TERMS OF REFERENCE

CONSULTANT PROJECT OFFICER

BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of small farmers, women, youth, Indigenous People, rural populations and faith-based organisations located across CARICOM. CPDC also has strong networking partnerships with organisations of persons with disabilities, artisans, micro entrepreneurs, human rights, and workers. Altogether it serves some twenty-nine (29) regional, sub-regional and national (local) NGOs working at the grassroots level in economic, social, and cultural areas in the Caribbean.

The organization was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and decision-making processes; to work to influence and bring change to the developmental process; and to support and to lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, the CPDC seeks to build the confidence and the ability of the Caribbean peoples to influence public policy.

Our main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognised, both regionally and internationally, as the principle representative of Caribbean NGOs working with such organisations as Christian Aid, CARICOM, Commonwealth Foundation, OXFAM GB, and Human Resources and Skills Development Canada (HRSDC), to affect change that would be beneficial to vulnerable groups and sectors in the Caribbean. CPDC is willing to work with new partners within governmental agencies to accomplish the goals of this project.

CPDC has successfully implemented a number of region wide projects during the past 29 years working with member organisations and networking partners within the civil society sector as well as departments of government. Some projects include:

1. The 2-year Inter-American Foundation (IAF) funded project entitled “Strengthening small farmer resilience to natural disasters in the Eastern Caribbean”
2. The 1-year UNDP/SGP funded project entitled “Supporting the development of an enabling policy environment for civil society organisations to contribute more effectively to the 2030 agenda, particularly, the Sustainable Development Goals (SDGs)”
3. The 2-year German Federal Ministry for Economic Cooperation and Development (BMZ) project entitled Multi-actor partnership on climate and disaster risk financing and preparedness in the context of the InsuResilience Global Partnership” (MAPs).
PURPOSE AND OBJECTIVE

Under the direct supervision of the Officer in Charge, the Contractor is expected to provide thematic technical assistance to the CPDC in overall coordination, implementation and monitoring of project actions that seek to build Good Governance within the Caribbean civil society community. The Contractor will serve as an external contractor functioning in a capacity to ensure a coordinated approach to the implementation of project activities. The candidate should have relevant experience working with NGOs in the region and experience in project administration with considerable knowledge of NGO Good Governance methodologies.

METHODOLOGY AND TECHNICAL APPROACH

The contractor will be based in the secretariat of the Caribbean Policy Development Centre. However, flexibility to work remotely will be permitted as needed and agreed by Senior Management in keeping with the Contractor nature of the post. The working tasks include technical, programmatic and administrative responsibilities and obligations.

Specific deliverable (quality of work), working relations and efficiency will be used as a basis for the evaluation of the contractor's performance.

GENERAL NATURE AND SCOPE OF THE POSITION

The position of Project Officer is a key position in the Projects Department. As a major research and advocacy organization it is critical for CPDC to retain highly qualified and dynamic individuals to staff its expanding Projects Department.

The position requires its holder to be intimately familiar with social development issues, particularly gender, regional integration and international trade. Additionally, the position requires its holder to also have an overall grasp of critical public policy issues in the region.

The holder must have a strong understanding of the strategic direction of the CPDC and its members who seek to influence the content of the public policy. The position will require the holder to take the lead on developing initiatives and implementing projects which fall within the strategic direction of the organization.

The holder must also have the capacity to lead other project staff and or contractors working in the projects department.

The position will require its holder to have a firm grasp of the techniques required for sound project management. In particular, its holder must be familiar with budget management and project monitoring.
DUTIES & RESPONSIBILITIES

1. To co-create and participate in the design and implementation of project activities of the Centre with reference to the strategic plans of the organization and its members

2. To participate in project related meetings and perform associated tasks of reporting, monitoring, and implementing of project activities as directed by the Executive Director or designate

3. To work with other assigned staff for the successful execution and monitoring of projects

4. To develop strategic relationships with donor partners and key stakeholders

5. To liaise with assigned representatives of regional organizations in public, private, academic and civil society communities as required;

6. To undertake research and develop key policy positions on behalf of CPDC

7. To prepare summaries of documentation and information to support sensitization of and feedback from regional NGOs in respect of public policy issues

8. To ensure the adequate documentation and reporting of project activities including the preparation of financial reports and other relevant reports

9. To attend meetings as required on the behalf of the CPDC

10. To prepare and monitor project budgets based on required criteria

11. To provide project administrative support as required

12. To liaise with member organizations of the CPDC in the undertaking of projects and activities

13. To provide technical assistance to civil society organisations implementing CPDC programmes and projects

14. To ensure smooth coordination of Good Governance and Capacity Building thematic activities with relevant partners: NGO beneficiaries, professional service providers, third party suppliers and vendors and partners

15. To undertake any other duties and responsibilities as necessary to promote the work of the organization and enhance its smooth operation
DURATION OF THE ASSIGNMENT

The duration of the assignment is for one year with the possibility of a renewal for another year. Renewals will be based on performance appraisal of the Contractor's work.

QUALIFICATIONS AND EXPERIENCE

(a) A Master’s degree in studies related to a Development field such as Social Policy, Sociology, Gender, Development Studies, Governance, Economic Development or another related field

(b) At least three years’ direct experience working with Non-Governmental Organisations (NGO) or with a donor engaging NGOs

(c) A successful track record in project and programme management

(d) At least three years’ experience working in the Development Sector

(e) Demonstrated competence in preparation of project budgets and reports

(f) Strong organizational skills and ability to work with limited supervision

(g) Demonstrated skills in the application of participatory approaches and processes

(h) Demonstrated ability to write project reports, proposals and/or research studies in a related development field.

(i) Ability to work effectively as part of a team

(j) Strong conflict resolution skills

(k) Excellent written and oral communication skills, in English

(l) Demonstrated management skills and ability to motivate staff and instill team spirit

(m) Excellent IT skills, with strong proficiency in Microsoft office.
KEY ACTIONS AND DELIVERABLES

The Contractor is expected to undertake and produce the following key actions and deliverables.

✓ Formulate, implement and assess evaluation instruments for meetings to be convened
✓ Coordinate the preparation of the meeting reports for meetings hosted by CPDC
✓ Provide technical assistance in design and implementation of project plans
✓ Facilitate national and/or regional meetings with stakeholders
✓ Provide mentoring and technical assistance services to NGOs to enhance their operational capacity
✓ Contribute to the work of the technical project team
✓ Submission of monthly timesheets
✓ Coordinate CPDC regional project implementation plan
✓ Other deliverables as required during the Project implementation.

REPORTING LINE

The Contractor will report directly to the Officer in Charge or a designate and work closely with project team members, other stakeholders and implementing agencies.

RENUMERATION

Remuneration negotiated based on candidate’s experience and qualifications.

HOW TO APPLY:
Interested candidates should send application package with “Consultant Project Officer” in the subject line to cpdc@caribsurf.com on or before March 16 2020.

Application package should include:
  1- A cover letter explaining your suitability for the position.
  2- A Curriculum Vitae in PDF or Word format.

Only shortlisted candidates will be contacted.