



## **CARIBBEAN POLICY DEVELOPMENT CENTRE**

### **TERMS OF REFERENCE**

#### **CONSULTANCY TO FACILITATE A THREE-DAY PROFESSIONAL NGO LEADERSHIP AND STRATEGIC PLANNING WORKSHOP IN SAINT LUCIA**

##### **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 – November 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 Saint Lucia to effectively manage and provide a clear vision for the organisation's achievements of short- and long-term goals. The overarching goal of the meeting is to strengthen the capacity of NGO leaders to contribute to the long-term sustainability of civil society organisations in Saint Lucia. CPDC as the regional NGO representative organisation is seeking to procure the services of a qualified candidate to assist in building the capacity of NGO leaders in the region. More specifically, the required services will provide capacity training through the formulation, delivery and certification of an NGO Leadership Training Workshop.

### **General Objective**

1. To improve the institutional leadership capacity of the NGO sector in Saint Lucia to deliver impactful, results-based projects and effective representation on behalf of their constituents via capacity building in the area of leadership and strategic planning.

### **Specific Objectives**

1. To formulate and develop a training strategy for a three-day leadership workshop for NGO Leaders in partnership with CPDC which focuses on:
  - Understanding Strategic Leadership for NGOs
  - Developing the Leadership and Management Structure
  - Promoting the use of NGO Self Sustaining Models
2. 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.
3. To formulate training materials from the abovementioned training curriculum for online publishing by CPDC.



### **III. PROFILE / CONSULTANCY REQUIREMENTS**

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

#### *Qualification and Experience*

A relevant Post-Graduate university degree in Project Management, Social Development, Political Science, Management Studies, 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. DELIVERABLES**

The Consultant is expected to facilitate a three-day capacity building workshop based on the below timelines:

- Development of Training Materials for online dissemination by 16<sup>th</sup> October 2023
- Delivery of Capacity Building Workshop from 31<sup>st</sup> October – 2<sup>nd</sup> November 2023
- Post Workshop Report on Activities by 16<sup>th</sup> November 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:

- A cover letter to the attention of the Officer-in-Charge, Caribbean Policy Development Centre,
- Proof of incorporation of legal registration (for organisations applying),
- A detailed copy of the consultant's/team's Curriculum Vitae(s); detailing delivery of similar programmes, and
- A technical and financial proposal outlining the approach and cost for undertaking of the assignment. The financial should provide details of the costs broken down by days/tasks against proposed outputs.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - [cpdcsubmissions@gmail.com](mailto:cpdcsubmissions@gmail.com) with subject line: **Consultancy to Facilitate A Three-Day Professional NGO Leadership And Strategic Planning Workshop In Saint Lucia**

All applications must be submitted by **5:00pm (UTC/GMT -4) on Monday 30<sup>th</sup> September 2023.**

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