

## **Consultancy to Formulate and Develop an Educational Video Series on Monitoring and Evaluation**

### **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 twenty-nine (29) 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 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 principle representative of Caribbean NGOs working with such organisations as CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

The CPDC in partnership with USAID is implementing a three-year project titled Local Capacity for Local Solutions (LCLS). The USAID/ESC Local Capacity for Local Solutions project is focused on building the managerial, organisational, and administrative capacity of selected NGOs, including lesbian, gay, bisexual, transgender, or intersex (LGBTI) organizations; utilizing innovative methods and approaches to support them in expanding services and improving sustainability in the ESC (Eastern and Southern Caribbean) region. As part of this, CPDC will be developing various capacity building materials to support the improved managerial, organisational and administrative capacity of NGOs.

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 Consultant Project Coordinator, Caribbean Policy Development Centre;
- Proof of incorporation of legal registration;
- Evidence of the applicant's history of delivery of similar programmes; and
- A technical and financial proposal outlining the cost for undertaking of the assignment. The financial proposal should provide details of the costs broken down by days/tasks against proposed outputs.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - [cpdcsubmissions@gmail.com](mailto:cpdcsubmissions@gmail.com) with subject line: **Formulate and Develop an Educational Video Series on Monitoring and Evaluation**

All applications must be submitted by **25<sup>th</sup> January, 2019 by 5:00 p.m. (UTC/GMT -4).**

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

## **Terms of Reference – Formulate and Develop an Educational Video Series on Monitoring and Evaluation**

### **I. PURPOSE AND OBJECTIVE**

CPDC is desirous of undertaking a Consultancy for the purpose of the design and production of a three-part video series on Monitoring and Evaluation (M&E) for its NGO Link. The aim is to enhance the skills and capacity of civil society organizations working in the ESC.

#### **General Objective**

1. To conceptualize, develop, layout, format and design the (3) three-part video series to be hosted on CPDC's NGO Link and social media.

#### **Specific Objectives**

1. To review the script on Monitoring and Evaluation to be provided by CPDC; and
2. To conceptualize, design and produce a three-part video series on Monitoring and Evaluation based on the provided script.

### **II. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS**

#### **A. Organisational Experience**

1. At least 3 years proven experience in the formulation and delivery of communication materials.
2. Demonstrated experience working with NGOs at the national and/or regional level.
3. History of relevant work in or on the Caribbean region.

#### **B. Skills and Competencies**

1. Proven track record in the delivery of animated on time video design.
2. Possess the skills and professional services to complete graphic design.
3. Evidence of having undertaken similar assignments delivering professional material.

### **III. DURATION OF THE ASSIGNMENT**

The Consultancy will run for thirty (30) working days, over the period 15<sup>th</sup> February – 15<sup>th</sup> April 2019.

#### **IV. DELIVERABLES**

The Consultant is expected to produce the following deliverables:

- A breakdown of the approach to the assignment within five days of contract signing
- A draft of the first video of the three-part video series by February 28<sup>th</sup>
- A draft of the second video of the three-part video series by March 15<sup>th</sup>
- A draft of the third video of the three-part video series by March 30<sup>th</sup>
- A final video of each video within five days of the receipt of CPDC's comments

#### **V. ADMINISTRATION**

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