



**The Regional Office for Mexico, Central America and the Caribbean of the
International Union for the Conservation of Nature**

(IUCN-ORMACC)

REQUIRES

**PROFESSIONAL CONSULTANCY SERVICES
FOR**

*“National Project Assistant for the Plastic Waste-Free Islands project, Antigua and
Barbuda”*

Type of Contract:	Professional Consultancy Services
Period:	6 months
Availability:	Immediate
Person Responsible for Supervision:	Domenique Finegan, Technical Officer for the Project: Plastic Waste-Free Islands (PWFI)

1. BACKGROUND AND JUSTIFICATION

About the IUCN

The International Union for the Conservation of Nature (IUCN) helps the world find pragmatic solutions to our most pressing environment and development challenges.

IUCN’s work focuses on valuing and conserving nature, ensuring effective and equitable governance of its use, and deploying nature-based solutions to global challenges in climate, food and development. IUCN supports scientific research, manages field projects all over the world, and brings governments, NGOs, the United Nations and companies together to develop policy, laws and best practice.

IUCN is the oldest and largest environmental organisation in the world, with more than 1,300 government and NGO members and around 15,000 volunteer experts in some 160 countries. Its work is supported by a team of over 950 people in 50 offices and hundreds of partners in public, NGO and private sectors around the world.

About the Project

The Plastic Waste-Free Islands (PWFI) project, funded by the Norwegian Agency for Development Cooperation (NORAD) and implemented by IUCN, seeks to make a significant, quantified reduction in plastic waste generation and leakage within the planned project timeframe of three years. This is a global initiative, working in Pacific and Caribbean Small Island Developing States (SIDS). In the Caribbean region, the project focuses in Antigua and Barbuda, Grenada, and Saint Lucia, and involves participation of the country governments, as well as regional partner, the Organisation of Eastern Caribbean States (OECS).

Given the complex and diverse pathways plastic waste takes before it leaks into the environment, three key sectors have been selected: tourism, fisheries and waste management.

The project consists of three components as follows:

1. Improved knowledge of waste generation among six target islands;
2. Framework of Action rolled out; and
3. Identification and communication of Lessons Learned.

The project is structured around a three-step approach. First, the amount and type of plastic waste at the island level will be measured and classified per recyclable and non-recyclable polymers. This will provide an overview of the stocks and flows of plastic waste and allow the identification of target solutions to reduce them. To ensure that the project results will be incorporated into national frameworks, supporting actions include making the economic and business case for taking action and identifying policy and regulatory support for the adoption of the measures identified.

Second, the project will identify economically viable products that can be developed with recyclable polymers as alternative to existing products. IUCN will work closely with local businesses to ensure these substitutional products can be developed locally with existing technologies and have a local market. Partnering companies will act as champions for change willing to take the concepts from paper to product. For non-recyclable polymers, sound disposal and treatment solutions to prevent leakage will be identified through an assessment of Best Available Technologies (BAT).

Third, to support knowledge uptake and capacity building among target public and private stakeholders a sharing and learning environment will be fostered through participatory mechanisms. Fit-for-purpose communication products will be used to promote the knowledge and learning from the project, such as Blueprint for action that can be used as a framework on other SIDS.

To ensure successful implementation of the project and facilitate the achievement of the required outputs, IUCN is hiring a National Project Assistant. The Assistant will provide local coordination support to the project and to the execution of key project activities at country level. As well, the Assistant will provide coordination, technical and logistical support to the

National Project Focal Point, on a needs basis, including support to the organization of specific events, streamlining processes, identification of experts, preparation of briefs, workshop agendas and minutes, logistics and facilitation of discussions, among others.

2. OBJECTIVES OF THE CONSULTANCY

2.1. General:

To provide assistance to the National Project Focal Point and IUCN to ensure effective implementation of the project's work plan.

2.2. Specific:

- To assist the National Focal Point and the IUCN with the implementation of the project's work plan and relevant activities related to waste reduction efforts for Antigua and Barbuda. This includes but is not limited to:
 - i. Assistance with the development and execution of terms of reference for relevant national consultancies.
 - ii. Assistance in following up with contractors and consultants to ensure timely completion of deliverables for national project components.
 - iii. Assistance in ensuring the efficient dissemination of communication materials and communiqué with different sectors and stakeholders (government entities, non- governmental entities, academic sectors, private sector, and civil society) to facilitate the achievement of project objectives and outcomes and create synergy among sectors.
- Logistical assistance for relevant workshops, trainings and national meetings for the project.

3. EXPECTED DELIVERABLES

No.	Deliverable	Description
1	Progress report	First progress report on assistance provided to the implementation of workplan activities.
2	Progress report	Second progress report on assistance provided to the implementation of workplan activities.
3.	Final report	Report detailing assistance provided with national meetings, trainings and workshops.

4. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant in the course of providing the Services will belong to IUCN.

