



Request for Proposals for Consultancy to Undertake Volunteer Project Services

Call for Applications

Description: Consultancy to Undertake Volunteer Project Services

Location: CARIFORUM Member States (excluding the Dominican Republic)

Nature of the Consultancy: The Consultancy should be undertaken by a registered Non-Governmental Organisation.

BACKGROUND

The Caribbean Policy Development Centre (CPDC) in partnership with the European Union (EU) is undertaking a grant partnership that seeks to build the capacity of the Non-Governmental Sector in the Caribbean. The project also provides for technical assistance to build the capacity of Caribbean NGOs to attract and integrate young volunteers into their organisational/programmatic work. CPDC is therefore desirous of receiving proposals from NGOs to implement project services within their organisations.

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 Officer in Charge, Caribbean Policy Development Centre;
- A copy of the Project Coordinator's Curriculum Vitae;
- A technical and financial proposal outlining the cost for undertaking the assignment. The financial should provide details of the costs broken down by days against proposed outputs.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdcsubmissions@gmail.com with subject line: Consultancy to Undertake Volunteer Project Services

All applications must be submitted by 11:59 p.m. (UTC/GMT-4) on **23rd March 2018**

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



Terms of Reference

I. BACKGROUND

The Caribbean Policy Development Centre (CPDC) is a legally registered non-profit organisation established in 1991 and headquartered in Barbados. 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-seven (27) 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 individual specialist 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 Centre's main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognized, both regionally and internationally, as the principle representative of Caribbean NGOs; working with such organisations as CARICOM/CARIFORUM, Commonwealth Foundation, and Agencies of the United Nations System, among others.

Civil Society Regional Development Project

The CPDC commenced a 3-year grant partnership with the European Union in January 2016. The project, which is scheduled to end in October 2018, will build the capacity of the Non-Governmental sector in the CARIFORUM region through the implementation of a number of specific actions. Summarily, these actions focus on strengthening the enabling environment within which NGOs presently function. This includes activities that promote upgrading of the institutional and organisational capabilities of NGOs. The core thematic areas: are reform of the legislative environment, promotion of greater internal transparency, development of sharper project management skills, enhanced regional policy dialogue and improved access to small grants.

This European Union/CPDC partnership comes against the background of “growing consensus amongst development partners, that meaningful civil society engagement and participation in governance, as an independent development actor, 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. The various project components are therefore intended to implement activities to address these challenges.

The Consultancy will seek to build the institutional capacity of NGOs through the integration of young persons within the sector and its work. Importantly as well, a longer-term goal of higher levels of participation of young persons within the NGO sector is being pursued under this consultancy. CPDC has noted the relatively low levels of youth involvement in the sector both from a voluntary and a professional career perspective. It is envisaged that this consultancy would serve as a catalyst in two ways:

- Improving the technical and administrative capacity of NGOs to attract young volunteers and integrate them into their work
- Increasing the interest and number of young persons willing to volunteer within NGOs

II. Purpose and Objective

CPDC is desirous of receiving proposals from registered NGOs to implement project services to attract young volunteers as a strategy for building institutional capacity. Youth volunteers refer to youth between the ages of 18-25 who are giving of their time for a small stipend/honorarium.

General Objective

- To improve the institutional capacity of NGOs by engaging and integrating young volunteers into their programmes at the community, national and regional levels.

Specific Objectives

- To undertake outreach campaigns that increase the awareness of young persons about volunteering and promote volunteer opportunities in the NGO sector;
- To engage volunteers to provide support within NGOs on specified programmatic and organizational aims; and
- To collaborate with educational institutions to develop partnerships for volunteers to be placed with in NGOs as internships or for credit within training programmes.

III. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

A. Experience

- At least 3 years institutional experience in implementing development projects



- At least one donor-funded project or programme presently under implementation
- Prior working experience engaging volunteer support for programme and administrative duties
- Proven commitment to engaging young persons in the organisation and its work
- Demonstrated experience working with NGOs, government partners and/or other development stakeholders

B. Organisational Skills and Competencies

- Results-oriented, with a track record of successful project delivery; and
- Demonstrate excellent coordination and leadership skills in interacting with multi-stakeholder development partners.

IV. DURATION OF THE ASSIGNMENT

The consultancy will run for six months commencing April - September 2018.

V. DELIVERABLES

The Consultant is to produce deliverables as below:

- i. Coordination of youth volunteer awareness-raising actions and campaigns
- ii. Contracting of youth volunteers to support programmatic and administrative responsibilities for small honoraria which must not exceed US\$20 per day.
- iii. Formal or proven informal partnerships with educational institutions which provide youth volunteers to NGO.

VI. ADMINISTRATION

The Consultant shall report to the CPDC Officer in Charge or to an Officer as designated in writing.

VII. PAYMENT

A minimum budget of USD\$8,000.00 and a maximum sum of USD\$12,000.00 is identified as the range for approved service contracts to deliver project volunteer services.