



CARIBBEAN (NGO) POLICY DEVELOPMENT CENTRE (CPDC)

TERMS OF REFERENCE

ECONOMIC RESEARCH CONSULTANT

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 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 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, CPDC seeks to build the confidence and the ability of the Caribbean peoples to influence public policy.

CPDC's goal is for a highly participatory civil society process across CARICOM states that permits both traditional and innovative approaches to finding sustainable solutions for persistent debt and development challenges unique to Small Island Developing States (SIDS). Therefore, CPDC, funded by the Open Society Foundation (OSF), has implemented a project entitled "Confronting the Debt Challenge within the Caribbean, Charting a Sustainable Path for Caribbean Development". The project aims to coordinate a Caribbean civil society solutions-oriented regional policy and advocacy strategy to highlight and address the adverse effects of high debt levels exacerbated by public health crises, climate change effects, and the historical development deficits caused by the structural vulnerabilities of Small and Vulnerable Developing States (SVDS).

As one of the initiatives, CPDC has developed an Online Debt Monitoring and Advocacy Hub. The Centre seeks to prioritise online monitoring and communications tools for debt tracking and



monitoring in such a manner as not only to educate civil society but also members of the wider public. The Hub will serve to:

- Educate Caribbean civil society on the implications of high debt on sustainable development in the region.
- Promote an inclusive development-oriented restructuring of the global financial architecture,
- Advocate internationally for debt relief for SVDS.
- Lobby for acceptance of a universal Vulnerability Index reflects concerns of SVDS and permits middle-income territories equitable access to overseas development assistance and concessional financing from multilateral and even private capital markets.

II. PURPOSE AND OBJECTIVES

The Consultant is expected to provide thematic technical assistance to the CPDC to strengthen the region's repository of debt and economic information. In this context, the consultant will be required to conduct a quality assessment and verification activity of the debt data provided by CPDC and construct debt indicators, graphs and charts to be utilized on the Debt Hub Monitoring and Advocacy Hub.

General Objective

- To review, gather, and perform statistical analyses on debt data and related indicators towards the creation of datasets, graphs and charts for Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago over the period 2000-2021.



Specific Objectives

1. To review the validity, accuracy, and consistency of debt information provided by CPDC by way of comparison with data published by reputable institutions (e.g. CEPALSTAT, ECCB, OECS, National Central Bank Reports)
2. To conduct statistical analyses and construct debt indices and indicators in a manner consistent with established methodologies which are comparable across countries and over time, inclusive of but not limited to:
 - a. Debt per household
 - b. Debt per child
 - c. Debt payments
 - d. Debt service ratio/Total debt service
 - e. Public expenditure on debt payments vs critical social sectors

III. PROFILE/CONSULTANCY QUALIFICATIONS AND SKILLS

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

Qualification and Experience

- A intermediate-mid level profession with a relevant post-graduate university degree in Economics, Statistics or a related field with at least five years of experience in statistical and/or economic analysis, and accounting within the NGO sector or donor institutions

Other Experience and Knowledge Requirements

- Proven experience undertaking quantitative research and analysis processes
- Track record of working with large amounts of data
- Strong interpersonal skills and ability to perform tasks timely with a high level of accuracy.
- Excellent written and spoken English,
- Excellent knowledge in the use of computers and office software packages (MS Word, Excel, STATA etc.).



IV. DURATION OF THE ASSIGNMENT

The Consultancy shall be for the period 5th October 2022 - 9th December 2022.

V. DELIVERABLES

The Consultant is to produce deliverables as below:

- Feedback on information provided by CPDC by 24th October 2022
- First draft of the indicators, graphs and charts by 7th November 2022.
- Final draft of the indicators, graphs and charts by 21st November 2022.

VI. ADMINISTRATION

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

VII. 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.

VIII. 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 Curriculum Vitae showing evidence of the applicant's history and delivery of similar programmes; and
- A Detailed Financial proposal outlining the costs broken down by days/tasks against proposed outputs should be submitted

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdcs submissions@gmail.com with the subject line: **ECONOMIC RESEARCH CONSULTANT**



All applications must be submitted by 23 September 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 Terms of Reference should apply.