

CARIBBEAN POLICY DEVELOPMENT CENTRE

**CONSULTANCY TO FORMULATE AND UNDERTAKE MONITORING AND EVALUATION
CAPACITY BUILDING WORKSHOP**

Request for Submission of Interest for Consultancy to formulate and undertake a monitoring and evaluation Capacity Development Training Workshop for delivery onsite for NGO personnel in the Eastern and Southern Caribbean.

Call for Applications

Description: Formulation and Delivery of three-day Monitoring and Evaluation Capacity Development Training Workshop

Location: Regional

Nature of the Consultancy: The Consultancy may be undertaken by an institutional or corporate candidate.

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 increase the capacity of the civil society sector, 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 the Capacity Building Specialist, Local Capacity for Local Solutions, Caribbean Policy Development Centre,
- Proof of incorporation of legal registration if applying as an institutional consultant team;
- Evidence of the applicant’s history of delivery of similar training programmes, 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.

This bid is open to applicants resident in the Eastern and Southern Caribbean.



Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail – cpdcsubmissions@gmail.com with the subject line: **Formulation and Delivery of Monitoring and Evaluation Capacity Development Training Workshop.**

All applications must be submitted by **12:00 pm (UTC/GMT -4) on 14th December 2018.**
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 – For the Formulation and Delivery of Capacity Development Training Workshop

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 managerial and institutional capacity of NGOs in the Eastern and Southern Caribbean to effectively implement, manage and report on their project activities. The consultancy will aim to enhance the skills and capacity of NGO leaders in critical areas relevant to project management and advocacy.

General Objective

1. To improve the managerial and institutional capacity of NGOs in the Eastern and Southern Caribbean to deliver impactful, results-based projects.

Specific Objectives

1. To formulate and develop a training curriculum for a three-day monitoring and evaluation (M&E) workshop in partnership with the CPDC, to be hosted in May 2019, which is inclusive of the following elements:
 - Benefits of Monitoring and Evaluation to project implementation
 - Basic tenants of Monitoring and Evaluation
 - Incorporating Monitoring tools into Projects
 - The logic model and its role in Monitoring & Evaluation
 - The various evaluation tools and their usages.
2. To formulate all materials related to the workshop including PowerPoint presentations and handouts.

III. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

A. Organisational Experience

1. At least 10 years of proven experience in the formulation, delivery and certification 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.

C. 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 14th January – 15th June 2019.

V. DELIVERABLES

The Consultant is to produce deliverables as below:

- Inception report detailing approach to training;
- Detailed agenda including learning objective;
- Workshop materials as necessary;
- One cycle (three days) of training targeting approximately 20 NGO representatives;
- In collaboration with project personnel the design of pre and post evaluation instruments;
- Report of pre and post evaluation examining:
 - The results of instruments and the implication for the impact of the training;
 - Suggestions for other areas of work.

VI. ADMINISTRATION

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