

CARIBBEAN POLICY DEVELOPMENT CENTRE
CONSULTANT PROJECT ADMINISTRATOR

CARIBBEAN POLICY DEVELOPMENT CENTRE

Request for submission of Call for Applications - Consultant Project Administrator

Call for Applications

Description: The Caribbean Policy Development Centre (CPDC) is seeking to recruit a Consultant Project Administrator under the Project: Promoting sustainable livelihoods among Eastern Caribbean farmers.

Location: Barbados

Nature of the Consultancy: An Individual will be contracted to work out of the CPDC Office in Barbados

BACKGROUND

The Caribbean Policy Development Centre (CPDC) in partnership with Pro NGO! e.V is seeking to undertake an 18-month grant partnership under the European Commission (EC) that seeks to promote sustainable livelihoods among Eastern Caribbean farmers. Under this partnership, the Project will be implemented in three (3) Caribbean countries.

The Terms of Reference is attached at Annex I.

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A cover letter to the attention of the Executive Director, Caribbean Policy Development Centre;
- A copy of the applicant's Curriculum Vitae

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdc@caribsurf.com with subject line: **CPDC Consultancy – Project Administrator.**

All applications must be submitted by 4:00 p.m. (UTC/GMT-4) on **28 February, 2017.**

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

The Call for Applications is open to applicants outside of Barbados. **However, CPDC does not offer any relocation costs if the successful applicant is from outside of Barbados.**

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ANNEX 1

Terms of Reference – Consultant Project Administrator

I. 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 seventeen (17) 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 relationships with many other NGOs and development partners across the region.

The organization 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 principle representative of Caribbean NGOs working with such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

The CPDC in partnership with Pro NGO! e.V. is in the process of undertaking an 18-month grant partnership under the European Commission (EC) that seeks to enhance opportunities for sustainable livelihoods across Eastern Caribbean farming communities. Specifically, actions are to be carried out in three (3) identified countries: Barbados, Grenada and St. Vincent and the Grenadines. The countries of Barbados and the Eastern Caribbean are Small Island Developing States (SIDS), characterised by weak economic growth, poor fiscal health and high national debt. There are also pressing issues related to gender equality and sustainable development. Available data shows poverty rates in the sub-region ranging from approximately 14% in Barbados, 32% in Grenada and 37% in St. Vincent and the Grenadines¹. Two of the three project countries are defined as high food import dependent and all are highly dependent on expensive and unsustainable imported fossil fuel based energy production. While not generating a large proportion of GDP from agriculture; the countries recognise the strategic importance of agriculture for sustainable livelihoods especially among the more vulnerable groups in society. They also

¹Taken from CDB Country Poverty Assessments; various years

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recognise its strategic value to implement green economy-based development strategies. As such, climate change adaptation, reducing the dependence on the cost of energy, and strengthening sustainable agriculture, represent major challenges and keys to strengthen sustainability and growth in the Eastern Caribbean.

In order to achieve the overall objective, the Action's target groups are Eastern Caribbean farmers, farmers organisations, rural women and youth farmers; farmers and farming support staff, private sector entities, and government officials, academics and a range of other service and product providers linked to the farming sector. The final direct beneficiaries are Eastern Caribbean farmers with emphasis on women and young farmers; the action is therefore responsive to the call by targeting the specific constraints and needs of these groups.

II. PURPOSE AND OBJECTIVES

Under the project which will be implemented by the CPDC, the Consultant will be expected to provide support to the Project Coordinator in all administrative, technical and organisational aspects of the project, over an 18-month period.

III. SCOPE OF WORK

The scope of work includes all the activities necessary to deliver the objectives of the assignment, including those not specifically listed:

Administrative

- Assisting the preparation and maintenance of service contracts
- Organising, maintaining and updating project files as necessary
- Assisting with the preparation and formatting & editing of documents
- Drafting and of preparation of letters and e-communications as necessary
- General travel and logistical coordination, including meeting, conferences, workshops
- Assisting in the monitoring of project expenditure
- Undertaking other project and support administrative functions as required
- Responding to general queries, from vendors and persons making enquiries about the programme activities, in person, by phone or email
- Forwarding messages, email or otherwise, to relevant members of staff
- Providing backup support for CPDC's project activities on an ad hoc basis.

Procurement

- Administering procurement processes to ensure adherence to European Commission rules and guidelines
- Drafting and assisting with the preparation of contracts for third party vendors and NGOs as needed

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- Supervising the delivery of goods and services from third parties for quality assurance purposes

Accounts

- Preparing, maintaining, and facilitating accounts receivables/payables
- Drafting and assisting financial reports on project expenditure
- Undertaking all bank transactions including foreign transfers, deposits and documentation for foreign exchange permissions
- Filing of relevant financial documents
- Assisting in the preparation of staff travel allowances
- Assisting with other accounting functions as required

IV. DURATION OF THE ASSIGNMENT

The consultancy will run for the course of 18 months commencing 06 March 2017 – 05 September 2018.

V. RESPONSIBILITIES/ACTIVITIES

The Consultant - Project Administrator - will be expected to produce the following deliverables:

- Provide support to the Project Coordinator in all administrative, technical and organisational aspects of the project
- Plan and implement specific activities according to the action plan
- Prepare documentation for specific activities
- Review, monitor and assist with the evaluation of activity reports
- Liaise with various stakeholders and/or partners during the project cycle
- Work on the grant component of the Project
- Any other activities that may be assigned for the execution of the project

VI. INSTITUTIONAL PROFILE, QUALIFICATIONS AND SKILLS

Education:

- University degree in Management/Business Administration or a related field
- Training and or experience in the use of European Commission's procurement rules would be an asset
- Knowledge of the NGO/Development Sector in the Caribbean is an asset

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.)

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- Experience in use of accounting software in general and/or QuickBooks in particular
- Experience working within a project management environment would be an asset

Skills

- Strong communications skills (oral, written and presentation skills)
- Proven ability to work reliably under tight deadlines
- Ability to analyze, summarize and coherently report on diverse perspectives
- Good organizational and interpersonal skills