5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

5.1. Activities and programming

Specific objectives	Activities	Months					
		1	2	3	4	5	6
To assist the National Focal Point and IUCN with the implementation of the project's work plan and relevant activities related to waste reduction efforts for Antigua and Barbuda.	<ul style="list-style-type: none"> Assisting the project focal point in following up on all work plan activities. Liaise between the IUCN, international consultants and the project focal point for data collection. Assistance with national PR campaigns and information dissemination in country. Drafting of TORs and assistance in the identification of experts. Assistance in communicating with project partners and stakeholders for project activities to optimize access and to ensure timely organization and facilitation of activities related to project implementation. Conducting any other activities deemed as necessary within the ambit of the project in Antigua and Barbuda. Support/provide inputs to the periodic reports in the framework of the project's country implementation activities and relevant events. To assist the Ministry of Health Headquarters with main project objectives being carried out during the consultancy services. Provide technical assistance and advice in development of projects that are relevant to the PWFI objective. 						
Logistical assistance for relevant workshops, trainings and national meetings for the project.	<ul style="list-style-type: none"> Assist with coordination and logistical arrangements for multi-stakeholder workshops to discuss project related issues on island. Assistance with drafting of workshop and meeting agendas. Assistance in requesting quotations from workshop service providers. Work with consultants to ensure workshop facilitation 						

5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
1- First progress report	January 29 th , 2021	20%

2- Second progress report	April 16 th , 2021	40%
3- Final report	June 30 th , 2021	40%

- All products will be paid once delivered to IUCN's complete satisfaction.
- Disbursements will depend on the availability of funds from the donor.
- The consultant must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

6. TECHNICAL PROFILE

For the development of this consultancy, the following profile is required:

- Associate or bachelor's degree in Environmental Management, Waste Management, Project Management, or related field.
- At least three years' experience in working with regional or national efforts funded by international cooperation.
- Experience in interacting with multidisciplinary and multicultural teams, government organisations, regional bodies and multisectoral stakeholders.
- Proficiency in the usage of Microsoft Office applications and other online workspaces (e.g. Google Drive, Dropbox, Wetransfer).
- Ability and excellence in English oral expression and writing skills.

7. CONTENT OF THE TECHNICAL AND FINANCIAL PROPOSAL

The consultant must submit the following documents, in the order listed:

ADMINISTRATIVE REQUIREMENTS

- a. Copy of identification document or passport (in case of being a foreigner)
- b. Copy of legal invoice for fees collection.
- c. Copy of resume.
- d. Letter of interest signed, indicating that the Consultant has read, understood and accepted the content of these Terms of Reference. (Appendix 1)

For Consultancy Companies:

- a. Copy of Certification of Incorporation
- b. Copy of identification document of the Legal Representative
- c. Copy of legal invoice for fees collection.
- d. Copy of resumes of the Consulting Team
- e. Letter of interest signed, indicating that the Consultant have read, understood and accept the content of these Terms of Reference. (Appendix 1)

FINANCIAL PROPOSAL

- a. Signed by the proponent, indicating the value of professional services (in *insert currency*) in numbers and letters.

TECHNICAL PROPOSAL:

Note that the technical proposal is not an identical copy of the ToR. The document should reflect the methodology and work proposal that the Consultant intends to develop to achieve the objectives of the consultancy in question

- a. **Methodology:** The proponent will describe the methodology to be implemented in the consultancy in a clear, consistent and precise way, indicating the actors with whom it will coordinate and the procedures, instruments and parameters to be used to carry out all the activities necessary to obtain the deliverables.
- b. **Schedule of activities:** The proponent must set out in the schedule of activities the logical dimension of time according to the scope of the required deliverables.

If a company or group of consultants is applying, the proposal should include the following additional information:

- Person in charge of the consultancy
- Composition of the consultant team, specialty of each member (include CV)
- Each member's role and responsibility in activities/products in accordance with ToR

8. PERIOD AND COORDINATION

The period of the consultancy will be six months.

Form of work (with Unit/Project): To achieve the products from this consultancy, the consultant is required to work closely with the National Project Focal Point within the Ministry of Health, Wellness and the Environment, Mrs Indira James. As well, the consultant will provide assistance and liaise with Ms Domenique Finegan, IUCN Technical Officer, and relevant focal points of the international consultancies hired under the project. All work completed must first be submitted for review and approval of the Environment Division and subsequently submitted to the IUCN ORMACC for review, approval and payment.

9. OTHER EXPENSES

- Taxes, life and medical security insurance costs will be assumed by the consultant.
- Banking fees associated to payments that are charged by the consultant's bank will be covered by the consultant.
- Mobilisation expenses associated with this consultancy (if any) will be covered separately by the IUCN-ORMACC, according to the rates established for non-IUCN staff and IUCN procedures for reimbursement.

10. SUBMISSION OF THE PROPOSAL

The proposal must be sent to:sofiamariela.madrigal@iucn.org, under the reference “*National Project Assistant for the Plastic Waste-Free Islands project, Antigua and Barbuda*” by **November 30th 2020** at the latest.

ANNEX 1: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date _____.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature _____

Full name of the proposer or legal representative _____