



CONSULTANCY TO Upgrade and Update CPDC's Data Management System

Request for Applications for Consultant to Upgrade and Update CPDC'S Data Management System

Call for Applications

Description: Upgrade and Update Data Management System

Location: Barbados

Nature of the Consultancy: The Consultancy may be undertaken by an individual candidate

BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit organization 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 wishes to engage the services of a Data Management team member who will be charged with providing data management to the work of the organization, as we execute our mandate.

The Terms of Reference is attached at 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

Submissions are to be sent to the Caribbean Policy Development Center via electronic mail – cpdcsubmissions@gmail.com or cpdc@caribsurf.com with subject line: Consultant to Upgrade and Update CPDC's Data Management System

All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on **29th February 2024**



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

TERMS OF REFERENCE

Consultant to Upgrade and Update CPDC's Data Management System

1. 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 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 such organisations as Christian Aid, CARICOM, Commonwealth Foundation, OXFAM GB, and Human Resources and Skills Development Canada (HRSDC), to affect change that would be beneficial to vulnerable groups and sectors in the Caribbean. CPDC is willing to work with new partners within governmental agencies to accomplish the goals of this project.

CPDC has successfully implemented a number of region wide projects over the past thirty years, working with member organisations and networking partners within the civil society sector as well as departments of government. Projects currently implementing by CPDC include:

1. The 2-year Inter-American Foundation (IAF) funded project entitled "Strengthening small farmer resilience to natural disasters in the Eastern Caribbean"
2. The 2-year German Federal Ministry for Economic Cooperation and Development (BMZ) project entitled "multi-actor partnership on climate and disaster risk financing and preparedness in the context of the InsuResilience Global Partnership" (MAPs)



3. The 2-year Open Society Foundations funded project entitled “Confronting the Debt Challenge within the Caribbean, Charting a Sustainable Path for Caribbean Development”
4. The 29 months European Union funded project “Strengthening Civil Society’s Capacity to alleviate the impact of COVID-19 on vulnerable communities in Barbados and the Eastern Caribbean.”
5. The 26 months European Union funded project “Enhancing CARIFORUM’s Civil Society Capacity to Participate in National and Regional Development Programming and Policymaking.”

2. PURPOSE AND OBJECTIVE

The CPDC is committed to engaging the services of a Consultant who will be charged with assisting in the administration of E-filing and filing of physical documents – Finance, Contracts, and Procurement.

Under the direct supervision of the Officer-In-Charge, The Consultant will support CPDC in streamlining its filing system. As such, the Consultant will provide data management services to CPDC to establish a CPDC data management system populated with the information and files needed for effective management within the Centre. The Consultant will serve as an external contractor to the organisation.

3. GENERAL OBJECTIVE

To improve CPDC’s data management systems to strengthen information management by upgrading existing ad hoc systems for storing and retrieving information and files.

4. DUTIES AND RESPONSIBILITIES

- To review and update CPDC’s filing systems framework to streamline the storage of files and information within the organisation.
- To review and input files (to completion) from the years 2021 to the present, into the approved updated filing system framework for the following areas of CPDC’s work:
 - Accounting and Financial Reporting Files (invoices, receipts, etc.)
 - Procurement Files (Reviewing and inputting missing information)
 - Human Resource and Contracting Files (Reviewing and inserting missing information)



5. EDUCATION AND EXPERIENCE

Education:

- Bachelor's Degree in Management, Finance or a related social science field.
- Administrative Professional Secretary and Corporate Secretary designation (optional)

Experience:

- At least 5 years of relevant administrative and financial experience is required at the national, regional or international level;
- Sound experience in the use of computers and office software packages (MS Word, Excel, etc.);

6. PRESENTATION OF WORK

The Consultant will transmit all reports and documentation according to agreed and established protocols of the organisation.

7. DURATION OF THE ASSIGNMENT

The assignment will be for a period from 15th March 2024 to 14th June 2024.

8. ADMINISTRATION

The Consultant is ultimately accountable to the CPDC Officer in Charge/Executive Director or his designate.

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