



CARIBBEAN POLICY DEVELOPMENT CENTRE

TERMS OF REFERENCE

CONSULTANCY TO COORDINATE AND FACILITATE A PROFESSIONAL NGO LEADERSHIP 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 thirty-three (33) 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 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 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 principal representative of Caribbean NGOs working with CARICOM/CARIFORUM, Commonwealth Foundation, and UN System Agencies.

In partnership with the European Union, the Caribbean Policy Development Centre is undertaking a joint 2-year grant partnership from March 2021 – June 2023. The project covers seven CARICOM countries: Antigua and Barbuda, Barbados, Dominica, Grenada, Saint Lucia, Saint Kitts and Nevis, Saint Vincent, and Grenadines. The project will build the Non-Governmental Sector's capacity in the Caribbean by implementing a number of specific actions. These actions focus on strengthening NGOs' capacity to provide key development solutions to vulnerable groups affected by the COVID-19 pandemic. These actions include activities that promote NGO's institutional and organisational capabilities through a number of core thematic areas:- addressing the legislative environment through advocacy programming, promoting greater transparency within the sector, project management skills development, enhanced regional policy dialogue and improving access to small grants to name a few.

The project European Union/CPDC partnership comes against a background of “the multidimensional impact of the COVID-19 pandemic on marginalised social sectors, requiring development support, critical CSO interventions to achieve sustainable development.



However, the meaningful participation of CARIFORUM civil society has been stymied by two main factors; the lack of capacity to effectively engage in the COVID-19 policy process and the lack of an institutionalised mechanism to facilitate dialogue between civil society and CARIFORUM governments. This action is therefore intended to implement activities to address these challenges

II. Purpose and Objective

The main goal of the meeting is to strengthen the capacity of NGO leaders to contribute to the long-term sustainability of civil society organizations and respond to negative impacts of COVID-19. CPDC as the regional NGO representative organization is seeking to procure the services of a qualified candidate to assist in building the capacity of NGO personnel in the region. The Consultant will serve as an external contractor functioning in the capacity of coordinator of the four-day workshop. More specifically, the required services will provide capacity training through the formulation, delivery and certification of an NGO Leadership Training Workshop.

General Objective

- To improve the institutional leadership capacity of the NGO sector in Barbados and the Eastern Caribbean to deliver impactful, results-based projects and effective representation on behalf of their constituents via capacity building.

Specific Objectives

- To formulate and develop a consultancy team and a training curriculum for a four-day leadership workshop for NGO Leaders in partnership with CPDC which focuses on:
 - Strategic Leadership for NGOs
 - Innovative and Alternative Financing Models
 - Concept Note Development
 - Information Communication Technologies for Effective Leadership.
- To prepare and develop a training curriculum for a four-day workshop for NGO leaders in partnership with CPDC focusing on the topics established.
- To formulate training materials from the abovementioned training curriculum for online publishing by CPDC.
- To facilitate the training sessions inclusive of the coordination of presentations and inputs from other resource persons.

III. PROFILE / CONSULTANCY REQUIREMENTS

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

A. Organisational Experience

1. At least 10 years proven experience in the formulation, delivery of training programmes.
2. At least five years' experience delivering advocacy training or work in a related field
3. Demonstrated experience working with NGOs or delivering training that can positively impact on their institutional capacity at the national and/or regional level.
4. Demonstrated track record in coordinating educational training programmes.
5. History of relevant work in or on the Caribbean region.
6. Proven infrastructural capacity to deliver online training programmes regionally.

B. 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 training programme.
- Excellent skills in facilitation and coordination of training actions with students in dispersed geographic locations.
- Evidence of having undertaken similar assignments delivering professional qualifications.

IV. DURATION OF THE ASSIGNMENT

The consultancy will run from 23rd September 2022 - 30th October 2022.

V. DELIVERABLES

The consultant is expected to produce a slideshow presentation and policy brief based on the below timelines:

- Development of Training Materials for online dissemination by 30th September 2022
- Delivery of Capacity Building Work from 12th – 15th October 2022
- Post Workshop Report on Activities by 30th October 2022

V. ADMINISTRATION

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

VI. 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.



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,
- Proof of incorporation of legal registration (for organisations applying),
- A detailed copy of the consultant's/team's Curriculum Vitae(s); detailing delivery of similar programmes, and
- A technical and financial proposal outlining the approach and cost for undertaking of the assignment. The financial should provide details of the costs broken down by days/tasks against proposed outputs.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdcsubmissions@gmail.com with subject line: **Consultancy to Coordinate and Facilitate a Professional NGO Leadership Workshop**

All applications must be submitted by **5:00pm (UTC/GMT -4) on Friday 16th September 2022.**

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