



# **CARIBBEAN POLICY DEVELOPMENT CENTRE**

## **TERMS OF REFERENCE**

### **CONSULTANT DEVELOPMENT SPECIALIST**

#### **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 principle representative of Caribbean NGOs working with such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

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 in the past with such organisations as Christian Aid, CARICOM, Commonwealth Foundation, European Union, and Human Resources and Skills Development Canada (HRSDC), to affect change that would be beneficial to vulnerable groups and sectors in the Caribbean. CPDC is also may work with new partners within governmental agencies to accomplish the goals of this project.



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. Some projects which were recently implemented include:

1. The 2-year Inter-American Foundation (IAF) funded project entitled “Strengthening small farmer resilience to natural disasters in the Eastern Caribbean”
2. The 1-year UNDP/SGP funded project entitled “Supporting the development of an enabling policy environment for civil society organisations to contribute more effectively to the 2030 agenda, particularly, the Sustainable Development Goals (SDGs)”
3. The 2-year German Federal Ministry for Economic Cooperation and Development (BMZ) project entitled Multi-actor partnership on climate and disaster risk financing and preparedness in the context of the InsuResilience Global Partnership" (MAPs)

## **PURPOSE AND OBJECTIVE**

Under the direct supervision of the Officer in Charge, the Consultant is expected to provide full time thematic technical assistance to the CPDC in overall coordination, implementation and monitoring of project actions that seek to build Good Governance within the Caribbean civil society community. The Consultant will serve as an external contractor functioning in a capacity to ensure a coordinated approach to the implementation of project activities. The candidate should have significant relevant experience working with NGOs in the region and experience in project administration with considerable knowledge of NGO Good Governance methodologies.

## **METHODOLOGY AND TECHNICAL APPROACH**

The Consultant will be based full time in the secretariat of the Caribbean Policy Development Centre. However, flexibility to work remotely will be permitted as needed and agreed by Senior Management in keeping with the Consultant 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 consultant’s performance.

## **GENERAL NATURE AND SCOPE OF THE POSITION**

The position of Development Specialist on Governance is a key position in the programme department. As a major research and advocacy organisation, it is critical for CPDC to retain highly qualified and dynamic individuals to staff its expanding programme department.

The Development Specialist – Governance position requires its holder to be intimately familiar with social development issues, particularly gender, regional and integration and international



trade. Additionally, the position requires its holder to also have an overall grasp of critical public issues in the region.

The holder must have a strong understanding of the strategic direction of the CPDC and its members who seek to influence the content of the public policy. The position will require the holder to take the lead on developing initiatives and implementing projects which fall within the strategic direction of the organisation.

The Consultant must also have the capacity to lead other project teams and or consultants working in the projects department and have a firm grasp of the techniques required for sound project management. In particular, its holder must be familiar with budget management and project monitoring.

## **DUTIES & RESPONSIBILITIES**

1. To co-create and participate in the design and implementation of project activities of the Centre with reference to the strategic plans of the organisation and its members
2. To participate in project related meetings and perform associated tasks of reporting, monitoring, and implementing of project activities as directed by the Executive Director or designate
3. To work with other assigned staff for the successful execution and monitoring of projects
4. To develop strategic relationships with donor partners and key stakeholders
5. To liaise with assigned representatives of regional organisations in public, private, academic and civil society communities as required
6. To undertake research and develop key policy positions on behalf of CPDC
7. To prepare summaries of documentation and information to support sensitisation of and feedback from regional NGOs in respect of public policy issues
8. To ensure the adequate documentation and reporting of project activities including the preparation of financial reports and other relevant reports
9. To attend meetings as required on the behalf of the CPDC



10. To prepare and monitor project budgets based on required criteria
11. To provide project administrative support as required
12. To liaise with member organisations of the CPDC in the undertaking of projects and activities
13. To provide technical assistance to civil society organisations implementing CPDC programmes and projects
14. To ensure smooth coordination of Good Governance and Capacity Building thematic activities with relevant partners: NGO beneficiaries, professional service providers, third party suppliers and vendors and partners
15. To undertake any other duties and responsibilities as necessary to promote the work of the organisation and enhance its smooth operation

#### **QUALIFICATIONS AND EXPERIENCE**

- (a) A Master's degree in studies related to a development field such as Social Policy, Sociology, Gender, Development Studies, Governance, Economic Development, or another related field
- (b) At least three years direct experience working with Non-Governmental Organisations (NGO) or with a donor engaging NGOs
- (c) A successful track record in project and programme management
- (d) At least three years' experience working in the Development Sector
- (e) Demonstrated competence in preparation of project budgets and reports
- (f) Strong organisational skills and ability to work with limited supervision
- (g) Demonstrated skills in the application of participatory approaches and processes
- (h) Demonstrated ability to write project reports, proposals and/or research studies in a related development field.
- (i) Ability to work effectively as part of a team



- (j) Strong conflict resolution skills
- (k) Excellent written and oral communication skills, in English
- (l) Demonstrated management skills and ability to motivate staff and instil team spirit
- (m) Excellent IT skills, with strong proficiency in Microsoft office.

### **KEY ACTIONS AND DELIVERABLES**

The consultant is expected to undertake and produce the following key actions and deliverables.

- ✓ Formulate, implement and assess evaluation instruments for meetings to be convened
- ✓ Coordinate the preparation of the meeting reports for meetings hosted by CPDC
- ✓ Provide technical assistance in the design and implementation of project plans
- ✓ Facilitate national and/or regional meetings with stakeholders
- ✓ Provide mentoring and technical assistance services to NGOs to enhance their operational capacity
- ✓ Contribute to the work of the technical project team
- ✓ Submission of monthly timesheets
- ✓ Coordinate CPDC regional project implementation plan
- ✓ Other deliverables as required during the Project implementation.

### **MANAGEMENT**

The Consultant will be directly supervised by the Officer in Charge or a designate.

### **COORDINATION**

The Consultant will be required to work at the Caribbean Policy Development Centre where a workstation will be made available. Flexibility to work remotely is possible in agreement with the direct supervisor.

### **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 from 1<sup>st</sup> of March 2023 to 29<sup>th</sup> of February, 2024. Renewals will be based on a performance appraisal of the consultant's work.

## **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

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - **cpdc@caribsurf.com** - **with the subject line: CONSULTANT DEVELOPMENT SPECIALIST**

All applications must be submitted by 13th February, 2023 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.**