CARIBBEAN POLICY DEVELOPMENT CENTRE

TERMS OF REFERENCE

CONSULTANCY TO FACILITATE AN NGO FINANCIAL MANAGEMENT WORKSHOP IN ST. VINCENT AND THE GRENADINES

I. 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-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, 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 principal representative of Caribbean NGOs working with CARICOM/CARIFORUM, Commonwealth Foundation, and UN System Agencies.

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. 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 CARIFORUM 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 CARIFORUM governments. This action is therefore intended to implement activities to address these challenges.

II. Purpose and Objective

The main goal of the meeting is to strengthen the capacity of NGO leaders to contribute to the long-term sustainability of civil society organizations and respond to negative impacts of COVID-19. CPDC as the regional NGO representative organization is seeking to procure the services of a qualified candidate to assist in building the capacity of NGO personnel in the region. The Consultant will serve as an external contractor functioning in the capacity of facilitator for the National Capacity Building Workshop (NCBW). More specifically, the required services will provide capacity training through the formulation, delivery, and certification of an NGO Financial Management Workshop.

General Objective

- To improve the financial reporting capacity of the NGO sector in St. Vincent and the Grenadines to deliver impactful, results-based projects and effective representation of their vulnerable beneficiaries.

Specific Objectives

- To deliver a three-day National Capacity Building Workshop (NCBW) on financial management for NGOs in St. Vincent and the Grenadines.

- To document the major outcomes of the three-day NCBW through the provision of a workshop/evaluation report detailing the feedback from NGO representatives.

- To formulate relevant training materials on financial management for organisations. This should include:
  - Basic Financial Management
  - Preparation of Financial Statements
  - Basic Budget Preparation
  - NGO Financial Reporting

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 Accounting, Auditing or the equivalent or a related field with at least seven years of experience in Financial Management.

Other Experience and Knowledge Requirements

• Minimum of seven years progressively delivering financial management training or work in related field.
• Proven experience working in the Development sector through donor organisations or NGOs.
• Demonstrated experience working with NGOs or delivering training that can positively impact on their institutional capacity at the national and/or regional level.
• 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.

IV. DURATION OF THE ASSIGNMENT

The consultancy will run from 14th July – 31st August 2023.

V. DELIVERABLES

The consultant is expected to produce a slideshow presentation and policy brief based on the below timelines:

• Development of Training Materials for online dissemination by 21st July 2023
• Delivery of Capacity Building Work from 25th – 27th July 2023
• Post Workshop Report by 14th August 2023

V. ADMINISTRATION

The Consultant shall report to the CPDC Officer in Charge or his designate.

VI. 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.

VII. GUIDELINES FOR APPLICATIONS
Interested persons are requested to submit the following in an expression of interest:

- 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 with relevant examples of work; 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 subject line: Consultancy to Coordinate and Facilitate a Professional NGO Financial Management Workshop

All applications must be submitted by 5:00pm (UTC/GMT -4) on July 7th 2023.

CPDC will only respond to the successful applicant(s). Only persons meeting the criteria as outlined in Terms of Reference should apply.