

Caribbean Policy Development Centre

Terms of Reference

Consultant to Develop and Formulate: One Beneficiary Assessment Report to Investigate the Development Needs of the NGO's Beneficiaries Post COVID-19

I. 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 thirty-three (33) regional, sub-regional and national (local) NGOs working at the grassroots level in economic, social, and cultural areas in 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 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 principal representative of Caribbean NGOs working with CARICOM/CARIFORUM, Commonwealth Foundation, and UN System Agencies.

In partnership with the European Union, the Caribbean Policy Development Centre is undertaking a joint 2-year grant partnership from March 2021 – June 2023. The project covers seven CARICOM countries: Antigua and Barbuda, Barbados, Dominica, Grenada, Saint Lucia, Saint Kitts and Nevis, Saint Vincent, and Grenadines. The project will build the Non-Governmental Sector's capacity in the Caribbean by implementing a number of specific actions. These actions focus on strengthening NGOs' capacity to provide key development solutions to vulnerable groups affected by the COVID-19 pandemic. These actions include activities that promote NGO's institutional and organisational capabilities through a number of core thematic areas:- addressing the legislative environment through advocacy programming, promoting greater transparency within the sector, project management skills development, enhanced regional policy dialogue and improving access to small grants to name a few.

The project European Union/CPDC partnership comes against a background of “the multidimensional impact of the COVID-19 pandemic on marginalised social sectors, requiring development support, critical CSO interventions to achieve sustainable development. However, the meaningful participation of CARIFORUM civil society has been stymied by two main factors; the lack of capacity to effectively engage in the COVID-19 policy process and the lack of an institutionalised mechanism to facilitate dialogue between civil society and CARIFORUM governments. This action is therefore intended to implement activities to address these challenges.

II. PURPOSE AND OBJECTIVES

The Consultant is expected to provide thematic technical assistance to the CPDC to strengthen the knowledge basis for developing a framework to assess the development needs of NGOs’ beneficiaries post-COVID-19. The Consultant will serve as an external contractor functioning in the capacity of a researcher to ensure a coordinated approach to the development of the Beneficiary Assessment Report and COVID-19 response framework. The candidate should have significant relevant experience working with NGOs in the region and project administration experience with considerable knowledge of vulnerable groups.

Vulnerable groups can be defined as populations with some specific characteristics that make them a 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. Traditionally, these groups have been the victims of violations and accordingly require distinctive protection for the equal and effective enjoyment of their human rights. These groups include the elderly, Indigenous Populations (IPs), Persons with Disabilities (PWDs), At-risk children and youth, Individuals and households affected with HIV/AIDS, Women, Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Groups, Sex workers, Victims of sexual exploitation and/or abuse, Homeless and those excluded because of economic standing, migratory background, ethnicity, cultural beliefs.

General Objectives

To prepare a Beneficiary Assessment Report on NGOs’ vulnerable groups in Barbados and the Eastern Caribbean to increase the knowledge base of key stakeholders and indigenous sources of information to inform national and regional strategies to respond to marginalised development needs groups.

Specific Objectives

- To undertake a Beneficiary Assessment Report to gather data from NGO beneficiaries on the impact of COVID-19 on their lives.
 - a. Identify the main social and economic impacts that COVID-19 has had on beneficiaries of NGOs

- b. Identify the primary social service needs of vulnerable groups as it relates to COVID-19,
 - c. Identify the nature of development services needed by the vulnerable groups,
 - d. Identify the key advocacy issues raised by the beneficiaries of NGOs in Barbados and the Eastern Caribbean.
- To develop a COVID-19 Beneficiary Impact Summary report based on the findings of the beneficiary assessment report

I. PROFILE/ CONSULTANCY REQUIREMENTS

The Consultant/s is expected to have the following qualifications/specialised knowledge/experience required to complete the task:

Qualification and Experience

- A relevant Bachelor Degree in Gender and Development, Economics, Social Development, Political Science, Development Studies or a related field with more than ten years of research experience on similar assignments or;
- A relevant Post-graduate university degree in Economics, Social Development, Political Science, Development Studies or a related field with at least five years of experience.

Other Experience and Knowledge Requirements

- Minimum of five years progressively responsible professional work experience within the NGO sector or donor institutions and in project administration
- Proven experience undertaking participatory research processes
- Track record of working with vulnerable groups, preferably in the Caribbean
- Strong interpersonal skills and ability to perform tasks timely with a high level of accuracy
- Excellent written and spoken English
Excellent knowledge in the use of computers and office software packages (MS Word, Excel, etc.).

II. DELIVERABLES

The Consultant is expected to produce a research paper with a supporting briefing paper based on the below timelines:

- An inception report including the breakdown of the approach to the assignment within five days of contract signing,
- A draft assessment tool,
- A draft of the assessment report by June 14th 2021
- Final of the assessment report by June 28st 2021
- A draft Beneficiary Impact Summary Report by July 2nd 2021.
- Final Beneficiary Impact Summary Report by July 16th 2021.

III. ADMINISTRATION

The Consultant shall report to the CPDC Officer in Charge or his designate.

IV. INTELLECTUAL PROPERTY

All information pertaining to this consultancy shall remain the property of the CPDC who shall have exclusive rights over their use. The information shall not be disclosed to the public nor used in whatever form without written permission from the CPDC.

V. 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;
- A Curriculum Vitae showing evidence of the applicant's history and delivery of similar programmes; and
- A Detailed Financial proposal outlining the costs broken down by days/tasks against proposed outputs should be submitted

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdcsubmissions@gmail.com with the subject line: **Consultant to Develop and Formulate One Beneficiary Assessment Report to Investigate the Development Needs of the NGO's Beneficiaries Post COVID-19**

All applications must be submitted by **May 10th, 2021 by 5:00 p.m. (UTC/GMT -4)**.

CPDC will only respond to the successful applicant(s). Only persons meeting the criteria as outlined in the Terms of Reference should apply.

Initials 1: _____

Initials 2: _____