



CPDC
Caribbean Policy Development Centre

Contracting Authority: Caribbean Policy Development Centre
Consultancy to Conduct an Evaluation Assessment of the CPDC EU Funded Project:

“Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Process”

**Deadline for Proposals: Friday December 14, 2018
3:00 pm – UTC- GMT -4**

Annex I

CARIBBEAN (NGO) POLICY DEVELOPMENT CENTRE (CPDC)

TERMS OF REFERENCE

CONSULTANT

Consultancy to Conduct an Evaluation Assessment of the CPDC EU Funded Project:

“Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Process”

I. BACKGROUND

CPDC’s 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 non-governmental organisation (NGO), which supports organisations comprising small farmers, women, youth, Indigenous People, rural populations and faith-based organisations located across the Caribbean Community (CARICOM). CPDC also has strong networking partnerships with organisations representing persons with disabilities, artisans, micro entrepreneurs, and workers. Altogether it serves some twenty-29 (29) regional, sub-regional, national and community-based NGOs addressing economic, social, and cultural issues facing 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 the decision-making processes; to work to influence and bring change to the developmental process; and to support and lobby for policies that improve the lives of Caribbean people. In fulfilling its mandate, CPDC seeks to build the confidence and the capacity 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 CARICOM/CARIFORUM, the European Commission, the Commonwealth Foundation and the UN System Agencies, among others.

The Caribbean Policy Development Centre in partnership with the European Commission undertook a joint three-year grant partnership, which ran from January 2016 – November 2018. The project built the capacity of the NGO Sector in the Caribbean through the implementation of a number of specific actions, which focused on strengthening the enabling environment within which NGOs function. The project activities promoted NGOs’ institutional and organisational capabilities through a number of core thematic areas: internal and external governance issues; capacity building within the sector; developing project management skills; enhancing regional policy dialogue; and improving access to small grants, to name a few.

The project, “*Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Process*” came against a background of growing consensus amongst development partners, that meaningful civil society engagement and participation in governance, as independent development actors, is critical for efforts to achieve sustainable development. However, the meaningful participation of CARIFORUM civil society had been stymied including: the lack of capacity to effectively engage the policy process; the lack of an institutionalized mechanism to facilitate dialogue between civil society and CARIFORUM governments and inadequate levels of knowledge of what is needed to better create and enabling legislative environment for NGOs to operate. It is against this background that the project sought to deliver specific results in the aforementioned thematic areas. The support requested is therefore intended to assess the stated objectives of the project against the outputs, outcomes and indicators which have been achieved; greater background information on the project, its objectives, activities, indicators and beneficiaries is contained in Appendix I.

II. PURPOSE AND OBJECTIVE

CPDC is desirous of contracting a consultant to undertake an evaluation of the three-year project *Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Process*. The consultant will review the initial project plan along with the project outputs, outcomes and impacts to determine the extent to which the project has been successful.

General Objective

- Assess the impact of the project in relation to its Overall Objective, Specific Objective, Expected Results and Activities

Specific Objectives

- To conduct research on the project engaging project team members, stakeholders and beneficiaries over a 8-week period utilising primary and secondary research methods.
- To produce one (1) detailed evaluation report. The report should include:

- A determination on the effectiveness and impact of the project in meeting its Overall Objectives, Specific Objective, Expected Results and Activities
- A determination of the project's benefits from an organisational and beneficiary stakeholder perspective.
- Explain the challenges experienced during project implementation and also the key lessons learnt during the project implementation period
- A summary analysis of the level and quality of Visibility of the project
- Key recommendations to improve future project implementation and delivery

III. INSTITUTIONAL PROFILE/ CONSULTANT REQUIREMENTS

A. Experience

1. A post-graduate degree in Project Monitoring and Evaluation or a relevant social science or development field;
2. At least seven (7) years proven experience having undertaken similar assignments;
3. Demonstrated experience working within the NGO sector or with an international development agency on matters promoting good governance and capacity building;
4. Demonstrated experience in project evaluation design and the production of summary M&E reports;

B. Skills and Competencies

- Proven track record utilizing a range of research methodologies;
- Proven skills in stakeholder engagement;
- Evidence of having undertaken similar assignments on Monitoring and Evaluation in the past 5 years;
- Proven writing skills and professional expertise to deliver high quality reports.

IV. DURATION OF THE ASSIGNMENT

The consultancy will run for two (2) months from January 2nd 2019 – February 28th 2019, with the possibility of an extension.

V. DELIVERABLES

The Consultant is to produce the deliverables as highlighted below:

- An inception report within the first week detailing the plan of action for undertaking the assignment;
- A draft report within 6 weeks from commencement of the assignment detailing findings of the achievement of outputs, outcomes and impacts against the baseline indicators.
- A final report detailing the findings of the assessment inclusive for lessons learnt and recommendations for future projects.

