



## **Consultancy to Conduct an Evaluation Assessment of CPDC EU Funded Project**

**Request for Full Proposals for Consultancy to Conduct an Evaluation Assessment of CPDC EU Funded Project.**

**Description: Conduct a Project Evaluation Assessment**

**Location: Regional**

**Nature of the Consultancy:** The Consultancy may be undertaken by an individual candidate, group of candidates or a corporate body.

### **BACKGROUND**

The Caribbean Policy Development Centre (CPDC) is a legally registered non-profit organisation headquartered in Barbados which was 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 Monitoring and Evaluation Specialist who will be charged with evaluating the implementation of the European Union (EU) funded project. The Terms of Reference are attached in Annex 1.

### **GUIDELINES FOR APPLICATIONS**

Interested persons are requested to submit a full proposal for the development of the Evaluation Assessment, the submission should contain the following:

- A general description of the approach, detailed methodology and work plan for performing the assignment (approximately five pages).
- A one-page outline of each Consultant or key expert assigned to the project, outlining relevant qualifications and experience.
- Full Curriculum Vitae of each Consultant participating in the assignment (as an Appendix).
- A detailed proposed budget for the project.
- Any essential value-added elements which can be provided to enhance the bid evaluation (optional).

Submissions should be sent to the Caribbean Policy Development Centre via electronic mail [cpdcs submissions@gmail.com](mailto:cpdcs submissions@gmail.com) with the subject line: **Consultancy to Conduct an Evaluation Assessment of CPDC EU Funded Project.**

All applications must be submitted by **June 14, 2024 by 5:00 p.m. (UTC/GMT-4)**.

**Due to the volume of applications CPDC will only respond to the successful applicant(s), based on the criteria outlined in the Terms of Reference.**



**Caribbean Policy Development Centre**

**Terms of Reference  
Consultancy to Conduct an Evaluation Assessment  
of CPDC EU Funded Project**

**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 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.

In partnership with the European Union, the Caribbean Policy Development Centre undertook a joint 2-year grant partnership entitled “Strengthening Civil Society Capacity to alleviate the impact of COVID-19 on Vulnerable Communities in Barbados and the Eastern Caribbean”, also known as the SCSC Project. The project is a two-year project from March 2021 to June 2023 and covers seven (7) CARICOM countries: Antigua and Barbuda, Barbados, Commonwealth of Dominica, Grenada, Saint Lucia, Saint Kitts and Nevis, and Saint Vincent and Grenadines. The project aims to build capacity of the Non-Governmental Sector in the Caribbean, by implementing a number of targeted initiatives. 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; development of project management skills; enhanced regional policy dialogue; and improving access to small grants, to name a few.

The European Union/CPDC project 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 policy initiative is therefore intended to implement activities to address the challenges highlighted.

## **II. PURPOSE AND OBJECTIVES**

The Caribbean Policy Development Centre is desirous of undertaking an independent evaluation of the two-year project entitled “Strengthening Civil Society Capacity to alleviate the impact of COVID-19 on vulnerable communities in Barbados and the Eastern Caribbean”, also known as the SCSC Project. The evaluator will provide a systematic and objective assessment of the programme and interventions instituted to achieve the project outcomes. The Consultant(s) will review the initial project schedule with project outputs, outcomes, and impacts to determine the extent to which the project has delivered the intended goals. **Further information on the project is available in Annex 2.**

### **General Objective**

- To assess the SCSC project's impact in relation to its Overall Objectives, Specific Objectives, Expected Results and Activities.

### **Specific Objectives**

- To conduct research on the project engaging project team members, stakeholders and beneficiaries over an eight (8) week period, utilising primary and secondary research methods.
- To produce one (1) detailed Evaluation Report. The report should include:
  - A determination on the effectiveness and impact of the project in meeting its Overall Objectives, Specific Objectives, Expected Results and Activities.
  - A determination of the project’s benefits from an organisational and beneficiary stakeholder perspective.
  - Explain the challenges experienced during project implementation and also the key lessons learnt during the project implementation period.
  - A summary analysis of the level and quality of visibility of the project.
  - Key recommendations to improve future project implementation and delivery.

### III. PROFILE/CONSULTANCY REQUIREMENTS

The Consultant(s) is/are expected to possess the following qualifications/specialised knowledge and experience to complete the task:

#### *Qualifications and Experience*

- A postgraduate degree in Project Monitoring and Evaluation, Development Studies or related postgraduate degree in social science from an accredited institution.
- At least seven (7) years of proven experience having undertaken similar assignments in the social science or development field.
- Demonstrated experience working within the NGO sector or with an international development agency on matters promoting good governance and capacity building.
- Demonstrated experience in project evaluation design and the production of summary Monitoring and Evaluation reports.

#### *Other Experience and Knowledge Requirements*

- Proven track record utilising a range of research methodologies.
- Proven skills in stakeholder engagement.
- Evidence of having conducted similar assignments on Monitoring and Evaluation in the past five (5) years.
- Proven professional expertise to deliver high quality reports.
- Excellent communication skills in the English language including writing, listening and speaking skills.
- Excellent computer skills with the ability to use Microsoft Office software (MS Word, Excel etc.).

