



# Caribbean Policy Development Centre

## Terms of Reference

### Consultant to Formulate and Develop Research Paper on Rebuilding for Good: A COVID-19 Response

#### 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 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 such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

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 and government departments. This consultancy is being implemented as one component of such a regional project undertaken in partnership with a global network of organisations.

Funded by European Commission in partnership with CIVICUS: World Alliance for Citizen Participation, CPDC is implementing the Barbados component of a project titled “Rebuilding for Good”. In addition to the project’s global level networking goal, which contributes to the CIVICUS Rebuilding for Good Advocacy initiative, the project’s core will be national-level advocacy engagement and capacity development. Project countries are Argentina, Barbados and Ghana.

The overall project aims to mobilise key stakeholders to lobby for an enabling environment by adopting the recommendations of the Rebuilding for Good Document to be implemented by the national government.

The direct target groups include:

- (a) civil society actors in the priority countries and at the international level (regional, global);
- (b) relevant actors as potential partners involved in the design and implementation of COVID-19 response at national, regional and global levels (including governments, implementing agencies, private sector, universities).

The indirect target group is the local population, which should benefit from human rights-based response to the COVID-19 pandemic, especially in the vulnerable developing countries on which the project focuses.

## **II. Purpose and Objective**

The Consultant is expected to provide thematic technical assistance to the CPDC to strengthen the knowledge base on the enabling environment for civil society in the COVID-19 pandemic response. The Consultant will serve as an external contractor, ensuring a coordinated approach to the implementation of research and the development of a research paper. The candidate should have appropriate, relevant experience working with NGOs and vulnerable communities in the region with knowledge of good governance and Barbados' COVID-19 pandemic response. Vulnerable communities 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.

### **General Objective**

1. To prepare a research paper on creating an enabling environment for civil society in Barbados' COVID-19 pandemic response based on the Rebuilding for Good document.

### **Specific Objective**

1. To undertake a research paper exploring the COVID-19 pandemic from a civil society perspective with reference to the Rebuilding for Good framework. The research will explore:
  - Government's COVID-19 policy restrictions and the impact they have had on NGO operations
  - The type of policy flexibility NGOs would like to see in regulatory measures that would enable the sector to function more effectively in the context of COVID 19 pandemic
  - NGO perspectives on the measures government can put in place to permit them to meet and reduce operating expenses

- Proposals for how civil society can be included more meaningfully in government resources dedicated to response programmes
- Recommendations for the infrastructure supported needed to upscale and/or consolidate the sectors work
- Recommendation for the future sustainable development of the sector

### **III. 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.).

### **IV. DELIVERABLES**

The Consultant is expected to produce a research paper with a supporting position paper.

- A breakdown of the approach to the assignment within five days of contract signing
- A draft research paper (30-45 pages, 1.5 spacing) by May 25<sup>th</sup> 2021
- A final draft of the first research paper by June 16<sup>th</sup>, 2020

## V. ADMINISTRATION

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

## VI. 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.

## VII. 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](mailto:cpdcsubmissions@gmail.com) and copy [cpdc@caribsurf.com](mailto:cpdc@caribsurf.com) with the subject line:  
**Formulate and Develop Research Paper on Rebuilding for Good: A COVID-19 Response**

All applications must be submitted by **April 30<sup>th</sup>, 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 Terms of Reference should apply.**