



CARIBBEAN (NGO) POLICY DEVELOPMENT CENTRE (CPDC)

CONSULTANCY TO PRODUCE A RESEARCH PAPER ON THE PROVISION OF SERVICES WITHIN THE ECONOMIC PARTNERSHIP AGREEMENT

Request for Submission of Interest for Consultancy to Produce a Research Paper on Services by Small and Medium Sized Enterprises within the Economic Partnership Agreement

Call for Applications

Description: Formulation and Delivery of a Research Paper on Services by Small and Medium Sized Enterprises within the Economic Partnership Agreement

Location: Barbados

BACKGROUND

The project is a European Union/CPDC partnership that comes against a background of “growing consensus amongst development partners, that meaningful civil society engagement and participation in governance, as independent development actors, is critical for efforts to achieve sustainable development”. The research aims to assess the status of trade in services within the Economic Partnership Agreement with reference to access by Caribbean service providers to European markets. Specific attention will be paid to access to markets by small to medium sized service providers in the CARIFORUM region.

The Terms of Reference is attached at Annex 1.

Interested persons are requested to submit the following:

- A cover letter to the attention of the Officer in Charge, Caribbean Policy Development Centre;
- Evidence of the applicant’s history of delivery of similar services; and
- A technical and financial proposal outlining the cost of undertaking the assignment. The financial proposal should provide details of the costs broken down by days/tasks against proposed outputs.

Submissions should be sent to the Caribbean Policy Development Centre via electronic mail to **cpdcsubmissions@gmail.com** and copied to **cpdc@caribsurf.com** with the subject line: Research Paper on the Provision of Services within the EPA.

All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on **Wednesday 20 June, 2018**.

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

Annex I

TERMS OF REFERENCE

CONSULTANT

Research Paper on the Provision of Services by Small and Medium Sized Enterprises within the Economic Partnership Agreement

I. BACKGROUND

CPDC's 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 twenty-seven (27) regional, sub-regional and national (local) NGOs and individuals 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 as CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

The European Union and CPDC Project

The Caribbean Policy Development Centre in partnership with the European Union is undertaking a grant partnership which started January 2016 and is scheduled to end October 2018. The project will build the capacity of the Non-Governmental Sector in the Caribbean through the implementation of a number of specific actions. Summarily these actions focus on strengthening the enabling environment within which NGOs presently function. This includes activities that promote NGOs' institutional and organisational capabilities through a number of core thematic areas: - addressing the legislative environment, 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 is a European Union/CPDC partnership that comes against a background of “growing consensus amongst development partners, that meaningful civil society engagement and participation in

governance, as independent development actors, is critical for efforts to achieve sustainable development¹. However, the meaningful participation of CARIFORUM civil society has been stymied by two main factors; the lack of capacity to effectively engage the policy process, and the lack of an institutionalized mechanism to facilitate dialogue between civil society and CARIFORUM governments. This action is therefore intended to implement activities to address these challenges.

CPDC is commissioning this research under the auspices of the CARIFORUM Consultative Committee of the Economic Partnership Agreement. The research aims to assess the status of trade in services within the Economic Partnership Agreement with reference to access by Caribbean service providers to European markets. Specific attention will be paid to access to markets by small to medium sized service providers in the CARIFORUM region.

II. PURPOSE AND OBJECTIVE

CPDC is desirous of undertaking a consultancy for the purpose of undertaking a research paper on trade in services within the EPA. The aim is to ascertain the status of the services provision to the European market by small and medium sized service providers.

General Objective

- To improve the knowledge base available to civil society and policymakers within the CARIFORUM region by undertaking research which assesses the present state of trade in services by small and medium-size service providers in the region seeking access to European markets.

Specific Objectives

- To undertake a survey of 50 service providers within the CARIFORUM services sector to provide a summary of assessment of the state of services trade between the CARIFORUM region and the European Union in (Antigua, Barbados, Jamaica, St. Lucia and Trinidad) CARIFORUM countries.
- To undertake 10 interviews with policy makers and private sector associations within the CARIFORUM services sector to provide a summary of assessment of the state of services trade between the CARIFORUM region and the European Union in five CARIFORUM countries.
- To identify and explain opportunities and challenges in trade in services experienced by small and medium sized CARIFORUM service providers in Antigua, Barbados, Jamaica, St. Lucia and Trinidad.
- To identify and explain the prerequisites needed to facilitate an enabling environment for trade in services from the CARIFORUM to Europe. (This should include both mechanisms and policy actions that are required).

III. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

¹ CPDC Project Document-Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Processes

A. Consultant Qualifications and Experience

1. A Masters degree in Trade, Economics, Development or a relevant field.
2. At least 7 years proven experience in the formulation of research papers.
3. Demonstrated experience working in the trade and development sector within the Caribbean and or Europe.
4. Experience working in partnership with civil society organisations in the Caribbean.
5. History of relevant work in or on the Caribbean region.

B. Skills and Competencies

1. Proven track record utilizing a diversity of research methodologies to deliver quality reports.
2. Evidence of having undertaken similar assignments on trade and services in the past 5 years.

IV. DURATION OF THE ASSIGNMENT

The consultancy will run for forty (40) working days, over the period 1st July 2018 – 28th September 2018.

V. DELIVERABLES

The Consultant is expected to produce the following deliverables:

- One Inception Report
- One Draft Report which outlines:
 - Report from the survey of the services sector in five CARIFORUM Countries.
 - Report from the interviews of the services sector in five CARIFORUM Countries.
 - Opportunities and challenges experienced by small and medium-sized service providers.
 - Perquisites needed for an enabling administrative and policy environment to support higher levels of trade in services from CARIFORUM to Europe.
- One Final Report

VI. ADMINISTRATION

The Consultant shall report to the CPDC Consultant Project Coordinator or designate.