### IV. DURATION OF ASSIGNMENT

The consultancy will run from July 1, 2024, to August 31, 2024.

### V. DELIVERABLES

The Consultant(s) is/are expected to produce an evaluation assessment based on the below timelines:

- An Inception Report within seven (7) days of contract signing, including the breakdown of the approach to the assignment.
- A Draft Report within six (6) weeks from the commencement of the assignment, detailing findings of the achievement of outputs, outcomes and impacts against the baseline indicators.
- A Final Report detailing the assessment findings inclusive of lessons learnt and recommendations for future projects by **August 23, 2024**.

### VI. ADMINISTRATION

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

## **VII. 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.



### **STRENGTHENING CIVIL SOCIETY'S CAPACITY TO ALLEVIATE THE IMPACT OF COVID-19 ON VULNERABLE COMMUNITIES IN BARBADOS AND THE EASTERN CARIBBEAN**

#### **PROJECT BRIEF**

This project **Strengthening Civil Society's Capacity to Alleviate the Impact of COVID-19 on Vulnerable Communities in Barbados and the Eastern Caribbean**, aims to improve the well-being and livelihoods of vulnerable groups in the Caribbean which were adversely impacted by the COVID-19 pandemic, through strengthening the ability of the NGO sector to adequately respond to the increased needs of marginalised social sectors. The European Union funded the project for two (2) years, 2021-2023.

The European Union/CPDC partnership comes against a background of the multidimensional impact of the COVID-19 pandemic on marginalised social sectors, requiring development support and critical CSO interventions to achieve sustainable development. The CPDC COVID-19 Impact Summary Report<sup>1</sup> revealed that many Caribbean states sought to limit the spread of COVID-19 by utilising national lockdown policies that did not fully include or consider the impact on vulnerable groups. Ninety-seven percent (97%) of NGOs surveyed reported that they were concerned about the impact of the pandemic on their beneficiaries, whose three (3) priority needs were financial assistance, health care and food security. Other challenges the beneficiaries face include difficulty in transitioning to the 'new normal'; uncertainty about future financing; increase in physical health concerns; increase in abusive behaviours; limited-to-lack of access to online education; poor access to government support; limited ownership of required ICTs; and inadequate internet service. CPDC COVID-19 Impact Summary reports<sup>2</sup> suggest a necessity for inclusive approaches in state policy and programme responses to the pandemic, where civil society is genuinely consulted to ensure that adequate consideration is given to the needs of socially and economically vulnerable groups in the Caribbean society. CPDC proposes this NGO project in the context of significant social and economic dislocation experienced by citizens of the CARICOM region due to the pandemic. The impact of this dislocation has been an increasing demand for NGO services, at a time where access to funding and human resources has seen notable reductions.

Apart from the health risks to NGO personnel, the organisations face the loss of funding to support vulnerable beneficiaries; minimal inclusion in policy responses and programmes; and a shrinking enabling environment, constraining responsiveness to beneficiary needs. Thus, despite the willingness to redouble their efforts to meet beneficiary needs, NGOs could not adequately respond to service demands. This institutional strengthening project would improve

---

<sup>1</sup> CPDC COVID-19 Impact Summary Report June 2020, <https://cpdcngo.org/download/covid-19-impact-summary-report/>

<sup>2</sup> CPDC COVID-19 Impact Summary Report June and October 2020

the NGOs' ability to access planning information, provide small grants for delivering services to beneficiaries, strengthen NGO operations and build a collective platform to advocate for greater attention to the needs of vulnerable groups.

### **The Key Components of the project are:**

#### Two Sub-Regional Assessments

The research seeks to provide a comprehensive analysis of the key COVID-19 related issues within vulnerable groups, along with the NGOs that serve the sector. This will be done via an NGO Institutional Assessment with a minimum of thirty-five (35) NGOs in Barbados and the Eastern Caribbean, and an NGO Beneficiary Assessment with a minimum of seventy-five (75) vulnerable persons that NGOs serve. This would strengthen strategic planning and policy response by NGOs to enhance service delivery.

#### Vulnerable Groups: Subgrants and Training Initiatives

CPDC will provide ten (10) subgrants to NGOs to enhance capacity to deliver development services or representation to vulnerable groups. Additionally, seven (7) skills/employment training programmes will assist vulnerable groups in fostering economic empowerment. This should lead to an improved quality of life and livelihoods within vulnerable groups, through access to targeted socio-economic development interventions.

#### Institutional and Technical Capacity Building of NGOs

CPDC will offer training in various technical skills via workshops and an online course to improve service delivery to vulnerable groups. Training videos and toolkits will complement this initiative. It is envisioned that this would lead to enhanced efficiency and effectiveness of NGO projects and policy response to COVID-19 development challenges within vulnerable groups.

#### Regional Civil Society Policy Advocacy Network

One (1) regional policy advocacy network convened to address COVID-19 related advocacy issues, to promote increased representation for vulnerable communities at the national and regional levels. The advocacy network's impact is to effectively ensure representation of the views of vulnerable groups in policy decision-making spaces at the national and regional levels.