CARIBBEAN POLICY DEVELOPMENT CENTRE (CPDC)

CONSULTANT(S) TO DELIVER
One Online Communication Toolkit and (Fourteen) 14 Online Training Sessions

Request for Proposals
Request for Proposals for a Consultant to deliver online support including an e-toolkit and 14 online workshops to support Caribbean NGOs to enhance their ability to respond to the needs of vulnerable groups post-COVID-19.

LOCATION: Home Based

BACKGROUND
The Caribbean Policy Development Centre (CPDC) in partnership with the Inter American Foundation (IAF) is undertaking a project that seeks to improve the capacity of Caribbean NGOs to respond to their stakeholder’s needs who have been impacted by COVID-19. The initiative comes in response to CPDC’s need assessment which highlighted many challenges faced by both vulnerable groups and the NGOs serving their developmental needs. The project will support better organisational performance by providing small grants as well as technical assistance to Caribbean NGOs working with the most vulnerable sectors in our society by providing them with access to Information Technology (IT) solutions and training (online) to more effectively service their beneficiaries impacted by COVID-19.

CPDC is a regional NGO umbrella organisation and is seeking to procure the services of a qualified candidate(s) to undertake the development of an online communication toolkit and the delivery of fourteen (14) 2 ½ hour online training sessions for approximately 50 NGOs in online communication.

The Terms of Reference is attached at Annex I

Guidelines for Applications

- Interested persons are requested to submit the following:
- A cover letter to the attention of the Officer-in-Charge, Caribbean Policy Development Centre;
- Evidence of the Applicant’s qualifications and history of similar services offered;
- A technical and financial proposal outlining the cost of undertaking the assignment.
- Consultants must be in a position to complete the assignment by January 31st 2021.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail to both cpdcsubmissions@gmail.com and cpdc@caribsurf.com with the subject line: Consultancy To Deliver Online Communication Toolkit and Online Training Sessions

All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on September 21st 2020.
ANNEX I

TERMS OF REFERENCE

Consultancy to develop an Online Communications Toolkit and Facilitate Online Training for Regional NGOs

To Provide IT Support to Caribbean NGOs to Enhance their Ability to Respond to the Needs of Vulnerable Groups post-COVID-19

CPDC’s Background

The Caribbean Policy Development Centre (CPDC) is a legally registered non-profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella non-governmental organisation (NGO), which supports organisations comprising small farmers, women, youth, Indigenous People, rural populations and faith-based organisations located across the Caribbean Community (CARICOM). CPDC also has strong networking partnerships with organisations representing persons with disabilities, artisans, micro entrepreneurs, and workers. Altogether it serves some thirty-three (33) regional, sub-regional, national and community-based NGOs tackling economic, social, and cultural issues facing the Caribbean. The Centre also has working relationships with many other NGOs and development partners across the region.

The organisation was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and the decision-making processes; to work to influence and bring change to the developmental process; and to support and lobby for policies that improve the lives of Caribbean people. In fulfilling its mandate, CPDC seeks to build the confidence and the capacity 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 CARICOM/CARIFORUM, Commonwealth Foundation, IAF and UN System Agencies, among others.

CPDC with support from the Inter American Foundation (IAF) is implementing a project to strengthen the enabling environment for Caribbean NGOs to provide essential developmental services to vulnerable communities by improving access to resources and increasing institutional capacity building opportunities post-COVID-19.

Project Rationale

The COVID-19 pandemic is mostly perceived as a health crisis which has seen stringent measures from governments under the advice from health care professionals. This is due to COVID-19 being a highly contagious virus that manifests with severe complications for those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer.
Globally over twelve million have been infected, and over 547,834 deaths attributed to COVID-19.¹ Caribbean Governments have sought to follow the regulations set forward by the World Health Organisation (WHO).² Our region’s Governments have responded by allocating additional resources to their healthcare systems to address the COVID-19 pandemic. Throughout the region, CPDC has observed various manifestations of State of Emergencies demarcated by state-regulated curfews, restriction of movements by citizens and business, closure of state borders and restricted access to groceries and necessities. WHO congratulated the Chair of CARICOM for these governance measures as much needed precautionary measures.³

Across the Caribbean, CPDC has seen several governments reporting serious economic challenges. The closure of international airports has resulted in devasted regional tourism markets. With limited tax revenue and foreign exchange receipts and restricted imports and exports Caribbean countries are facing an economic crisis. This COVID-19 induced crisis increases the socioeconomic vulnerability of the poorest populations. Those living in extreme poverty are usually hardest hit. The multidimensional nature of the COVID-19 crisis and the implications for vulnerable populations across the Caribbean region cannot be underestimated. Targeted interventions are therefore critical to address the needs of the most vulnerable in our societies.

