



CARIBBEAN POLICY DEVELOPMENT CENTRE

TERMS OF REFERENCE

SENIOR DEVELOPMENT SPECIALIST

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

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 in the past with such organisations as Christian Aid, CARICOM, Commonwealth Foundation, European Union, 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 also may 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 26 years working with member organisations and networking partners within the civil society



sector as well as departments of government. Some projects which were recently implemented 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 Consultant is expected to provide technical assistance to the CPDC to build the capacity of Caribbean civil society to articulate its policy positions for a sustainable Caribbean development agenda.

METHODOLOGY AND TECHNICAL APPROACH

The consultant will utilize 75% of their monthly working time providing the services to CPDC as required. Flexibility to work remotely will be permitted as needed and agreed by Senior Management in keeping with the Consultant nature of the post. The key tasks for the Consultant include technical and programmatic research and policy advice services.

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

ACTIVITIES AND TASKS

The consultant is expected to:

General

1. Ensure effective articulation of the policy and advocacy priorities of CPDC and its relevant partners: NGO beneficiaries, national and regional civil society organisations/networks, international CSO organisations/networks, professional service providers, governments and intergovernmental organisations and third party actors by:
 - Supporting the Officer in Charge / Executive Director with the implementation of CPDC policy priorities under the assigned thematic areas;
 - Coordinating CPDC’s projects team policy research and advocacy work

- Preparing policy positions, related plans and schedules in support of programme development and implementation;
- Assisting with the monitoring of policy actions under thematic areas of focus
- Representing CPDC online and overseas as required at various policy fora relevant to CPDC's policy advocacy priorities;
- Facilitating communication between key stakeholders in CPDC's policy work;
- Providing general technical and coordination services as required on CPDC's policy priorities.

Specific

1. Support implementation of Project activities, in particular in relation to:
 - Drafting and advising CPDC's on policy positions as well as policy implementation schedules and timetables;
 - Provision of technical assistance on policy advocacy strategy design and implementation;
 - Provision of technical assistance to support capacity building of CPDC civil society policy network and partners;
 - Technical support to CPDC to convene regional, national and international policy fora;
 - Convene civil society working groups as needed
 - Undertake policy research in the designated programme priorities;
 - Review policy research undertaken by CPDC and third party contractors;
 - Represent CPDC in designated policy fora within CPDC's Good Governance, Trade and Economic Development and Sustainable Livelihoods thematic areas or work.
 - Perform the role of team leader on CPDC's policy research and advocacy work

2. Monitoring and Evaluation of the project results:
 - Contributing to project reports on CPDC's policy work;
 - Contributing to the formulation of indicators to measure the success of CPDC's policy agenda
 - Supporting data collection related to CPDC's policy work.
 - Participating in project monitoring and evaluation exercises



KEY ACTIONS AND DELIVERABLES

The Consultant is expected to produce the following key deliverables:

- Monthly status reports (CPDC Matrix Template)
- Final consultancy report;
- Monthly timesheet
- Other deliverables as explained above required during Project implementation.
- Policy advisory services

QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE

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

Qualification

- Masters level degree in Economics, Development Studies, Trade, Political Science or a related field

Experience and Knowledge

Minimum of 10 years progressively responsible professional work experience within the Caribbean development sector

- Proven knowledge of NGO Community and its policy advocacy issues.
- Strong interpersonal skills and ability to perform tasks timely with high level of accuracy
- Commitment to continuous learning and professional development
- Excellent written and spoken English
- Excellent knowledge in the use of computers and office software packages (MS Word, Excel, etc.).
- Previous experience in civil society policy advocacy would be an asset.

MANAGEMENT

The Consultant shall be considered as having the legal status of an Independent Contractor and will be directly supervised by the Officer in Charge or a designate.

COORDINATION

The Consultant will **NOT** be providing a dedicated workstation at the Caribbean Policy Development Centre's Secretariat at this time. However, flexibility to work remotely or to utilize a shared workstation is available to the consultant, in agreement with the direct supervisor. **Physical attendance at project team meetings will be required occasionally.**



TRAVEL

Travel to project sites and seminar locations as appropriate and necessary. CPDC will meet all travel expenses as determined by organisational policy.

TIMEFRAME

This assignment will commence on 15th September to 17th December 2021. Renewals will be based on a review of the Consultant's work.

REMUNERATION

Remuneration negotiated based on consultant's experience and qualifications.

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

1. A cover letter to the attention of the Officer in Charge, Caribbean Policy Development Centre;
2. A Curriculum Vitae showing evidence of the applicant's history and delivery of similar programmes;
3. The names, addresses and contact information of two (2) professional references.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail to cpdcsubmissions@gmail.com and copy cpdc@caribsurf.com with the subject line: **Senior Development Specialist Application.**

Relocation costs are not covered under this consultancy.

All applications must be submitted by 23rd August 2021 by 5:00 p.m. (UTC/GMT -4).

**CPDC will only respond to the shortlisted applicants.
Only persons meeting the criteria as
outlined in the Terms of Reference should apply.**