ISLANDS Atlantic Ocean

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IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES (ISLANDS) IN CABO VERDE, S.T. PRINCIPE AND G. BISSAU

TERMS OF REFERENCE:

Assessment of the Implementation of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) in Project Countries and Development of a Training and Awareness Raising Plan

CRCBS-AF

August 29/2025

1. BACKGROUND

The Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme 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, and Atlantic Ocean Islands, and is being implemented by the United Nations Environment Programme (UNEP), The United Nations Development Programme (UNDP), The United Nations Food and Agricultural Organisation (FAO) and the Inter-American Development Bank (IDB).

The Basel and Stockholm Convention Regional Centre for Training and Technology Transfer for French-speaking countries in Africa (CRCBS-AF) is currently executing the Atlantic Child Project GEF 10848, which involves three (3) countries (Cabo Verde, Guinea Bissau and S. Tome and Principe). (Further details can be found in the Project Document)

The CRCBS - AF is seeking to recruit **a suitably qualified and experienced GHS regional expert** to conduct a detailed multi-institutional assessment of the current implementation status of GHS for the three (3) project countries, and to develop a training programme on GHS implementation for delivery via a hybrid approach.

2. DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

The overall objectives of the consultancy are to assess the current implementation of GHS in each project country to:

- Support the improvement of chemical registration systems for the evaluation and authorization of imported chemicals;
- Identify the gaps and barriers related on the management of hazardous chemicals and safety handling;
- Develop and deliver a training programme to assist Atlantic countries to capitalize on opportunities to implement it within each national context.

Under the guidance of the CRCBS-AF, and in close collaboration with the National Working Groups (NWGs)[1] and National Project Assistants (NPAs) of each project countries, the GHS regional expert will undertake the following:

I. Attend a virtual kick off meeting with the CRCBS – AF

[1] NWGs support the coordination of project activities on a national level in their countries. NWG members comprise of representatives from all national stakeholders relevant to the management of Waste and Chemicals. The NWGs will support the CRCBS-AF in the review of all deliverables under the consultancy, through the provision of technical guidance.

- The consultant will participate in a virtual kick-off call with the CRCBS - AF to discuss the approach to the work and the engagement of stakeholders. The CRCBS - AF will also provide guidance for the administrative matters, planning and facilitation of the hybrid regional inception meeting.

II. Facilitate hybrid regional inception workshop with project stakeholders

- Facilitate a hybrid **regional inception workshop** with all relevant stakeholders and partner agencies from the project countries to present the:
- Draft workplan and approach to work,
- Draft stakeholder engagement plan,
- Draft approach to the collection of supplementary data.
- Considering the multisectoral strategy for implementing GHS, the consultant is tasked with creating a stakeholder map[2] for each country. This map, along with the Stakeholder Engagement Plan (SEP), will be presented at the inception meeting.
- At the hybrid inception workshop, the consultant will be expected to collect data from participants through roundtable discussions. It is expected that additional data will also need to be collected to supplement the data collected at the inception workshop and through the desktop study of the assessment phase. As such, the consultant will be expected to develop a plan to collect supplementary data. The data collected during the initial part of this consultancy will be used to aid in the selection of priority sectors which should be targeted for the assessment and training activities under the consultancy.
- The consultant will develop and submit an **inception report** on the proceedings of the hybrid regional inception meeting to the CRCBS-AF.
- The Consultant' workplan, stakeholder engagement plan (inclusive of stakeholder mapping), and supplementary data collection plan must be appended to the inception report.

III. Develop a regional assessment report on the current status of implementation of GHS in the Atlantic

- The consultant will be required to conduct desktop research and collect data from key national stakeholders in each of the three (3) project countries in order to assess the extent of implementation of GHS within each national context
- The report should contain an analysis of national legislative and institutional frameworks[3] in relation to the labelling and classification of chemicals and products

[2] Stakeholders under GHS can be broad, however for the purposes of this activity, key stakeholders will include but are not limited to the bureaus of standards, border control agencies, environmental agencies, chemical regulating agencies, chemicals manufacturing sectors, and civil society organizations.

