



## CARIBBEAN POLICY DEVELOPMENT CENTRE

### CONSULTANCY TO FORMULATE AND UNDERTAKE AN ONLINE SEMINAR ON STRATEGIC NGO LEADERSHIP

**Request for Submission of Interest for Consultancy to formulate and undertake an online seminar on strategic Non-Governmental Organisation leadership.**

#### **Call for Applications**

**Description:** Formulation and Delivery of Online Seminar

**Location:** On-line/Remote

**Nature of the Consultancy:** This Consultancy is open specifically to individual consultants and not firms.

#### **BACKGROUND**

The Caribbean Policy Development Centre (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.

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 Capacity Building Specialist, Local Capacity for Local Solutions C/O Caribbean Policy Development Centre,
- Evidence of the applicant's history of delivery of similar programmes,
- Copies or links providing examples of previous delivery of training, and
- A technical and financial proposal outlining the cost for the 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 the subject line: **Formulation and Delivery of Online Seminar.**

All applications must be submitted by **5:00 pm (UTC/GMT -4) on December 3<sup>rd</sup> 2018.**

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



# **Caribbean Policy Development Centre**

## **Terms of Reference – Formulate and Delivery of Online Seminar on Strategic NGO Leadership**

### **I. 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-nine (29) 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.

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, organizational, 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, organizational and administrative capacity of NGOs.

### **II. Purpose and Objective**

CPDC is desirous of undertaking a consultancy aimed at building the institutional leadership capacity of NGOs in the Caribbean to effectively lead their organisation. The consultancy will aim to enhance the skills and capacity of NGO leaders in critical areas relevant to strategic leadership and management.

## **General Objective**

1. To improve the institutional leadership capacity of the NGO sector in the Caribbean to deliver impactful, results-based projects and effective representation on behalf of their constituents.

## **Specific Objectives**

1. To formulate and develop a thirty (30) minute online interactive seminar on strategic leadership in partnership with the CPDC which is inclusive of the following elements:
  - The importance or value of strategic leadership to organizations;
  - Essential elements of strategic leadership;
  - Corporate or non- profit examples of strategic leadership in action; and
  - Best practices of integrating strategic leadership in organizations.

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

### **A. Organisational Experience**

1. At least 10 years of proven experience in the formulation, and delivery of training programmes.
2. Demonstrated experience working with NGOs or delivering training that can positively impact on their institutional capacity at the national and/or regional level.
3. Demonstrated track record in coordinating educational training programmes.
4. Demonstrated historical delivery of nationally, regionally and/or internationally accredited educational training programmes.
5. History of relevant work in or on the Caribbean region.
6. Proven infrastructural capacity to deliver online training programmes regionally.

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

- Proven Track record in the delivery of training programmes on time and within the certification criteria.
- Possess the skills and professional services to deliver a training programme.
- Excellent skills in facilitation and coordination of training actions with students in dispersed geographic locations.
- Evidence of having undertaken similar assignments delivering professional qualifications.

## **IV. DURATION OF THE ASSIGNMENT**

The consultancy will run for thirty (30) working days, over the period 17<sup>th</sup> December 2018 - 30<sup>th</sup> January 2019.

## **V. DELIVERABLES**

The Consultant is to produce deliverables as below:

- Inception report detailing:
  - Outline of training to be delivered and specific knowledge to be acquired by participants in sub-topic areas;
  - Mitigation strategies as required;
  - Design of evaluation instrument in collaboration with project personnel;
- Online thirty (30) minute interactive video
- A final report examining:
  - The findings of the evaluation of the training;
  - Suggestions for other areas of work; and
  - Any handouts or materials used in the training as an appendix

## **VI. ADMINISTRATION**

The Consultant shall report to the Capacity Building Specialist and/or any CPDC representative as designated in writing. All submissions should be valid for a period no less than six (6) months.