



## **Caribbean Policy Development Centre**

### **Terms of Reference**

**Consultancy to Formulate and Undertake A Monitoring and Evaluation Training  
Workshop  
Caribbean Policy Development Centre**

Contracting Authority:	Caribbean Policy Development Centre
Lot Name:	Enhancing CARIFORUM's Civil Society Capacity to Participate in National and Regional Development Programming and Policymaking
Reference Number	CPDC-CFA202209
Geographic Scope	Jamaica
Submission Guidelines	Application must be submitted by September 16 <sup>th</sup> at 5:00 p.m. (UTC/GMT -4)
	Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail to cpdcsubmissions@gmail.com with the subject line: Call for Applications: Monitoring and Evaluation Training



# Caribbean Policy Development Centre

## Terms of Reference

### CONSULTANCY TO FORMULATE AND UNDERTAKE A MONITORING AND EVALUATION TRAINING WORKSHOP

#### 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 twenty-nine (29) 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.

CPDC, with support from the European Union (EU) is implementing a project entitled “**Enhancing CARIFORUM’s CSO Capacity to Participate in National and Regional Development Programming and Policymaking**” to improve the effectiveness of the strategies and modalities for national and regional CARIFORUM Civil Society Organisations to deliver developmental services and representation that may influence CARIFORUM’s social and economic development programmes and policies for sustainable Caribbean development.

While it has been acknowledged that a range of constraining capacity issues has hampered regional civil society’s participation in national and regional development policy processes; the COVID-19 environment has exacerbated the situation. 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. Organizations required improved capacity in several areas to address the critical development needs of their target population. The findings of the research suggested that the NGO sector requires 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.

The project actions will strengthen NGO/CSO institutional structures, augment their human and financial resources, upgrade their technical capacity to address the new challenges brought about by COVID-19, and increase their capacity for evidence-based policy advocacy. The target groups will gain improved capacity to efficiently deliver services and to effectively represent themselves and other marginalised social sectors on critical national and regional developmental concerns. The project will foster an enabling environment for enhanced civil society involvement in regional development through strengthening advocacy networking, skills capability, access to resources, and documenting and showcasing the sector's important historical role in Caribbean development.

The project covers fourteen CARIFORUM countries; these countries include Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and Suriname.

## **II. PURPOSE AND OBJECTIVE**

CPDC is desirous of undertaking a consultancy aimed at building the managerial and institutional capacity of NGOs in CARIFORUM to effectively implement, manage and report on their project activities. The consultancy will aim to enhance the skills and capacity of NGO leaders in critical areas relevant to project management and advocacy.

### **Objective**

To improve the managerial and institutional capacity of NGOs within CARIFORUM to deliver impactful, results-based projects.

### **Specific Objectives**

1. To formulate and develop a training curriculum for a three-day monitoring and evaluation (M&E) workshop in partnership with the CPDC, to be hosted in **Jamaica** in 8-10<sup>th</sup> November 2022, which is inclusive of the following elements:

- Benefits of Monitoring and Evaluation to project implementation
- Basic tenants of Monitoring and Evaluation
- Incorporating Monitoring tools into Projects
- The logic model and its role in Monitoring & Evaluation
- The various evaluation tools and their usages.

2. To formulate all materials related to the workshop including PowerPoint presentations and handouts.

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

#### **A. Experience**

1. At least 10 years of proven experience in the formulation, delivery and certification of M & E training programmes.
2. Demonstrated experience working with NGOs or delivering training that can positively impact on their institutional capacity at the national and/or regional level.
3. Demonstrated track record in coordinating educational training programmes.
4. Demonstrated historical delivery of nationally, regionally and/or internationally accredited educational training programmes.
5. History of relevant work in or on the Caribbean region.

#### **C. Skills and Competencies**

- Proven Track record in the delivery of training programmes on time and within the certification criteria.
- Possess the skills and professional services to deliver a training programme.
- Excellent skills in facilitation and coordination of training actions with students from diverse backgrounds.
- Evidence of having undertaken similar assignments delivering professional qualifications.

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

The Consultancy will run for five (5) working days.

### **V. DELIVERABLES**

The Consultant is to produce deliverables as below:

- Detailed training plan including the approach to training, the agenda and learning objectives
- Workshop materials as necessary
- One cycle (three days) of training targeting approximately 20 NGO representatives
- In collaboration with project personnel the design of pre and post evaluation instruments
- Report of pre and post evaluation examining the results of instruments and the implication for the impact of the training

### **VI. ADMINISTRATION**

The Consultant shall report to the CPDC Officer in Charge and/or his designate

### **VII. TRAVEL EXPENSES**



CPDC will provide per diems/DSA based on the organization's policies to cover international/regional travel-related costs as approved by the Centre.

### **VIII. 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.

### **IX. GUIDELINES FOR APPLICATIONS**

#### **Interested persons are requested to submit the following:**

- A cover letter and CV showing evidence of applicant's qualifications and relevant work experience
- Submission of Financial Proposal that indicates the all-inclusive fixed total price based on deliverables

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - [cpdcsubmissions@gmail.com](mailto:cpdcsubmissions@gmail.com) with the subject line: Call for Applications: Monitoring and Evaluation Training

All applications must be submitted by **September 16<sup>th</sup> 2022 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.**