



CARIBBEAN (NGO) POLICY DEVELOPMENT CENTRE (CPDC)

TERMS OF REFERENCE

CONSULTANCY TO DEVELOP AND FORMULATE ONE RESEARCH PAPER TO INVESTIGATE THE ISSUES OF FOOD SOVEREIGNTY AND FOOD IN CARIFORUM STATES

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 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.

II. PURPOSE AND OBJECTIVES

The Consultant is expected to provide thematic technical assistance to the CPDC to strengthen the knowledge base on food sovereignty and security in the region. In this context, the consultant will be required to conduct an analysis of the regional and international policy interventions to address the issues of food sovereignty and security and develop a food sustainability framework.



General Objective

- To provide a situational analysis which examines food sovereignty and security in CARIFORUM countries, investigating the socio-economic implications for vulnerable populations with the aim of creating a framework for sustainable food systems.

Specific Objectives

1. To assess the state of food sovereignty and security in CARIFORUM countries by analyzing crop production, import and export trends from 2010 – 2020, with special focus on the capacity to meet the needs of vulnerable populations.
2. To identify and analyze regional and international policy interventions implemented by governments and development organisations to address the issues of food sovereignty and security in CARIFORUM countries.
3. To examine CARICOM's Food Production and Import Replacement Programme, evaluating the feasibility of the initiative, proffering solutions and identifying methods for the inclusion of vulnerable populations.
4. To facilitate the inclusion of marginalized social sectors through the development of a food sustainability framework which prioritizes food sovereignty and the achievement of Sustainable Development Goals (1 & 2) for CARIFORUM nations.
5. To facilitate outreach sessions in 4 countries to investigate the needs of small and medium-sized producers in relation to food sovereignty and generate policy solutions to address the region's shortcomings

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 relevant Post-graduate university degree in Economics, Public Policy, Development Studies or a related field with at least seven years of experience

Other Experience and Knowledge Requirements

- Minimum of seven years progressively responsible professional work experience within the, Economic Sector, economic and/or fiscal policy and research, NGO sector or donor institutions, and in project administration
- Proven experience undertaking participatory research processes
- Proven knowledge of Public Policy
- Track record of working in the vulnerable populations, preferably in the Caribbean
- 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, etc.)

IV. DURATION OF THE ASSIGNMENT

The Consultancy shall be for the period 5 December 2022 - 28 February 2023.

V. DELIVERABLES

The Consultant is to produce deliverables as below:

- An inception report including the breakdown of the approach to the assignment within five days of contract signing.
- A draft of the research paper by 23rd January 2023.
- A second draft of the research paper by 14th February 2023.
- A final draft of the research paper by 22nd February 2023.

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 - cpdcsubmissions@gmail.com with the subject line: **CONSULTANCY TO DEVELOP AND FORMULATE ONE RESEARCH PAPER TO INVESTIGATE THE ISSUES OF FOOD SOVEREIGNTY AND SECURITY IN CARIFORUM STATES**

All applications must be submitted by 25 November 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.