



INTERNSHIP

RESEARCH AND PROGRAMME DEVELOPMENT

I. 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 twenty-nine (29) 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 principal representative of Caribbean NGOs working with such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

The Caribbean Policy Development Centre (CPDC) has four main thematic areas:

- Capacity Building
- Trade Liberalisation and Economic Development
- Governance and Participation
- Sustainable Development

II. Purpose and Objective

The Caribbean Policy Development Centre (CPDC) is seeking an intern to assist with the organisation's programme/ project implementation. The intern will assist the CPDC's programme staff with substantive, organisational, and logistical support. The intern will not only obtain understanding of the CPDC's programmes as a result of this approach but will also build their skills in the following areas:

- Research
- Project implementation
- Proposal Writing
- Budgeting
- Policy Analysis
- Document Review
- Report Writing

Duties and Responsibilities

While the precise tasks of interns vary, considering the dynamics of the work undertaken by the CPDC as well as the specific skills, competencies and areas of interest of the respective intern, the following responsibilities are required but are not limited to:

- Conduct research and gather/ analyse data on topics of relevance to CPDC's core programme areas: Capacity Building, Sustainable Development, Governance and Participation, Trade Liberalisation and Economic Development
- Support project team with logistical and administrative elements of virtual / and in persons convenings that include forums, roundtables, workshops and training sessions
- Provide support to the project team with the drafting and editing of reports, presentations, official communications, and articles
- Support the review of project budgets, financial and narrative reports
- Formulate meeting reports
- Support the project team to regularly report on project progress and implementation of activities
- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans
- Attend workshops and meetings as required
- Undertake other tasks and activities as requested

III. QUALIFICATION/ SKILLS REQUIREMENTS

Qualification and Experience

Candidates should demonstrate their qualifications and proven experience to have the following qualifications/specialised knowledge/experience required to complete the internship:

- A Bachelor Degree in Political Science, International Relations , Development, Economics, Social Development, History, Development Studies or a related field
- A post-graduate University Degree in Economics, Social Development, International Relations, Development Studies would be considered an asset

Experience and Knowledge Requirements

- General knowledge and interest in the areas of CPDC’s core programmatic areas: Capacity Building, Sustainable Development, Trade and Economic Liberalisation and Sustainable Development
- Strong interpersonal skills and ability to perform tasks timely with a high level of accuracy
- Excellent written and spoken English
- Excellent knowledge in using computers and office software packages (MS Word, Excel, etc.)
- Tech-savvy with knowledge on the use of social media platform would be an asset
- Ability to work in a multi-cultural team environment
- Resourcefulness, initiative, enthusiasm and detail-oriented

IV. DURATION OF THE ASSIGNMENT

The internship will last for six – twelve months with the possibility of extension based on the interns performance. The intern would be required to work the equivalent of three working days per week.

V. GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A cover letter to the attention of the officer in charge detailing the candidate’s suitability for the internship
- A curriculum Vitae showing evidence of applicants qualification and volunteer history
- 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 - cpdcapplications@gmail.com with the subject line: **Internship: Research and Programme Development**

All applications must be submitted by **January 28th, 2022 by 5:00 p.m. (UTC/GMT -4)**.