



CARIBBEAN POLICY DEVELOPMENT CENTRE

CONSULTANCY TO DEVELOP AND FORMULATE ONE RESEARCH PAPER AND POLICY BRIEF TO INVESTIGATE THE ISSUES OF THE IMPLEMENTATION OF FINANCIAL ACTION TASK FORCE RULE 8 IN CARIFORUM STATES

Request for Applications for Consultancy to Develop and Formulate One Research Paper And Policy Brief to Investigate the Issues of the Implementation of Financial Action Task Force Rule 8 in CARIFORUM States

Call for Applications

Description: Consultant to review develop one research paper and policy brief of FATF Rule 8 implementation

Location: Regional

Nature of the Consultancy: The Consultancy may be undertaken by an individual, a group of consultants or corporate candidate

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.

To continue the efficient fulfilment of its mandate and promote best practices, the CPDC wishes to engage the services of a qualified Accountant who will be charged with reviewing and upgrading the financial management systems within CPDC and making recommendations/changes for enhanced financial reporting and process management.

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
- A proposal including the approach for undertaking the research and development of the paper and brief
- A proposal detailing the financial breakdown for undertaking the consultancy

Submissions are to be sent to the Caribbean Policy Development Center via electronic mail – cpdcsubmissions@gmail.com with the subject line Consultancy to Develop and Formulate One Research Paper and Policy Brief to Investigate the Issues of the Implementation of Financial Action Task Force Rule 8 In CARIFORUM States.

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 I

Caribbean (NGO) Policy Development Centre

Terms of Reference

CONSULTANCY TO DEVELOP AND FORMULATE ONE RESEARCH PAPER AND POLICY BRIEF TO INVESTIGATE THE ISSUES OF THE IMPLEMENTATION OF FINANCIAL ACTION TASK FORCE RULE 8 IN CARIFORUM STATES

1. 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 relations 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. 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 3-year grant partnership from March 2021 – June 2024. 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.

PURPOSE AND OBJECTIVES

CPDC desires to undertake a contractual agreement with a consultant to thematic technical assistance to the CPDC to strengthen the knowledge base on the Financial Action Task Force (FATF) Rule 8. In this context, the consultant will be required to generate a framework to address the issue of the FATF Rule 8 implementation in CARIFORUM nations. This will be achieved through the analysis of regional and international implementation and the impact of FATF required reporting on NGOs and CSOs within CARIFORUM States.

General Objectives

- To develop a research paper on FATF Rule 8 assessing the impact of the implementation of Rule 8 on NGOs and CSOs within CARIFORUM States, with the aim of creating a framework for the FATF Rule 8 implementation.



Specific Objectives

- To provide a situational analysis which examines the current implementation of Rule 8 within CARIFORUM States.
- To identify and analyse from a CSO perspective the challenges surrounding the implementation of Rule 8 within CARIFORUM States.
- To develop a policy framework which can be shared regionally to generate action towards a fair and equitable application of Rule 8.

2. DURATION OF THE ASSIGNMENT

The Consultancy is estimated to take approximately six (6) months from 1st February 2024 to 31st July 2024.

3. PROFILE, QUALIFICATION AND SKILLS

The Consultant is expected to have the following qualifications/specialised knowledge/experience required to complete the tasks:

Qualification and Experience

- A relevant Post-graduate university degree in Political Science, Law, NGO Management or a related field with at least seven years of experience

Other Experience and Knowledge Requirements

- Minimum of seven years progressively responsible professional work experience within the Development Sector, economic and/or fiscal policy and research, NGO sector or donor institutions, and in project administration.
- Sound knowledge and understanding of the financial reporting requirements within the Development and NGO sector within CARIFORUM States.
- Demonstrated competence in preparing and analysing complex documents.
- Excellent written and spoken English and knowledge in the use of computers and office software packages (MS Word, Excel, etc.).



- Excellent research, report writing, presentation and analytical skills; and
- Previous experience with FATF Rule 8 reporting or NGO regulations would be an asset.

4. DELIVERABLES

The Consultant is expected to produce the deliverables as below:

- A work plan including a schedule of actions to be undertaken.
- A draft of the research paper by 15th March 2024.
- A second draft of the research paper by 10th May 2024.
- A final draft of the research paper by 12th July 2024.
- A draft of the policy brief by 10th May 2024.
- A final draft of the research paper by 12th July 2024.

5. CONFIDENTIALITY AND OWNERSHIP OF FINAL OUTPUT

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 any form without written permission from the CPDC. The Consultant has no legal claim on any reports or products resulting from this assignment for which payment has been duly made.

6. ADMINISTRATION

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

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