



CARIBBEAN (NGO) POLICY DEVELOPMENT CENTRE (CPDC)

TERMS OF REFERENCE

CONSULTANCY TO FACILITATE GRANT FUNDING PROPOSAL WRITING WORKSHOP

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 thirty-five (35) 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.

In partnership with the European Union, the Caribbean Policy Development Centre is undertaking a joint 2-year grant partnership from March 2021 – June 2023. The project covers seven CARICOM countries: Antigua and Barbuda, Barbados, Dominica, Grenada, Saint Lucia, Saint Kitts and Nevis, Saint Vincent, and Grenadines. The project will build the Non-Governmental Sector's capacity in the Caribbean by implementing a number of specific actions. These actions focus on strengthening NGOs' capacity to provide key development solutions to vulnerable groups affected by the COVID-19 pandemic. In addition, these actions include activities that promote NGO's institutional and organisational capabilities through a number of core thematic areas:- addressing the legislative environment through advocacy programming, promoting greater transparency within the sector, project management skills development, enhanced regional policy dialogue and improving access to small grants to name a few.

The project European Union/CPDC partnership comes against a background of “the multidimensional impact of the COVID-19 pandemic on marginalised social sectors, requiring



development support, critical CSO interventions to achieve sustainable development. However, the meaningful participation of CARICOM civil society has been stymied by two main factors; the lack of capacity to effectively engage in the COVID-19 policy process and the lack of an institutionalised mechanism to facilitate dialogue between civil society and CARICOM governments. This action is therefore intended to implement activities to address these challenges.

II. PURPOSE AND OBJECTIVE

The Consultant is expected to provide technical assistance to the CPDC to build the capacity of NGOs in Dominica to effectively develop their resource mobilisation skills through a proposal writing workshop. In this context, the consultant will be required to develop a three-day training outline to enhance the skills and capacity of NGOs in proposal development. The consultant will serve as an external contractor functioning in the capacity of facilitator at a national three-day capacity building workshop.

General Objective

- To facilitate a three-day national capacity building workshop in Dominica on grant funding proposal writing to enhance the institutional capacity of NGOs to mobilise resources effectively and efficiently and improve projects available for beneficiaries.

Specific Objectives

- To enhance the resource mobilization capacity of civil society by training local NGOs to understand various concepts and principles of proposal writing for NGOs in partnership with CPDC: Key areas to be covered include
 - Formulating an Executive Summary
 - Developing an Organisational Background
 - Creating Clear and Succinct Project Objectives and Outcomes
 - Developing a Project Matrix Table
 - Project Rationale Framing
 - Project Schedule preparation
 - Effective Project Budgeting
- To generate and disseminate an evaluation tool to assess the capacity of NGOs pre and post workshop, presenting the results in a workshop report inclusive of recommendations for future sessions.



III. PROFILE / CONSULTANCY REQUIREMENTS

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 Project Management, Social Development, Political Science, Development Studies or a related field.

Other Experience and Knowledge Requirements

- At least 5 years of proven experience in the formulation, delivery and certification of proposal writing training programmes.
- Demonstrated track record in coordinating educational training programmes and delivering training to positively impact organisations' institutional capacity.
- Demonstrated delivery of national, regional and/or international training programmes.
- History of relevant work in or on the Caribbean region.
- Strong interpersonal skills and ability to perform tasks timely with a high level of accuracy.
- Excellent written and spoken English,

IV. DURATION OF THE ASSIGNMENT

The Consultancy shall be for the period 17th April 2023 – 22nd May 2023.

V. DELIVERABLES

The Consultant is to produce the deliverables as below:

- A training and implementation plan for the delivery of workshop.
- A draft of the agenda, slideshow presentation, and evaluation instrument by the 24th April 2023.
- The final agenda, slideshow presentation and evaluation instrument by the 30th April 2023.
- Completed facilitation of the three-day workshop with the proposed date of 3rd – 5th May 2023.
- Submission of the workshop report within seven days of the workshop.



If the individual is not based in Dominica, travel to Dominica will be required.

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

Interest persons are requested to submit the following:

- A cover letter to the attention of the Officer in Charge, Caribbean Policy Development Centre.
- A technical proposal, CV/s and profiles of consultant or team members supporting the implementation of the workshop.
- Submission should include samples of relevant/similar work.
- 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 Facilitate a Grant Funding Proposal Writing Workshop.**

All applications must be submitted by 14th April, 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 the Terms of Reference should apply.