

CARIBBEAN (NGO) POLICY DEVELOPMENT CENTRE (CPDC)

Consultancy for Graphic Artist to Formulate and Design a Financial Management Tool Kit and Case Study Report

To Formulate and Design Graphic Work on the layout and design of a Financial Management Tool Kit and Case Study Report

Call for Consultant to formulate and develop the layout and design of two documents

Location: Barbados

Background

The CPDC in partnership with USAID is implementing a three-year project titled 'Local Capacity for Local Solutions (LCLS).' In an effort to build increased capacity throughout the Caribbean region, the project's aim is to strengthen the operational and managerial capacity of NGOs throughout the Eastern and Southern Caribbean.

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A cover letter to the attention of the Officer in Charge, Caribbean Policy Development Centre;
- CV showing evidence of the applicant's history of delivery of similar services; and
- Copies or links providing examples of previous work.
- A technical proposal including financial breakdown

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail to cpdcsubmissions@gmail.com and copy to cpdc@caribsurf.com under the heading Consultancy to Formulate Graphic Work by 5:00 pm on Monday, November 19th, 2018. All applications must be submitted 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 (TOR) should apply.

Annex I

TERMS OF REFERENCE

CONSULTANT

To formulate and develop the layout and design of two documents provided by CPDC.

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 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 ensure that Caribbean people understand the policy-making process; 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 Caribbean peoples to influence public policy.

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) organisations; 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.

I. PURPOSE AND OBJECTIVE

CPDC is desirous of undertaking a consultancy to formulate and design two interactive documents on 1) A Financial Management Tool Kit and 2) A Case Study Report. These documents will be used to increase the capacity of NGOs in the Eastern and Southern Caribbean.

General Objective

To conceptualize, develop, lay out, format, and design (2) documents provided by CPDC

Specific Objectives

- To undertake the design and layout of one full colour 60-page financial management toolkit including graphs and templates.
- To undertake the design and layout of one full-colour 25-page case study report including charts and diagrams

II. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

III. Consultant Qualifications and Experience

1. At least three 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.

IV. B. Skills and Competencies

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

V. DURATION OF THE ASSIGNMENT

The consultancy will run for 30 working days throughout the period of November and December.

VI. DELIVERABLES

The Consultant is expected to produce the following deliverables:

- First draft of layout and design of both documents to be completed by December 14th 2018
- Final draft of layout and design of both documents to be completed by December 28th 2018

VII. ADMINISTRATION

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