



CARIBBEAN POLICY DEVELOPMENT CENTRE

Project Associate (Part-time)

Request for Applications for a Project Associate (Part-time)

Call for Applications

Description: Consultant to fulfill the role of a Project Associate (Part-time)

Location: Local

Nature of the Consultancy: The Consultancy will be undertaken by an individual.

BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit organisation headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations located across CARICOM. Our main modalities are research, advocacy, publications, public education, and institutional strengthening.

The CPDC is committed to engaging the services of a consultant who will assist with the organisation's programme/ project implementation. The Consultant will support the Centre's programme staff with substantive organisational, logistical and research related tasks.

The Terms of Reference are attached in Annex 1.

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 copy of the applicant(s) Curriculum Vitae
- A checklist indicating that the qualification and skills required have been fulfilled

Submissions are to be sent to the Caribbean Policy Development Center via electronic mail – cpdesubmissions@gmail.com with the subject line Project Associate (Part-time).

All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on **31st December 2023**.

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



Annex 1

Caribbean Policy Development Centre

Terms of Reference

Project Associate (Part-time)

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 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 people 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 such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

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. This consultancy is being implemented as one component of such a regional project which is being undertaken in partnership with a global network of organisations.

Funded by the German Ministry for Economic Cooperation and Development (BMZ), and coordinated by CARE International, CPDC is implementing the Caribbean component of a project titled “Multi-Actor-Partnership for pro-poor & gender equitable climate risk financing in context of the InsuResilience Global Partnership’s (IGP) 2025 vision.” Other key partners



are Germanwatch and the Munich Climate Insurance Initiative (MCII). In addition to the global level networking goal of the project which contributes to the IGP, the core of the project is implementing and scaling up effective and evidence-based poverty-focused gender-responsive and human rights-based Climate And Disaster Risk Finance And Insurance (CDRFI) approaches have improved significantly on the basis of strengthened structures, coordination, networking and technical capacities of MAP cooperation partners. This will be facilitated through national-level engagement, capacity development and the establishment of multi-actor partnerships on climate and disaster risk finance and insurance. Project countries are Bangladesh, Sri Lanka, Malawi, Madagascar, Senegal, Philippines, and the Caribbean (Antigua and Barbuda, Barbados, Dominica, Grenada and Jamaica).

The overall objective of the project is to ensure the integration of pro-poor and gender equitable and human rights based CDRFI approaches for the benefit of vulnerable population groups in selected developing countries. It is believed that this can be achieved by the effective, poverty-oriented, and human rights-based implementation of measures to finance resilience-building to climate and disaster risks.

The overall goal of the multi-country project is to ensure the integration of key aspects of pro-poor, gender equitable and human rights-based CDRFI approaches for the benefit of particularly vulnerable population groups. Further to this, the incorporation of these methodologies in the climate and disaster risk finance and insurance (CDRFI) MAPs, and the redesign of CDRFI mechanisms in the project countries/regions and in the context of the InsuResilience Global Partnership, with global, regional and national levels mutually influencing and informing each other.

The direct target groups include:

- (a) civil society actors in the priority countries and at international level (regional, global);
- (b) relevant actors as potential partners in multi-actor partnerships involved in the design and implementation of climate and disaster risk financing measures under the IGP, at national, regional and global levels (including governments, implementing agencies, private sector, universities).

The indirect target group is the wider local population, which should benefit from local mechanisms for climate and disaster risk financing, especially in the vulnerable developing countries in which the project focuses.



PURPOSE AND OBJECTIVE

The CPDC is committed to engaging the services of a consultant who will assist with the organisation's programme/ project implementation. The Consultant will support the Centre's programme staff with substantive organisational, logistical and research related tasks.

General Objective

- To provide project support services to CPDC's project team for the successful implementation of projects.

Specific Objectives

1. To provide administrative services to CPDC's project team to achieve its regional programme deliverables and project goals.
2. To provide technical support services to CPDC inclusive of conducting primary and secondary research, report preparation, review of commissioned research, draft Terms of Reference among other technical support services.
3. To provide programme planning and monitoring support services to the designated team leader in the development and implementation of project activities.

KNOWLEDGE AND EXPERTISE

The Project Associate must be fully aware of the organisation's mission, priority programme areas, operational structure, and standards of conduct.

DUTIES AND RESPONSIBILITIES

The Project Associate will provide project and research support to the CPDC's Executive Director or designate geared at assisting in the execution of CPDC's ongoing projects.

Assignments will include:

Support Services Required

1. Providing technical, administrative and logistical support for CPDC's project activities across the region.
2. Assisting the research process for CPDC studies, policy papers and technical studies
3. Assisting the coordination of CPDC meetings.
4. Undertaking background research to support the development and execution of various CPDC projects as required.
5. Assisting with CPDC's financial management and narrative reporting responsibilities for projects.
6. Representing CPDC at national, regional and international meetings as required.
7. Other related duties as required.



PROFILE/ CONSULTANCY REQUIREMENTS

A. Academic Qualification

- An undergraduate qualification in Development Studies, Climate Change, Sociology, Economics, or a related field

B. Experience

- Minimum of 2 years progressively responsible professional work experience
- History of relevant work in the Caribbean region
- Knowledge of CPDC and its past work is an advantage.

C. Skills and Competencies

- High level written and oral communications skills in English
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity
- Demonstrate excellent interpersonal and professional skills in interacting with multi-stakeholder development partners

DURATION OF THE ASSIGNMENT

The consultancy will run part time for the period 19th January 2024 to 31st December 2024.

DELIVERABLES

The Consultant is to produce deliverables as below:

- Submission of month invoices
- Formulate project updates at the end of every month
- Monthly workplans outlining the work strategy and timelines
- Other deliverables as required during the Project implementation.

ADMINISTRATION

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