged for 60 working days over an eleven -month period with the final deliverable to be submitted on or before January 30 2021;
- b) The anticipated start date for the consultancy is May 2020;
- c) UNDP and relevant partners will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

Duty Station

Kingston

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Master's degree in Chemistry, Environmental Science or a related discipline

Years of experience:

- At least three years working experience in the chemical or related sciences;
- At least three years of research experience in the chemical or related sciences;
- Two years experience in developing inventories, action plans and/or strategic planning documents.

Competencies and special skills requirements:

- Familiarity with the major multilateral environmental agreements, particularly the Stockholm, Basel and Rotterdam Conventions;
- General knowledge of the country, and regional and global perspectives on chemicals and waste management;
- Familiarity with local legislation governing the management of chemicals and waste;
- Strong interpersonal and communication skills;

- Commitment to teamwork and to working across disciplines;
- Capacity for engagement with diverse stakeholders at multiple levels (grassroots/community, national, regional).

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
<ul style="list-style-type: none"> • <u>Criteria A: qualification requirements as per TOR:</u> Relevance of Education/ Degree <ul style="list-style-type: none"> • Master's degree in Chemistry, Environmental Science or a related discipline (Mandatory pass or fail); Years of Relevant Experience <ul style="list-style-type: none"> • At least three years' working experience in the chemical or related sciences; 20 • At least three years of research experience in chemical or related sciences 15 • Two years' experience in developing inventories, action plans and/or strategic planning documents 15 		
<ul style="list-style-type: none"> • <u>Criteria B: Interview</u> 	10	
<ul style="list-style-type: none"> • <u>Criteria C: Assessment of Sample work submitted</u> (previously developed report/research paper) 	10	

Approval

Signature R. Kelly
Name Richard Kelly, Programmes Specialist, UNDP
Date 14/4/2020