



## **CALL FOR EXPRESSIONS OF INTEREST (EOI)**

### **FOR NGOS TO UNDERTAKE SMALL SCALE ADVOCACY ACTIONS THAT ENGAGE POLICY MAKERS AT THE NATIONAL LEVEL TO CREATE ENABLING LEGISLATIVE ENVIRONMENTS FOR THE OPERATION OF NGOS**

**Description:** Request for Expressions of Interest from NGOs to undertaken Small-scale Advocacy Actions to engage policy makers at the national level for an enabling legislative environment that supports standards for NGOs to function and legitimizes their role as vital development partners in the society.

**Location:** Member States of CARIFORUM in which the NGO is legally registered and operates

#### **BACKGROUND**

The Caribbean Policy Development Centre in partnership with the European Union (EU) is in the process of implementing a project that seeks to build the capacity of the Non-Governmental Sector in the Caribbean. As a key component of the project CPDC has been working to foster and an enabling legislative and regulatory environment for NGOs across the Caribbean region to contribute more effectively to national and regional development. CPDC has undertaken specific research on NGO model legislation which examined the legislative frameworks in existence as it relates to NGOs across the region and identified key elements to be included towards drafting an NGO Act. CPDC is therefore desirous of receiving proposals from NGOs to undertake advocacy campaigning which engages policymakers at the national level to create an enabling legislative environment for NGOs to more effectively operate.

The Terms of Reference are attached in **Annex 1**

## GUIDELINES FOR APPLICATIONS

Experienced and qualified NGOs are requested to submit the following:

1. A cover letter to the attention of the Officer in Charge Caribbean Policy Development;
2. A completed application form as contained in **Annex II – Call for Expressions of Interest Application Form**
3. A technical and financial proposal outlining the activities to be undertaken to meet the objectives of the call and the cost related to such. The financial proposal should clearly identify the costs broken down by the activities to be undertaken.

Submissions should be sent to the Caribbean Policy Development Centre via electronic mail – **jason.francis@cpdcngo.org** with subject line: **Expression of Interest to Undertake Small Scale Advocacy Actions**.

All applications must be submitted by 5:00 p.m (Eastern Caribbean Time) on Wednesday May 02<sup>nd</sup>, 2018

Any queries concerning the Call for Expressions of Interest should be submitted in electronic form to [jason.francis@cpdcngo.org](mailto:jason.francis@cpdcngo.org)

**CPDC will only respond to successful applicants. Only organisations meeting the criteria as outlined in the Terms of Reference should apply.**

## ANNEX 1

### TERMS OF REFERENCE

#### NGO SMALL-SCALE ADVOCACY ACTIONS

##### **I. Background to the Caribbean Policy Development Centre**

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 seventeen (17) 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 Caribbean Policy Development Centre in a grant partnership with the European Union is in the process of undertaking a joint civil society project to 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, including activities that promote NGO's 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 European Union/CPDC partnership is timely as there is consensus amongst development partners, that meaningful civil society engagement and participation in governance, as independent development partners, is critical for efforts to achieve sustainable development. 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.

## **CONTEXT OF THE CALL**

The growth and importance of NGOs in the Caribbean has been codified in the meaning given to the term “Social Partners” in Article 1 of the Charter of Civil Society for the Caribbean, 1997. This recognition was given legislative force in Belize in 2000 and in St. Kitts and Nevis in 2008/2009. St. Vincent and the Grenadines, 2004, and St. Lucia, 2006, drafted legislation to give force to the status of NGOs in national and regional governance. These Bills await enactment into law in both countries. Also, in The Bahamas, civil society has submitted a draft NGO Bill to the Office of the Attorney General for consideration and enactment. Thus there are at least three Member States of CARIFORUM, among others, where the process for enacting enabling NGO legislation could be assisted.