With their local knowledge and proximity to people in need, regional (NGOs) are at the heart of efforts to assist vulnerable populations where issues are further compounded by COVID-19. They are critical in this environment and across the sector and will have to institute changes to continue to provide services to their beneficiaries. A rapid assessment by CDPC on Caribbean NGOs who deliver services to vulnerable groups revealed that the spread of COVID-19 has impacted them in many ways including:

- Limited access to vulnerable beneficiaries due to social distancing measures,
- Lack of coordinated approaches to the provision of services and representation under government-mandated restrictions
- Uncertainty in project implementation within the state of emergencies
- Lack of financial support from traditional partners who have relocated funding away from vulnerable groups, despite the impact of COVID-19 on vulnerable groups

The NGOs also identified a critical need for training in several areas, including online communications/engagement methodologies to effectively service their beneficiaries post COVID-19.


Vulnerable Groups
The needs of vulnerable groups were identified as a priority area for regional NGOs. A vulnerable group is a population that has some specific characteristics that make it at higher risk of falling into poverty than others living in the same area. These groups are often less able to participate effectively and, in some cases, have little negotiating power to articulate their positions. These particular groups have traditionally been victims of violations and accordingly require distinctive protection for the equal and effective enjoyment of their human rights.

The project seeks to provide enhanced service provision to vulnerable populations impacted by COVID-19 and to increase the application of grassroots development to challenges encountered. Under this project, groups identified as vulnerable are:

a) Indigenous Populations (IPs);
b) Persons with Disabilities (PWDs);
c) Children and Youth at risk of social exclusion;
d) Women;
e) Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Groups;
f) Low income rural populations
g) Persons that are excluded because of economic standing, migratory background, ethnicity, cultural beliefs.

It is against this background that CPDC requests the support of a consultant with technical expertise and experience in the areas of online communications and engagement.

II. PURPOSE AND OBJECTIVES
CPDC is desirous of contracting a consultant to undertake the development of an online communication tool-kit and the delivery of fourteen (14) 2 ½ hour online training sessions for approximately 50 NGOs in online communication.

The consultant will serve as an external contractor functioning in a capacity to ensure a coordinated approach to the execution of this particular activity.

General Objective
To strengthen the enabling environment for Caribbean NGOs to provide essential developmental services to vulnerable communities by improving access to resources and increasing institutional IT capacity building opportunities.

Specific Objectives
1. To develop an Online communications tool kit with components including:
   o Communications (including but not limited to use of apps e.g. Microsoft teams, zoom, google chat, etc.)
   o Conducting stakeholder needs assessments utilizing online survey tools, etc.
   o Marketing and Promotions (including the use of social media platforms such as Facebook, Instagram etc)
2. To deliver fourteen (14) 2½ hour online communication/engagement workshops utilizing content from the online communications tool kit

III. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

A. Experience

- A Master’s in communications, international affairs, social policy, or other relevant field.
- Experience in communications, including developing and/or implementing a wide-ranging communications strategy.
- At least 2 years proven experience in the facilitation of similar online training
- High level of IT competency, including knowledge and management of communication apps including zoom,
- Previous experience in working with NGOs at the national and/or regional level

B. Skills and Competencies

- Proven track record in working with vulnerable populations
- Proven skills in delivering adult training programmes;
- Excellent written and verbal communications skills
- Must have excellent computer skills particularly with software applications
- Evidence of having undertaken similar assignments in the past 5 years;

IV. DURATION OF THE ASSIGNMENT

The consultancy will run over a period October 5th to January 31st 2020.

V. DELIVERABLES

The Consultant is to produce the deliverables as highlighted below:

- A detailed training plan within one-week of undertaking the assignment inclusive of the topics to be covered, training methodology, and sessions to be undertaken,
- An online communications tool-kit within four (4) weeks from commencement of the assignment;
- Fourteen (14) 2½ hour training workshops successfully completed by November 30, 2020
- Summary Online Workshop Report within two weeks of completing the workshops.

VI. ADMINISTRATION

The Consultant shall report to the Officer-in-Charge and/or any CPDC representative as designated in writing.