VI. ADMINISTRATION

The Consultant shall report to the CPDC Project Coordinator and/or any CPDC representative as designated in writing.

Application Deadline

Applicants should submit a technical proposal inclusive of a budget via email to cpdc@caribsurf.com and copy to jason.francis@cpdcngo.org under the heading **Consultancy to Conduct an Evaluation Assessment of the CPDC EU Funded Project** by 3:00 pm – UTC- GMT -4 on Friday December 14th, 2018.

For further information Contact:

Email: jason.francis@cpdcngo.org.
Caribbean Policy Development Centre
“Halsworth”, Welches Road
St. Michael
Barbados.
Tel: +1 (246) 437- 6055/6056
Website: www.cpdngo.org

Appendix 1

The following information is meant to assist in providing greater understanding of the scope and requirements of the assignment.

Project Title: Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Process

Project Duration: January 2016 – November 2018

Target countries: Antigua and Barbuda; The Bahamas; Barbados; Belize; Dominica; Grenada; Guyana; Jamaica; Montserrat; Saint Lucia; St. Kitts and Nevis; St. Vincent and the Grenadines; Suriname; Trinidad and Tobago and the Dominican Republic

Beneficiaries and Target Groups: Regional and National Networks, National Organisations, Civil Society Leaders, Young People/Youth Volunteers, Vulnerable Groups

General Objective

General Objective	Indicators
Regional and national CARIFORUM civil society organisations' (CSOs) effectiveness in regional development and Integration processes improved	<ol style="list-style-type: none"> 1. CARIFORUM CSOs participate in the Consultative Committee of the CARIFORUM-EU EPA. 2. Strengthened relationship between CSOs and CARIFORUM government. 3. CARIFORUM CSOs participate in activities and mechanisms of regional integration and development. 4. CARIFORUM CSOs have improved access to information as well as enhanced, technical and institutional capacity to participate in national and regional development processes.

Specific Objective

Specific Objective	Indicators
Technical Institutional capacity of national and regional CARIFORUM civil society organisations to participate in regional development and Integration process built via implementation of the RSF Action Plan	<ol style="list-style-type: none"> 1. Number of national and regional CARIFORUM civil society organisations provided with technical and management capacity to improve their knowledge base and which are contributing to dialogues on issues of importance to regional development and integration. 2. Number of organizations indicating improved' technical and management capacity in CARIFORUM countries 3. Number of organizations indicating improved institutional capacity to deliver mandate in national and regional development

Project Activities

Activity #	Description	Indicators
1.1	Operationalisation of CARIFORUM CSO Consultative Working Group (CCWG)	<ol style="list-style-type: none"> 1. A consultancy to update framework for the operation of the CCWG and to provide recommendations for the expansion 2. CCWG Coordination 3. Working Group meetings 4. 2 Policy consultations 5. 3 Policy papers
1.2	Assessment of the Enabling Environment for CSOs (Monitor)	<ol style="list-style-type: none"> 1. Publication and national coordination for data collection to assess and report on Enabling Environment for CSOs
1.3	Targeted information campaign on EPA and CSME issues for vulnerable groups	<ol style="list-style-type: none"> 1. One targeted online information campaign on EPA and CSME issues for vulnerable groups 2. Online public review mechanism re CSME Freedom of Movement
1.4	Establish Institutional base for EPA	<ol style="list-style-type: none"> 1. Analysis of requirement, set up of physical Secretariat and coordination

		<ol style="list-style-type: none"> 2. 5 Research and Advocacy papers (Revised) 3. 2 CARIFORUM Consultative Committee meetings
2.1	Delivery of CSO Good Governance Assessments and Tools	<ol style="list-style-type: none"> 1. Establishment of seven (7) NCOs to coordinate outreach and consultations on good governance. 2. Coordination of regional donor forum on good governance 3. Production of Score card on Good Governance among CSOs (Transparency and Accountability) 4. Coordination and Updated Code of Conduct in 7 countries 5. National Consultations
2.2	Advocacy Campaign and Research on NGO Legislation	<ol style="list-style-type: none"> 1. Establishment of seven (7) NCOs to coordinate outreach and consultations on good governance (NGO legislation) (Revised) 2. Advocacy strategy NGO legislation developed 3. National advocacy strategies implemented 4. Printed and Updated Research on NGO Legislation Models and Policy Options 5. Coordination of Advocacy Campaign on NGO Legislation 6. National Consultations in 7 countries 7. Learning exchange between six national coordinating organisations in the Dominican Republic and CARICOM NCOs
3.1	Provision of audits and grants for civil society institutions including vulnerable groups	<ol style="list-style-type: none"> 1. Development of framework and execution of audits of five CSO organizations 2. Provision of Sub grants/ technical assistance to 56 grant beneficiaries (institutional) 3. Provision of sub/grant/technical assistance to 8-10 grant beneficiaries (vulnerable groups) 4. Technical Assistance and on-going monitoring of grantees

