



APPLICATION FOR EXPRESSION OF INTEREST

Request for submission of an expression of Interest by Civil Society Organisations (CSOs) to confirm willingness to become a member of the Civil Society Consultative Working Group (CCWG).

Summary of the Expression

The Caribbean Policy Development Centre (CPDC), a regional umbrella organisation for Caribbean Non-Governmental Organizations (NGOs), is leading a process to establish the CCWG to inform the development of policy advocacy positions of Non-Governmental Organisations (NGOs) and Civil Society Organisations (CSOs) in the Caribbean.

The CCWG is intended to serve as a consultative mechanism that provides NGOs and CSOs with an opportunity to have input into the regional policy-making process by bringing their experiences at the sectoral and national levels to influence regional policy dialogue.

CPDC Profile

The CPDC is a legally registered non-profit organisation headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of peasants, small farmers, women, youth, Indigenous People, rural populations, Rastafarians and other 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 17 regional, sub-regional and national NGOs working at the grassroots level in economic, social, and cultural areas in the Caribbean.

The organisation is 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.

CPDC has convened several processes in which the NGO community has indicated a need for a coordinated approach to policy advocacy. In May of 2014, CPDC convened a regional CSO consultation in Grenada in which the need for a CCWG was validated by participants attending the meeting.

The report of the meeting can be found at:

http://cpdcngo.org/download/1472611901wpdm_cpdc-ccwg-grenada-conference-report/

Terms of Reference

Goal of the CCWG

The goal is to ultimately influence regional integration and development policy by establishing a process for the coordination of CSO policy advocacy.

Objectives of the CCWG

- To deepen and strengthen the voice of the civil society sector in the region on key policy issues.
- To increase collaboration within the civil society sector.
- To enhance advocacy at the regional and international levels.

Thematic Areas of Focus

1. 2030 Agenda
2. Youth Development
3. Participatory Governance
4. EPA Implementation

Commitment Requirements

All focal points of the CCWG are expected to meet the basic /criteria set out below for the duration of their term, that is, a period of 18 months:

- A minimum time commitment of 8 hours per month;
- Submission of timely and evidence-based contributions about policy issues under discussion;
- Planning and implementation of national level consultative activities which may include the provision of limited logistical assistance to consultants working on behalf of the CCWG;
- At least 15 days per year to attend CCWG meetings or represent CPDC at policy related fora;
- Serve on at least one CCWG Working Group as relevant;
- Ensure that at least one of the two representatives assigned to the CCWG is a member of senior management;
- Represent a legal entity with an institutional presence/physical office in at least one of the CARIFORUM countries.

CCWG Composition

The CCWG shall be comprised as outlined below:

CPDC Representation

- Two representatives from CPDC as the lead organisation and implementing agency.

National NGO/CSO representation (Members)

- A total of 15 organisations engaging at the country level – each with two representatives: one lead and one alternate. All organisations must have demonstrable experience in research and/or social mobilisation and/or policy advocacy and/or policy analysis. Priority will be given to the selection of networks/organisations with a track record of approaches that are inclusive and shaped by intersectional approaches.

Other Stakeholder representation (Associate Members/Advisors)

- Labour/Trade Union operating regionally.
- A regional or sub-regional NGO with expertise in policy advocacy.
- A regional academic institution.
- A regional professional association.

Criteria for Selection

Expressions of interest will be accepted from:

- National Organisations (Full members)
- Regional Organisations (Associate Members/Advisors)

Eligible organisations from across the CARIFORUM region will be selected based on work in the programme priority areas and the criteria set out below:

Criteria

- Legal character of the organisation;
- Main programme priority area(s) of the organisation and the relevance to CCWG priority areas;
- Demonstrable experience in policy analysis/ advocacy and/or development research activities;
- Demonstrable experience in social/community mobilisation and/or stakeholder education;
- Be strongly connected to national or regional civil society networks;
- Have an understanding of the integrated nature of development issues and of intersectionality in the Caribbean;
- The capacity to meet all of the 'Commitment Requirements' outlined above;
- In order to ensure neutrality, members should not be involved in active politics;
- Access to reliable technology to allow for virtual engagement;

- Signatory to or willingness to become signatory to a NGO Code of Conduct & Ethics as recommended by the CPDC

Convening Meetings of the CCWG

- The CCWG will meet for a minimum of three times per year utilising two face-to-face meetings, as well as, utilising Information Communication Technology (ICT).
- A one-organisation majority of Steering Committee and/or working group members present at a meeting constitutes a quorum.
- CPDC'S Executive Director (ED) will be the key interlocutor between CPDC and the CCWG. The ED or his/her representative will also Chair the CCWG process.

Application Process

NGOs and CSOs will be required to complete the Expression of Interest Form (attached) and to indicate which category of CCWG membership they are seeking:

- National/ Country Representative
- Regional Representative

Referees:

Each applicant is expected to request that two organisational referees submit directly to CPDC, letters of reference confirming the applicant's suitability to serve on the CCWG.

Application Deadline

Expressions of Interest and letters of reference should be completed and submitted to the CPDC by **5:00 pm (UTC/GMT -4) on 16th December 2016 to cpdc@caribsurf.com.**

Contact information

Mr Rodney Grant
Officer-In-Charge
Caribbean Policy Development Centre
"Halsworth"
Welches Road
St. Michael
Barbados.
Tel: +1 (246) 437-6055/6056
Email: cpdc@caribsurf.com
Website: www.cpdngo.org