

Caribbean Policy Development Centre

Terms of Reference

Policy Officer

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 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 for persons with disabilities, artisans, micro-entrepreneurs, human rights, and workers. Altogether it serves some thirty-five (35) 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.

The Caribbean Policy Development Centre in partnership with the European Commission is implementing a multi-year grant partnership. The project will build the capacity of the Non-Governmental Sector in the Caribbean through the implementation of a number of specific actions. Summarily these actions focus on strengthening the enabling environment within which NGOs presently function, including activities that promote NGO's institutional and organisational capabilities through a number of core thematic areas: - addressing the legislative environment, promoting greater transparency within the sector, project management skills development, enhanced regional policy dialogue and improving access to small grants to name a few.

CPDC has successfully implemented a number of region wide projects during the past 29 years working with member organisations and networking partners within the civil society sector as well as departments of government. Projects currently being implemented by CPDC include:

1. The Inter-American Foundation (IAF) funded project entitled "Strengthening small farmer resilience to natural disasters in the Eastern Caribbean"

2. The German Federal Ministry for Economic Cooperation and Development (BMZ) funded project entitled multi-actor partnership on climate and disaster risk financing and preparedness in the context of the InsuResilience Global Partnership" (MAPs)
3. The Open Society Foundations funded project to confront the Caribbean Sovereign Debt Challenge.

PURPOSE AND OBJECTIVE

Under the direct supervision of the Officer in Charge, the Contractor is expected to provide part time thematic technical assistance to the CPDC in overall implementation and monitoring of designated programmes. The Contractor will serve as an external contractor functioning in a capacity to ensure the successful implementation of policy related-project activities.

METHODOLOGY AND TECHNICAL APPROACH

Flexibility to work in-office and remotely will be permitted as needed and agreed by Senior Management in keeping with the Contractor nature of the post. The working tasks include technical, programmatic and administrative responsibilities and obligations.

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

ACTIVITIES AND TASKS

The Contractor is expected to:

General

1. Ensure the efficient implementation of the Project with relevant partners: NGO beneficiaries, professional service providers, third party suppliers and vendors and others through:
 - Supporting the Project Lead with the implementation of project activities under the assigned thematic area
 - Conducting research and outreach for CPDC policy advocacy programmes and initiatives
 - Preparing project related plans and schedules in support of project implementation
 - Assisting with the monitoring of project actions under this thematic area of focus
 - Travelling as required to supervise project actions are implemented within organisational standards
 - Representing CPDC and speaking on behalf of the organisation at national, regional, and international fora
 - Facilitating communication between stakeholders
 - Corresponding with relevant partners
 - Providing general technical assistance as required

Specific

1. Support the execution of Project activities, particularly in relation to:
 - Provide technical and project administrative assistance to the CPDC
 - Provide technical and project administrative assistance to national and international experts working on specific segments of the Project
 - Work with other staff members on the administrative organization of seminars, conferences, and workshops
 - Participate in drafting project reports
 - Supervise the work of the project assistants, interns, and volunteers

2. Support implementation of Project activities, particularly in relation to:
 - Drafting and advising CPDC on policy positions as well as policy implementation schedules and timetables
 - Assist and draft policy advocacy strategy design and implementation
 - Assist in the provision of technical assistance to support capacity building of CPDC civil society policy network and partners
 - Undertake policy research in the designated programme priorities
 - Review policy research undertaken by CPDC and third-party contractors

3. Monitoring of the project implementation and results:
 - Gathering data related to the project implementation
 - Reviewing documentation related to the Project
 - Gathering statistics, reviews, and related information from the relevant stakeholders

KEY DELIVERABLES AND TIMEFRAME

The Contractor is expected to produce the following key deliverables:

- Monthly and Final Consultancy Reports
- Monthly Timesheets
- Other deliverables as explained above required during project implementation, depending on the nature of the scope of CPDC's projects and programmes

MANAGEMENT

The Contractor will be directly supervised by the Officer in Charge or their designate.

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 1st November 2022 to 28th April 2023. Renewals will be based on a performance appraisal of the Contractor's work.

QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE

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

Qualification

- University degree in Economics, Development Studies, Project Management, Trade and Development or a related field

Experience and Knowledge

- Minimum of three years progressively responsible professional work experience within the civil society sector (NGO, Labour, Private Sector) and/or the development sector; (required)
- Knowledge of the role of civil society in the development process; (required)
- Proven experience undertaking research and/or advocacy actions; (required)
- Strong interpersonal skills and ability to perform tasks timely with high level of accuracy; (required)
- Excellent knowledge in the use of computers and office software packages (MS Word, Excel, etc.); (required)
- Sound knowledge of the key economic development issues confronting the Caribbean and/or Small Island Developing States; (required)
- Commitment to continuous learning and professional development would be an asset

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

All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on **14th October 2022**.