



Annex 1

Caribbean Policy Development Centre

Terms of Reference

CONSULTANT PROJECTS OFFICER

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 organization 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.

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CPDC has successfully implemented a number of region wide projects during the past 26 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 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)
3. The 3 year European funded project entitled Enhancing CARIFORUM’s Civil Society Capacity to Participate in National and Regional Development Programming and Policymaking
4. The 2 year European Funded projected entitled Strengthening Civil Society’s Capacity to alleviate the impact of COVID-19 on vulnerable communities in Barbados and the Eastern Caribbean.

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 the capacity of Caribbean civil society. 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 institutional capacity building methodologies. The candidate should be able to acquire additional technical skills in juvenile justice.

ACTIVITIES AND TASKS

The consultant is expected to:

General

1. Ensure smooth coordination of the capacity building thematic activities of the Project with relevant partners: NGO beneficiaries, professional service providers, third party suppliers and vendors and others through:
 - Supporting the Officer in Charge with the implementation of project activities under the assigned thematic area.
 - Preparing project related plans and schedules in support of project implementation
 - Assisting with the monitoring of project actions under this thematic area of focus



- Travelling as required to supervise project actions are implemented within organisational standards
- Facilitating communication between stakeholders;
- Corresponding with relevant partners;
- Providing general technical assistance and coordination services as required on CPDC's capacity building initiatives

Specific

1. Support implementation of Project activities, in particular in relation to:
 - Preparation of project schedules and plans;
 - Organization of regional donors committee meetings;
 - Organisation of regional leadership training seminars;
 - Organisation of regional NGO management courses;
 - Implementation of a capacity assessment initiative for selected NGOs;
 - Implement aspects of a projects communication strategy;
 - Provision of technical assistance and coordination services to CPDC's capacity building projects;
2. In the process of activities implementation the Consultant is expected to:
 - Provide technical and project administrative assistance to the CPDC;
 - Provide technical and project administrative assistance to national and international experts working on specific segments of the Project;
 - Work with other staff members on the administrative organization of seminars, conferences and workshops;
 - Participate in drafting CPDC reports for the Capacity Building related projects;
3. Monitoring of the project implementation and results:
 - Gathering data related to the project implementation;
 - Reviewing documentation related to the Project;
 - Gathering statistics, reviews and related information from the relevant stakeholders.

QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE

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



Qualification

- University degree in Project Management, Development Studies, NGO Management or a related field

Experience and Knowledge

- Minimum of three years progressively responsible professional work experience within the NGO Community or donor institutions, and in project administration
- Proven knowledge of NGO Community and its capacity building issues
- Strong interpersonal skills and ability to perform tasks timely with high level of accuracy
- Commitment to continuous learning and professional development
- Excellent written and spoken English
- Spoken and written Spanish would be an asset
- Excellent knowledge in the use of computers and office software packages (MS Word, Excel, etc.);
- Previous experience in grant making, reviewing or providing capacity development support would be an asset.

KEY DELIVERABLES AND TIMEFRAME

The Consultant is expected to produce the following key deliverables:

- Monthly and Final Consultancy Reports.
- Monthly Timesheets
- Other deliverables as explained above required during Project implementation.
- Project coordination services

MANAGEMENT

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

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 on 1st March 2023 to 29th 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 PROJECTS OFFICER**

All applications must be submitted by 17th 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.