[3] This activity will build on Activities 1.1.1 and 1.3.1, which is assessing the existing legal framework, the data management framework and inter-agency communication mechanisms with respect to managing the import and identification of harmful chemicals.

containing chemicals in each project country[4], and an analysis of the outlook on the status of GHS implementation in each national context.

- The consultant will be required to:
  - assess the gaps and barriers to the implementation of GHS at a national level for each project country,
  - assess the gaps and barriers to the implementation of GHS at a regional scale,
  - identify opportunities for integrating GHS into the existing national regulatory frameworks for the labelling and classification of chemicals and provide recommendations on steps to facilitate national implementation of GHS in each project country,
  - provide recommendations for the development of a regional training programme to support the implementation of GHS in the Atlantic.
- Existing tools, such as "Developing a National GHS Implementation Strategy: A Guidance Document to support implementation of GHS", which was developed in the context of the UNITAR/ILO *Global GHS Capacity Building Programme*, should be leveraged to develop the regional assessment report.
- The assessment will be benchmarked against GHS, Rev. 10, 2023.8
- The findings will be presented by the consultant at a virtual regional validation workshop, which will precede the development of a **regional validation workshop report**. This workshop will support the finalization of the assessment report and will support planning for the development of the training programme in the subsequent activities.

IV. Develop a hybrid regional training programme to (1) assist with addressing the gaps towards GHS implementation and (2) raise awareness on GHS in the three (3) project countries

- The consultant will be required to develop **a regional training and awareness-raising programme** to address the gaps identified in the regional assessment and to facilitate the proper implementation of GHS in the project countries.[5]
- This will entail the development of a training plan, which should consider the agenda for the training workshop, the stakeholders to be trained, the training tools and training materials required to support the implementation, and a monitoring and evaluation plan to assess the effectiveness of the training programme.
- The consultant will then be required to develop the appropriate training tools and training materials.
- The training programme will be delivered to the project countries at a training workshop via a hybrid modality and will then reside in the Sustainable Online platform for

[5] This output must take into consideration the role of the United Nations Institute for Training and Research (UNITAR) in the development of training and guidance on the implementation of GHS, and any potential for collaboration and review of the training materials by UNITAR, as well as by the United Nations Economic Commission for Europe (UNECE), which provides Secretariat functions for both the Committee of Experts on the Transport of Dangerous Goods and the GHS, and the two Sub-Committees that function under that Committee.

learning and training[6] developed under the GEF ISLANDS Programme. Therefore, the training tools and materials must be adaptable for delivery via in-person and virtual modalities.

- The training programme should feature case studies of the best practice examples of GHS implementation in countries in the African region, other SIDS such as in the Caribbean region, as well as other regions, and facilitate interactive exercises for participants.

V. Develop a concept note for the integration of the Training Tools and materials into the Sustainable online platform

- The concept note should inform how the training tools and materials developed for use in the training workshop, should be integrated into the online platform under the Programme, for use in further trainings, for both in person and virtual modalities.
- The concept note should describe the steps for which the tools and materials can be adapted onto the online platform, including the digitization of the content, technical requirements to facilitate teaching and learning as well as any additional requirements for the hosting of these resources.

VI. Deliver the hybrid regional training and awareness-raising programme to the three (3) project countries

- The consultant will deliver the regional training and awareness-raising programme on GHS via a hybrid training workshop to the project countries.
- The consultant will develop and submit a **workshop report** to outline the proceedings of the regional training and awareness-raising programme on GHS via the hybrid training workshop and will also highlight feedback received from participants through evaluation forms, developed by the consultant. The workshop agenda and list of participants must also be attached to the report. Disaggregated data on the number of male and female participants, as well as gender neutral individuals must also be indicated in the report.

