



CARIBBEAN POLICY DEVELOPMENT CENTRE (CPDC)

CAPACITY-BUILDING SPECIALIST

LOCATION: Mixed Approach (Barbados Secretariat/Home Based/Project Country)

BACKGROUND

The Caribbean Policy Development Centre (CPDC) in partnership with the Inter-American Foundation (IAF), is undertaking a project that seeks to improve the capacity of Caribbean NGOs to respond to their stakeholder's needs. The project will support better organisational performance by providing specialised technical assistance to Caribbean NGOs working with the most vulnerable sectors in our society with specific focus on small farming populations. This initiative will strengthen organisations by enhancing their institutional structures, augmenting their human and financial resources and upgrading their technical capacity to address the new challenges brought about by COVID-19.

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 - cpdcsubmissions@gmail.com with the subject line: **Capacity Building Specialist**

All applications must be submitted by Monday, **April 11th 2022 by 5:00 p.m. (UTC/GMT -4)**.

Consultants must be in a position to complete the assignment by February 28th 2023.



TERMS OF REFERENCE

CAPACITY BUILDING SPECIALIST

CPDC's 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 thirty-three (33) 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, IAF and UN System Agencies, among others.

NGO Operational Capacity: Prior to the COVID 19 pandemic NGOs were experiencing Organisational capacity challenges. A CPDC 2019 NGO Market Assessment Report found that NGOs in the Eastern and Southern Caribbean faced a number of systemic and inter-related challenges. The report identified challenges including weak institutional structures; inadequate human and financial resources; poor governance structures and; the inability to engage sufficiently in evidence-based research and advocacy. These were compounded by mistrust among local actors, little sectoral/cross-sectoral collaboration, and limited funding opportunities. These factors have severely limited the capacity and connectivity among regional and national NGOs. In addition, while it was recognised that many NGOs possessed strong technical capacity in their respective



sectors, their managerial and operational capacity was often weak. These weaknesses limit their ability to achieve their stated goals, attract funding, and ensure sustainability.

The COVID 19 pandemic has exacerbated these challenges and already limited organisational resources have become even more constrained. A 2021 CPDC Institutional Assessment Report noted that there was limited technical capacity building available in the sector in light of the COVID-19 pandemic. Organisations required improved capacity in several areas to address the critical development needs of their target population. The research highlighted a critical observed need for capacity initiatives. It observed that the NGO sector required technical support in specific areas including improved governance systems, proposal writing, advocacy, information communication technologies and monitoring and evaluation. The report recommended support in the form of training workshops, mentorship and the formulation of easily assimilated resource materials on the identified areas.

CPDC with support from the Inter American Foundation (IAF) is therefore implementing a project to strengthen the enabling environment for Caribbean NGOs to be more effective and sustainable to contribute to improved livelihoods of vulnerable populations with specific emphasis on small farming populations. CPDC and its partners believe that the livelihoods of small-farmers (one of the key populations it serves) have not been sufficiently prioritized amidst the many initiatives at the macro level as regards infrastructural risk reduction, sectoral preparedness, national policy formulation and community disaster response plans. Technical support, and financial resources for mitigation tend to be lacking as regards small-farmers.

This action will strengthen organisations that serve the needs of small farming populations by strengthening their institutional structures, augmenting their human and financial resources and upgrading their technical capacity to address the new challenges brought about by COVID-19. The NGOs will gain improved capacity to efficiently deliver services to their beneficiaries.

PURPOSE AND OBJECTIVE

Under the direct supervision of the Officer in Charge, the Consultant is expected to provide full time thematic technical assistance to the CPDC in overall coordination, implementation and monitoring of project actions that seek to build the capacity of Caribbean civil society. The Consultant will serve as an external contractor functioning in a capacity to ensure a coordinated approach to the implementation of project activities. The candidate should have significant relevant experience working with NGOs in the region and experience in project administration with considerable knowledge of institutional capacity building methodologies.



METHODOLOGY AND TECHNICAL APPROACH

The Consultant will be required to have expertise in capacity building strategies for Non-Governmental Organisations including conducting institutional assessments, facilitating capacity training workshops, providing technical assistance in project management cycle, and assisting in project proposal development, among others. 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 capacity building support services. Specific deliverable (quality of work), working relations and efficiency will be used as a basis for the evaluation of consultant's performance.

DUTIES & RESPONSIBILITIES

1. Supporting the Officer in Charge with the implementation of project activities under the assigned thematic area
2. Preparing project related plans and schedules in support of project implementation
3. Assisting with the monitoring of project actions under this thematic area of focus
4. Travelling as required to ensure project actions are implemented within organisational standards
5. Facilitating communication between stakeholders
6. Corresponding with relevant partners
7. Providing general technical assistance and coordination services as required on CPDC's capacity building initiatives
8. Conducting and facilitating training seminars, workshops and meetings as required in project implementation
9. Participate in drafting CPDC reports for Capacity Building related projects
10. Liaising with assigned representatives of regional organisations in public, private, academic and civil society communities as required
11. Undertaking any other duties and responsibilities as necessary to promote the work of the organisation and enhance its smooth operation
12. Providing technical and project administrative assistance to the selected NGOs and to CPDC
13. Working with other staff members on the administrative organization of seminars, conferences and workshops

Key Actions and Deliverables

- Provide technical support to NGOs in implementation of capacity building programs
- Develop and implement customized training and technical assistance plans
- Conduct participatory Institutional Capacity Assessments and identify capacity gaps



- Develop customised Institutional Strengthening plans based on the Institutional Capacity Assessments Findings.
- Provide customised technical support to NGOs in areas identified in the Institutional Strengthening plans
- Develop mentoring plans; matching NGOs with mentors to deliver mentoring support to NGOs in applying new skills.
- Provide technical assistance in the design and implementation of capacity building plans
- Provide mentoring and technical assistance services to NGOs to enhance their operational capacity
- Facilitate national and/or regional meetings with stakeholders
- Contribute to the work of the technical project team
- Submission of monthly timesheets
- Monthly status reports (CPDC Matrix Template)
- Contribute to the formulation of project reports to donors.
- Other deliverables as required during the project implementation.

QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE

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

- Advanced degree in social development, development studies, project management, social sciences or related discipline
- At least three years of experience and knowledge providing capacity building support to development organisations
- Ability to write focused capacity assessment reports.
- Previous experience in grant making, reviewing or providing capacity development support would be an asset.
- Minimum of three years progressively responsible professional work experience within the NGO Community or donor institutions, and in project administration
- Proven knowledge of the NGO community and key capacity building issues
- Demonstrated capacity for strategic thinking and excellent analytical and writing skills.
- Initiative, ability to work independently, sound judgment, and good interpersonal skills.
- Demonstrated competence in preparation of project budgets and reports
- Excellent knowledge in the use of computers and office software packages (MS Word, Excel, etc.);
- Ability to work effectively as part of a team and strong conflict resolution skills
- Excellent written and oral communication skills, in English



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.

TRAVEL

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

TIMEFRAME

The consultancy will commence on May 1st, 2022 to February 28th 2023.

REMUNERATION

Remuneration negotiated based on consultant's experience and qualifications.

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

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