



Caribbean Policy Development Centre

Terms of Reference

Consultant to Coordinate Field Research: To Investigate the Institutional Capacity of NGOs Serving Groups in the Eastern Caribbean and Barbados

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 technical assistance to enhance CPDC’s knowledge base by coordinating field research to assess the institutional capacity of NGOs post-COVID-19. The Consultant will serve as an external contractor functioning in the capacity of field research coordinator to ensure the administration of questionnaires and the collection of data for the development of an Institutional Capacity Assessment Report. The candidate should have significant relevant experience working with NGOs with considerable knowledge of field research.

General Objectives

To coordinate the field research and guide the collection of data for the development of an institutional capacity assessment of NGOs serving vulnerable groups in the Eastern Caribbean and Barbados.

Specific Objectives

- To coordinate research for an Institutional Assessment Report to;
 - a. Identify online software for the administration of questionnaires,
 - b. Identify a minimum of fifty NGOs across the Barbados and the Eastern Caribbean, to administer thirty questionnaires and facilitate five focus groups with thirty surveys.

- To gather data from NGOs regarding the impact of COVID-19 on operational capacity;
 - c. Provide data from interviews and focus groups on the institutional capacity of NGOs in Barbados and the Eastern Caribbean,
 - d. Provide data on the organisation’s location, legal registration, mission, vision and values.
 - e. Identify the good governance mechanisms implemented by organisations,
 - f. Identify the organisational capacity and human resource capacity of the organisations,

- g. Provide data on the project implementation and financial administration of organisations,
- h. Identify the impact of COVID-19 on NGOs in the Eastern Caribbean and Barbados,

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,

Other Experience and Knowledge Requirements

- Minimum of five years progressively responsible professional work experience within the NGO sector or donor institutions and in field research,
 - 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 the data collected based on the below timelines:

- An inception report including the breakdown of the approach to the assignment within five days of contract signing,
- Complete a minimum of 30 questionnaires from NGOs in Barbados and the Eastern Caribbean by June 7th, 2021,
- Coordination of twenty surveys from five focus groups with NGOs in Barbados and the Eastern Caribbean by June 7th, 2021,
- Submit all data collected from questionnaires and focus groups by June 10th, 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 Coordinate Field Research: To Investigate the Institutional Capacity of NGOs Serving Groups in the Eastern Caribbean and Barbados.**

All applications must be submitted by **May 17th, 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: _____