VII. Project Closeout Phase

The consultant will attend a virtual closeout meeting with the UNEP and the CRCBS-AF to review and discuss the outcomes of the project activity and the consultancy. This will include successes, challenges faced, lessons learned, and potential up-scaling for future work in the Atlantic.

The consultant will also be required to develop a **closeout report** to summarize the consultancy for approval by the CRCBS-AF.

[6] An online platform or website will be developed under Activity 1.2.4 as a repository for all learning content, training materials and knowledge enhancing products developed under the ISLANDS Programme, as well as any other training or awareness raising materials on Chemicals and Wastes developed under future initiatives

3. EXPECTED OUTPUTS

The consultant, under the guidance of, and reporting directly to the CRCBS-AF, are expected to deliver the following outputs. Consideration should be given throughout to the provision of draft deliverables for stakeholder review and finalization of same, based on the feedback provided[7].

(i) Deliverable 1 (D1): Inception Report, summarizing the outcomes of the inception meeting, including the workplan, stakeholder engagement plan, and supplementary data collection plan.

(ii) Deliverable 2 (D2): Regional Assessment Report on the Current Status of Implementation of GHS in the Caribbean, including a gap analysis on the implementation of GHS in the three (3) project countries, and recommendations for addressing the gaps, including for training towards the implementation of GHS, and the national outlook for each participating country on the implementation of GHS in the Atlantic.

(iii) Deliverable 3 (D3): Regional Validation Workshop Report, summarizing the outcomes of the regional validation workshop and the steps towards the finalization of the regional assessment report.

(iv) Deliverable 4 (D4): Plan for the Training and Awareness-Raising Programme, including a curriculum for the training programme, an agenda for the training workshop, a concept note for appropriate training tools and materials and a monitoring and evaluation plan, inclusive of an evaluation form to assess the effectiveness of the training programme.

(v) Deliverable 5 (D5): Concept note for the integration of the Training Tools and materials into the Sustainable online platform, to provide a guide for the adaptation of the training tools and materials onto the digital platform.

(vi) Deliverable 6 (D6): Training Materials for the Training and Awareness-Raising Programme, which can be adapted for in-person and virtual delivery.

(vii) Deliverable 7 (D7): Training Workshop Report, to capture the proceedings of the training workshop for the regional training and awareness raising programme across the three (3) project countries.

(viii) Deliverable 8 (D8): Closeout Report, providing an overview of the consultancy, and highlighting the achievements, challenges and lessons learnt from its execution.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

In order to facilitate the activities in the three (3) participating countries, the following Education, Qualifications and Experience are expected for the consultant:

[7] Deliverables produced under this activity may be shared with the GHS Secretariat for consideration and review, and the final versions of the document will be shared with the GHS secretariat for their records.

- Advance Degree (PhD/MPhil/MSc etc) in Environmental Sciences, Chemistry, Analytical Chemistry, Chemical Engineering, Agricultural Engineering, or related fields.
- Certification of Training and/or Evidence in experience of GHS
- At least seven (7) years of professional experience in the field of chemicals management.
- Experience in the fields of quality management or metrology will be an asset.
- Experience in facilitating stakeholder meetings and workshops.
- Knowledge of chemicals and waste related multilateral environmental agreements and voluntary global frameworks, including but not limited to the Basel Convention, the Stockholm Convention, the Minamata Convention, and the Global Framework on Chemicals.
- Professional experience working on and managing multinational projects (for example, UN-implemented or GEF-funded regional projects).
- Previous work experience in the Atlantic region and or other SIDS will be an asset.

5. DURATION

The tasks of this consultancy are estimated to be completed in nine (9) months starting **October 2025.**

6. INSTITUTIONAL ARRANGEMENTS

The GHS regional expert will be directly supervised by the Basel and Stockholm Convention Regional Centre for Training and Technology transfer for French-speaking Countries in Africa (CRCBS-AF) with support from the National Focal Points and National Working Groups in each Project Country.

