



## **CARIBBEAN POLICY DEVELOPMENT CENTRE (CPDC)**

### **CONSULTANT TO DELIVER TRAINING WORKSHOPS FOR SMALL FARMERS IN DISASTER RISK MITIGATION AND RESILIENCE BUILDING**

#### **Request for Proposals**

**Request for Proposals for a Consultant to deliver training workshops to small farmers in the Eastern Caribbean for the Project entitled “Promoting the Sustainability of Small Farming Operations in the Eastern Caribbean through Disaster Risk Mitigation and Resilience Building”**

**LOCATION: Dominica, Grenada & St. Vincent and the Grenadines**

**BACKGROUND:** The Caribbean Policy Development Centre (CPDC) in partnership with the Inter-American Foundation (IAF) is undertaking a project that seeks to increase the sustainability of small farmers through disaster risk mitigation and resilience building in the three (3) Eastern Caribbean countries of Dominica, Grenada and St. Vincent and the Grenadines. CPDC is a regional NGO representative and is seeking to procure the services of a qualified candidate(s) to undertake four (4) training workshops; one virtual four-day trainer of trainers workshop and three, four-day national training workshops for approximately 30 farmers per country in the application of disaster risk reduction methods and climate change adaption techniques.

#### **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 technical proposal that demonstrates the relevant skills and experience of the applicant(s), presents a clear understanding of the assignment and describes the methodological approach to be adopted.
- An all-inclusive financial proposal with a detailed cost break-down
- CV, including names/contact information of two references, preferably from organisations with whom the consultant has conducted similar types of assignments

Consultants must be in a position to complete the assignment by August 30<sup>th</sup>, 2022

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail to both [cpdcsubmissions@gmail.com](mailto:cpdcsubmissions@gmail.com) and [cpdc@caribsurf.com](mailto:cpdc@caribsurf.com) with the subject line: **Consultancy To Deliver Training Workshops for Small Farmers.**

**All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on April 18th, 2022.**



## TERMS OF REFERENCE

### **Consultancy to Conduct Training in Disaster Risk Mitigation and Resilience Building for Small Farmers in the Eastern Caribbean**

#### **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 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, UN System Agencies, among others.

CPDC with support from the Inter-American Foundation (IAF) and in collaboration with the Agency for Rural Transformation (Grenada), the Dominica National Council of Women (DNCW) and the Windward Islands Farmers Association (WINFA) is implementing a project titled *Promoting the Sustainability of Small Farming Operations in the Eastern Caribbean through Disaster Risk Mitigation and Resilience Building*”.

CPDC and its partners recognize that small farmers face many problems with maintaining their livelihoods particularly due to the region’s vulnerability to the increasing frequency of tropical storms, hurricanes, flash flooding, drought, and invasive species. In 2017 the Caribbean island of Dominica having been impacted by Hurricane Maria saw its agricultural sector significantly devastated. The effect of the hurricane directly undermined income and food and nutrition security for an island heavily dependent on its agricultural exports. The island was also a significant exporter of vegetables, tubers and fruits for other Caribbean countries thus highlighting that devastation in one Caribbean country could lead to shortages and food insecurity among other islands in the region. As with Hurricane Maria in Dominica, Hurricane Irma also severely impacted the agricultural



sectors in Antigua and Barbuda and St. Kitts and Nevis. All of these hazards have serious consequences for small farmers and their households, who have limited adaptive capacity to deal with the threats to their operations, and consequently, their income. Small farmers are among the most at-risk social sectors in the region and have limited economic options particularly when faced with losses to their operations.

A Situational Analysis of small farmers in Dominica, Grenada and St. Vincent and the Grenadines conducted by CPDC (2020) assessed small farmers' knowledge, vulnerabilities and level of preparedness to respond to the threats of natural disaster. The report identified three critical areas for support to farmers (1) Water Management (2) Soil Management and (3) Crop Management. These three areas are critical for the development of any training programme for regional small farmers.

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 project therefore seeks to address these issues through the provision of awareness raising and training in disaster risk mitigation and resilience building for small farmers. In the context of the aforementioned, CPDC will undertake four (4) training workshops; one virtual four-day trainer of trainers workshop and three, four-day national training workshops for approximately 30 farmers per country in the application of disaster risk reduction methods and climate change adaption techniques. The goal of the project is to enhance the livelihood and ability of rural farmers to adapt to disaster risks especially those influenced by climate change.