3.2	Delivery of Capacity Building Training (NGO Certification programme/Leadership Training)	<ol style="list-style-type: none"> 1. Publication of Training Manual NGO Management 2. Publications of Training Manual Leadership 3. Design and uploading of an online capacity building hub for access by Caribbean NGOs 4. NGO management certificate courses (3) 5. Coordination of training programmes 6. Two leadership training workshops
3.3	CSO Youth Recruitment Guide and Campaign	<ol style="list-style-type: none"> 1. Protocols for youth volunteerism/Volunteer Guide 2. Publication of youth volunteer guide 3. 6 National Advocacy Campaigns and Recruitment Drives
3.4	CSO database and knowledge management portal/ materials	<ol style="list-style-type: none"> 1. Upgrade website and content management 2. Online portal for accessing and sharing information and networking
4.1	Organizational Procurement, Strategic, Fundraising and other Management Plans	<ol style="list-style-type: none"> 1. Organizational Procurement, Strategic, Fundraising and other Management Plans
4.2	Technical Assistance and CPDC Operational Costs	<ol style="list-style-type: none"> 1. Collaboration with EU NGO counterparts
4.3	Research on Resource Mobilisation	<ol style="list-style-type: none"> 1. Research on resource mobilization strategies
5.1	Monitoring, post evaluation meetings and travel	<ol style="list-style-type: none"> 1. Support to the post evaluation of the Implementation of the RSF Action Plan in the Dominican Republic provided 2. At least 2 monitoring reports prepared
5.2	Visibility and Communication	<ol style="list-style-type: none"> 1. EU Contribution and project outputs disseminated via website and social media
5.3	Translation/Interpretation Services	<ol style="list-style-type: none"> 1. Translation/Interpretation
5.4	Expenditure verification audit of Grant	<ol style="list-style-type: none"> 1. One audit

List of Expected Results

Expected Results #	Description	Indicators
ER 1	Capacity of CARIFORUM civil society organizations to influence policy dialogue and advocacy increased.	<ol style="list-style-type: none"> 1. Operationalisation of expanded CCWG 2. CSOs in eleven (11) CARIFORUM countries implement of advocacy strategies campaigns 3. 35 CSOs indicate greater capacity to advocate at the national level 4. Improved participation of CARIFORUM CSOs in national and regional dialogue spaces 5. User friendly online platform developed for accessing and exchanging information on the EPA and the CSME (including freedom of movement). 6. Two tools for assessment of enabling environment, developed and disseminated. 7. Data on the state of the enabling environment disseminated across 12 CARIFORUM countries
ER 2	CARIFORUM civil society organizations good governance policies enhanced	<ol style="list-style-type: none"> 1. Increased number of CARIFORUM CSOs (45) sign onto/adopt updated code of conduct (Revised) 2. Strengthened capacity of 60 CARIFORUM CSOs in their practice of transparency and accountability. 3. Number of countries with increased dialogue on the need for CSO legislation 4. Strengthened capacities of CSO representatives in 12 CARIFORUM countries and government institutions regarding opportunities for reformed tax framework to support NGOs 5. Increased number of national consultations, model legislation and advocacy papers/actions undertaken

		<p>to foster an enabling NGO legislation framework in the CARIFORUM.</p> <p>6. Number of NGOs participating in mission to the Dominican Republic to improve their knowledge and awareness of the implementation and operation of NGO legislation.</p>
ER 3	<p>Access to resources (knowledge, skills, tools, funds) by CSO personnel for more effective engagement in regional development and integration process improved.</p>	<ol style="list-style-type: none"> 1. Strengthened institutional management capacities of CARIFORUM CSOs. 2. Strengthened sectoral networks (6) of CARIFORUM CSOs through audits and grants. 3. Strengthened 8-10 vulnerable groups by provision of sub grants. 4. Improved capabilities of 25 leaders of CSOs for participation in the context of Caribbean integration 5. 100 CARIFORUM CSOs have strengthened capacity for project and NGO management 6. Improved youth engagement in NGO/CSO programming through the implementation of campaigns for youth volunteerism, youth recruitment guide, job placements/internship and a youth volunteer fund. 7. Improved access to information for CSOs working with youth Volunteers with the publication of a Youth Volunteer Guide. 8. Improved online presence to deliver capacity building hub with materials/content and information on NGOs and their work. 9. Improved website content and layout to support greater accessibility of online visibility and information.
ER 4	<p>Institutional Strengthening of Caribbean Policy Development Centre to deepen CARIFORUM CSO Cross-collaboration or Networking enhanced.</p>	<ol style="list-style-type: none"> 1. Strengthened operational management and service delivery by CPDC to members (Revised)

		<ol style="list-style-type: none">2. Five (5) consultancy plans completed to support operation sustainability of CPDC3. One (1) networking mission to build partnerships with European NGO and development partners.
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