7. APPLICATION PROCEDURES

Applicants should submit in pdf format the following documents:

- Curriculum Vitae (English)
- Copies of relevant degree certificates (Portuguese, English or French)
- Motivation letter (English)
- Please nominate up to two people to provide references about you and send their name, workplace, position, email, and phone contact. (English or Portuguese)
- The applicant will be notified by email of the acceptance of the application for evaluation.

Applications must be submitted until October 12, 2025, 23h59 UTC to : e-mail: centrebrsaf@gmail.com with the subject: <<**Application for call No. 011-2025-CRCBS-AF**>>. *Interested applicants can submit all queries in writing in this address.*

Eng. Florisvindo Furtado
Regional project Coordinator
CRCBS-AF
Email: florisvindo@gmail.com

8. MODE OF WORK

The consultant is expected to conduct work virtually from their own location, utilizing their own resources and facilities as required.
Unless authorized in advance, all expenses incurred in connection with the execution of the consultancy, including but not limited to equipment, software, and internet connectivity, shall be borne solely by the consultant.
Regional travel between project countries may be required for the purposes of the inception workshop and the training workshop, with expenses (i.e., travel, accommodation, per diem) to be mutually agreed with the CRCBS-AF. However, it should be noted that all other assessments and workshops will be conducted virtually.
The consultant is expected to utilize his own resources for the successful completion of the project, with the understanding that necessary resources and support such as the meeting platform, registration links, and document storage will be provided virtually.

NOTES:

Submission	
i.	When submitting, applicants must ensure that all documents are clearly labelled according to the following protocol: **011-2025-CRCBS-AF_LastNameFirstName (or organisation name)_DocumentTitle**
ii.	The application documents must be submitted in PDF file format unless otherwise stated.
iii.	Application documents shall remain the property of the CRCBS-AF.
iv.	The successful bidder will be notified in writing of the award of the contract.
Obligations	
v.	The CRCBS-AF reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidders.
vi.	The CRCBS-AF is not bound to accept the lowest Financial Bid.
vii.	The successful bidder will be notified in writing via email, of the award of contract and provided with an authorisation to proceed.
viii.	The successful bidder shall be required to enter an appropriate Contract based on the terms of reference and incorporating any other appropriate provisions within that period of time.

ix. The relationship between successful candidate and the CRCBS-AF is expected to be one based on mutual respect. Disrespectful behaviour by either party will not be tolerated.

x. The relationship between successful candidate and the CRCBS-AF is expected to be one based on mutual respect. Disrespectful behaviour by either party will not be tolerated.
xi. Any data gathered, and draft and final deliverables developed under this consultancy shall not be shared with third parties without approval from the CRCBS-AF.
Language
x. The working languages of the GEF 10848 Projects are English and Portuguese. As such project correspondence, outputs, and consultations are expected to be conducted with English/Portuguese interpretation and translated resources; the ability to communicate in French will be regarded as an asset.
Conduct and Disabilities
xi. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.
xii. The successful Consultant will be expected to uphold professional conduct throughout the contracted period. Any misconduct, including unprofessional behaviour, will result in mutual termination of the agreement.
xiii. The consultants are expected to conduct professional communication and interaction with the UNEP, FAO, NWG representatives, CRCBS-AF representatives, and other project stakeholders, at all times.
Health and Travel
i. All health-related risks associated with travel, are the consultants' responsibility.
ISLANDS Reporting Requirements
i. In accordance with the reporting requirements stipulated by the GEF and UNEP, the consultants 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) Project (GEF 10848), the consultants 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 Consultants' reports, as well as the reports and social media posts of the CRCBS-AF.
iii. The Consultant 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 CRCBS-AF, and guidance on the use of the GEF ISLANDS Branding Kit, plans and strategies will be discussed at the kick-off meeting between the CRCBS-AF and the Consultant.