It is against this background that CPDC requests the support of a consultant with technical expertise and experience in the areas of agriculture, disaster risk mitigation and climate change adaptation.

## **II. PURPOSE AND OBJECTIVES**

CPDC is desirous of contracting a consultant to undertake four training workshops; one virtual four-day trainer of trainers workshop and three, four day training workshops in Dominica, Grenada and St. Vincent and the Grenadines for thirty-small farmers in each country. The training will focus on disaster risk mitigation strategies and techniques to enable farmers to adequately prepare for a range of natural hazards particularly those linked to climate change impacts.

### **General Objective**



The aim of the consultancy is to build the capacity of small farmers in three Caribbean Counties by improving their ability to respond to the threat of natural hazards through disaster risk mitigation and resilience building.

### **Specific Objectives**

1. To develop and deliver one virtual four-day trainer of trainers workshop on disaster risk mitigation and resilience building for small farming operations covering all relevant areas to DRM and small farming challenges based on the CPDC Small Farmers Training Manual.
2. To formulate and deliver three, four-day disaster risk management training workshops for 30 small farmers in each of the three countries, Dominica, Grenada and St. Vincent and the Grenadines based on the CPDC Small Farmers Training Manual.
3. To develop any additional materials related to the training including handouts.
4. To produce one (1) detailed post-workshop report.

## **III. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS**

### **A. Experience**

1. A post-graduate degree in Agricultural Science, Climate Science, Environmental Studies, Disaster Management or a relevant Natural or Social Science qualification;
2. At least seven (7) years proven experience having undertaken similar assignments;
3. Demonstrated experience working in the agricultural sector, and/or a regional or international agricultural development institution on matters promoting disaster risk management, climate change adaptation and sustainable farming practices for small farmers;
4. Demonstrated experience in delivering training or extension services to small farmers.

### **B. Skills and Competencies**

- Proven track record in working with small farmers and/or other vulnerable populations;
- Proven skills in delivering adult training programmes;
- Evidence of having undertaken similar assignments in the past 5 years;
- Proven writing skills to deliver high quality reports.

## **IV. DURATION OF THE ASSIGNMENT**

The consultancy will run for 28 days over the period May 1<sup>st</sup>, 2022, to August 31<sup>st</sup>, 2022.

## **V. DELIVERABLES**

The Consultant is to produce the deliverables as highlighted below:

- A detailed training plan within one-week of undertaking the assignment inclusive of the topics to be covered, training methodology and practical sessions to be undertaken;



- One virtual four-day trainer of trainers workshop on disaster risk mitigation for small farming operations covering all relevant areas to DRM and small farming challenges. The CPDC Small Farmers Training Manual will be utilized as a guidance document for all training activities and the following elements should be included in all trainings along with other country-specific elements:
  - The Impacts of Natural Hazards on Farming Operations
  - Coping with Drought Conditions
  - Coping Extreme Rainfall Events
  - Coping Extreme Wind Events
  - Post Disaster Recovery and Confronting Climate Change
- Three, four-day training workshops completed in Dominica, Grenada, and St. Vincent (one workshop per country)
- One (1) detailed post-workshop report (15-page maximum, excluding appendices) detailing the highlights, participant feedback, challenges and any recommendations for future training to be delivered one week following the completion of the trainings.

## **VI. ADMINISTRATION**

The Consultant shall report to the Officer-in-Charge and/or any CPDC representative as designated in writing.

## **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 technical proposal that demonstrates the relevant skills and experience of the applicant(s), presents a clear understanding of the assignment and describes the methodological approach to be adopted.
- An all-inclusive financial proposal with a detailed cost break-down.
- CV, including names/contact information of two references, preferably from entities/organisations with whom the consultant has conducted similar types of assignments.
- Consultants must be in a position to complete the assignment by August 30<sup>th</sup> 2022

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: **CONSULTANCY TO DELIVER TRAINING WORKSHOPS FOR SMALL FARMERS**

All applications must be submitted by Monday, **April 18<sup>th</sup>, 2022** by 5:00 p.m. (UTC/GMT -4).

Consultants must be in a position to complete the assignment by August 31<sup>st</sup>, 2022.



**CPDC will only respond to the successful applicant(s). Only persons meeting the criteria as outlined in the Terms of Reference should apply.**