During the past two years civil society organisations across CARIFORUM countries participated in an extensive process of review, and ascribed value, to the objective of advocating for the enactment of enabling NGO legislation. These values include but are not limited to: increased development aid; improved completion rates of national projects; measurable expansion of philanthropy; greater public access to information on NGOs; better services to vulnerable groups; multi-partite collaboration to achieve the Sustainable Development Goals. On this basis CPDC will provide support to NGOs at national level to mount a campaign of advocacy and lobbying to engage policy makers and a wide array of stakeholders towards the enactment of enabling NGO legislation in each Member State of CARIFORUM. The Advocacy and Lobbying Actions seek to achieve the following purpose and objectives.

## **II. Purpose and Objectives**

Suitably qualified and experienced NGOs undertake a range of small-scale advocacy actions that target national policy makers, stakeholders and various publics for sensitization on the benefits of creating the enabling legislative environment that supports standards for NGOs to function and legitimize their role as vital development partners in the society.

### **General Objective**

- To undertake advocacy campaigning which engages policymakers at the national level to create an enabling legislative environment for NGOs to more effectively operate.

### **Specific Objectives**

- To sensitize key stakeholders including governments about the role and contribution of NGOs and the benefits of NGO Legislation.
- To build synergies, partnerships and ultimately national consensus within civil society towards enactment of enabling NGO legislation
- To encourage NGOs to take advantage of enabling NGO legislation enacted

### **III. INSTITUTIONAL PROFILE/ NGO ELIGIBILITY CRITERIA**

Applicants must satisfy **all** of the following criteria:

- Be legally registered and operating in the CARIFORUM Member State of registration
- Have an operational base identifiable by physical address, organizational telephone listing, and active social media presence
- Demonstrated human resource capacity to ensure timely delivery of the advocacy actions
- Have a proven track record of advocacy actions in the immediate past 2 years
- Commit to actually implement, manage and report on the advocacy actions
- Must agree to sign on to the NGO Code of Conduct as the guiding framework for actions

### **B. METHODOLOGY AND TECHNICAL APPROACH**

Successful NGOs will receive CPDC support on a contractual basis and will directly implement all advocacy actions in the CARIFORUM Member State of registration and operation. Actions may not be reassigned to other NGOs or stakeholders, irrespective of relationship (inclusive of being members, partners, affiliates or otherwise) to the NGOs that have received CPDC support.

All actions will be implemented in such a manner as to directly and indirectly reach out to individual MPs, policy makers and technical experts in the public service to heighten their

knowledge of, cultivate a positive attitude towards, and structure their behaviours in relation to the NGO sector within a framework of good governance. The actions should establish amicable and transparent communications between NGOs and MPs, policy makers, technical experts. At the end of the advocacy actions appreciation of NGOs as social partners in development is inculcated.

#### **IV. DURATION OF THE ADVOCACY ACTIONS**

The advocacy actions will be implemented for the duration of **6 months** maximum following signature and receipt of funds. One additional month will be allocated to final reporting based on agreed terms. The range and intensity of actions must be sustained, visible, and impactful in the national space.

#### **V. PARAMETERS OF NGO ADVOCACY ACTIONS**

Advocacy actions relate to the Specific Objectives stated above and include public education about the role and functions of the NGO sector; alliance building with all branches of civil society, formulation of proposals for and provisions of enabling NGO legislation. The advocacy action includes public mobilization of NGOs to propel existing Bills towards enactment.

#### **B. DUTIES AND REQUIREMENTS**

Applications must be for Advocacy Action selected from the reference guide **NGO Legislation Advocacy Strategy**

#### **C. Design and Implementation**

- Effectively mobilize available resources, expertise and relationships to deliver results
- Approved modification or adaptation of actions from the guide to local conditions

#### **VI. Payment and Financial Management**

- Successful applicants will receive an amount of approximately US\$5000 to undertake activities
- Successful organisations are expected to comply with the terms of support provided
- Efficaciously utilize support to deliver the best results from actions undertaken

## **VII. ADMINISTRATION**

A. The contracted organization will report to the CPDC Officer in Charge or the his designate.

### **B. Monitoring, Evaluation and Reporting**

- Indicators track that the advocacy actions are on course to deliver set results
- Update and report on progress in a timely manner
- Successful organisations must agree to a predetermined schedule of reporting of actions undertaken using the template guide provided
- Organisations will undergo periodic online monitoring meetings and in-country visits to be undertaken by CPDC personnel

