



CARIBBEAN POLICY DEVELOPMENT CENTRE

TERMS OF REFERENCE

CONSULTANT TO RECONCEPTUALIZE AND REVAMP CPDC's NGO ONLINE RESOURCE HUB

1. 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 twenty-nine (29) 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 European Union (EU), 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.

The project covers fourteen CARIFORUM countries, including 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.

Within CARIFORUM, there has been a deficit in the institutional and implementation arrangements that allow for the participation of CARICOM Civil society in the integration process. This has not been because of a lack of declarations as much as it reflects the state of resources and the effective mobilisation of the Civil Society sector. Moreover, the need for



such participation has become more urgent within a COVID-19 environment, increasing the demand for services from the sector from vulnerable populations.

A CPDC 2018 Good Governance Monitor of the relationship between CARIFORUM civil society and policymakers revealed a marginally positive belief by CSOs that policymakers had a minimum level of engagement in many countries. The Monitor confirmed a general lack of formal structures for CSO sector engagement in policy development and recommended that the regional CSOs improve their capacity to engage policymakers. Resources to support CSOs in engaging policymakers were seen as critical to improving the inclusion of CSOs in policy development. It was felt that an improved resource support structure could lead to greater research capacity and improved networking within civil society to collectively lobby for greater inclusion in the policymaking process on behalf of marginalized sectors.

The project 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. As a result, the NGOs/CSOs membership and/or target groups will gain improved capacity to deliver services efficiently and effectively represent themselves and other marginalised social sectors on critical national and regional developmental concerns.

2. PURPOSE AND OBJECTIVE

The Consultant is expected to provide technical assistance to the CPDC aimed at restructuring and revamping the online NGO Resource Hub. The Hub is a repository of information for NGOs, providing capacity building materials to strengthen NGOs operational and institutional capacity to foster greater access to information. The Consultant will be required to develop an interactive user-friendly hub by utilizing a modern design. The page must include new sections taking into consideration user-friendly access to information. Given the lack of access to necessary training materials and templates has been one of the fundamental issues experienced by the sector in their delivery of key development services. The Hub seeks to remedy this access and improve the capacity building initiatives to the sector.

General Objective

- To redesign and revamp the existing Online NGO Resource Hub through the formulation of a capacity building framework for the delivery of educational materials, dissemination of current events, links to other resources, and access to innovative learning opportunities for the NGO sector in the Caribbean.

Specific Objective

- To develop a capacity building framework for the remodel of the hub which encapsulates specific topics and materials, different stages of learning (beginner,



intermediate, advanced) through books, journals, websites, videos, and eLearning platforms.

- To undertake secondary research to identify new materials based on the 20 thematic areas outline in the current hub for the NGO sector which reflect the Caribbean context and the unique needs of the region.
- To manage the upgrade of the features and functionality of the NGO Online Resource Hub for increased interaction and learning outcomes for NGOs.

3. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

Qualification and Experience

Candidates should demonstrate their qualifications and proven experience to have the following qualifications/specialised knowledge/experience required to complete the task:

- A relevant Bachelor's degree in Gender, Political Science, Economics, Social Development, History, Development Studies or a related field with more than 5 years' experience on similar assignments or;
- A relevant post-graduate university degree in Gender, Political Science, Economics, Social Development, History, Development Studies or a related field with at least 3 years of experience.

Other Experience and Knowledge Requirements

- Minimum of 5 years experience progressively responsible professional work experience within the NGO sector,
- Intimate knowledge of the capacity development needs of the Caribbean NGO sector,
- Strong interpersonal skills and ability to perform tasks timely with a high level of accuracy,
- Excellent written and spoken English
- Excellent knowledge in using computers and office software packages (MS Word, Excel, etc.).
- Experience conducting capacity building initiatives and/or managing capacity resource hubs (asset)

4. DURATION OF THE ASSIGNMENT

The consultancy will run for 4 months, from 21st November 2022 – 20th March 2023.

5. DELIVERABLES

The consultant is expected to produce the following deliverables based on the timelines



- An inception report including a detailed breakdown of the approach to the assignment within ten days of contract signing
- To formulate and design a capacity building framework by 16th December 2022,
- Provision of New Capacity Building Materials by 20th January 2023.
- Upgrade of Features and Functionality in partnership with Web-Developer by 20th March 2023.

6. ADMINISTRATION

The Consultant shall report to the CPDC Officer in Charge/Executive Director or their designate.

7. 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.

8. GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A general description of the approach, detailed methodology and work plan for performing the assignment (approximately five pages),
- A one-page outline of each consultant or key experts assigned to this project, outline relevant qualifications and experience.
Full CVs of all consultants participating in the assignment (as an Appendix)
- A detailed proposed budget for this project
- Any important value-added elements your organisation may wish to add to your service provision to enhance your bid evaluation (optional).

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdcsubmissions@gmail.com with the subject line: **Consultant to Reconceptualize And Revamp CPDC's NGO Online Resource Hub.**

All applications must be submitted by **November 23rd, 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.