

CONSULTANCY

Consultancy to Peer Review Strategic Plan and Develop Training PowerPoint

I. 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 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 and individuals 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 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 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. 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 as CARICOM/CARIFORUM, Commonwealth Foundation, and UN System Agencies, among others.

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, organisational, and administrative capacity of selected NGOs, including lesbian, gay, bisexual, transgender, or intersex (LGBTI) organizations; 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, organisational and administrative capacity of NGOs.

The Terms of Reference is attached to 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;
- Proof of incorporation of legal registration;
- Evidence of the applicant's history of delivery of similar programmes, this can include materials or videos not included in the technical proposal;
- A technical and financial proposal outlining the cost for the undertaking of the assignment. The financial proposal should also provide details of the costs broken down by days/tasks against proposed outputs; and
- The names and contact details of two references, one of which should be someone you previously provided services to in the area(s) detailed in the Terms of Reference.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdcsubmissions@gmail.com with the subject line: Consultancy to Peer Review Strategic Plan and Develop Training PowerPoint.

All applications must be submitted by **25th March , 2019 by 5:00 p.m. (UTC/GMT -4).**

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 – Peer Review Strategic Plan Template and Development of Training PowerPoint

I. OVERVIEW

As part of the capacity development materials under the Local Capacity for Local Solutions project, CPDC is desirous of developing materials to help NGOs understand the strategic planning process. This includes providing guidance on the best practices in the development of a strategic plan and its elements. CPDC also has a strategic plan template which it is seeking to improve. Therefore, this Consultancy is for a peer reviewer to review the preexisting template as well as provide recommendations for the updating of said template. The Consultancy will also include the development of a power point presentation based on the updated template which can be used by NGOs.

II. PURPOSE AND OBJECTIVE

CPDC is desirous of undertaking a Consultancy for the peer review of an existing Strategic Plan template and the development of a power point presentation. The aim is to enhance the capacity of NGOs to understand the process and elements involved in the development of strategic plans.

General Objective

1. To review and provide recommendations for enhancing a strategic plan template and the development of a power point presentation which is inclusive of graphics.

Specific Objectives

1. To review the existing Strategic Plan template;
2. To comment on the strengths and gaps of the existing template;
3. To provide precise and detailed comments for the updating of the template;
4. To provide feedback to CPDC on an updated draft and final version of the template; and
5. To use the final template to prepare an interactive power point presentation which is inclusive of graphics.

III. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

a. Organisational/Individual Experience

- i. At least 8 years proven experience in the development of strategic plans;
- ii. At least 8 years proven experience in organizational development, change management or institutional mapping;
- iii. Demonstrated experience working in the nonprofit sector will also be an asset; and

iv. History of relevant work in or on the Caribbean region.

b. Skills and Competencies

- i. Excellent writing and analytical skills;
- ii. Advanced skills in Power Point presentations; and
- iii. Ability to concisely communicate complex concepts.

IV. DURATION OF THE ASSIGNMENT

The Consultancy will run for twelve (12) working days, over the period 1st April – 30th April 2019.

V. DELIVERABLES

The Consultant is expected to produce the following deliverables:

- A breakdown of the approach to the assignment within five days of contract signing;
- A detailed document commenting on and providing detailed specific recommendations for improving the strategic plan template by April 10th; and
- A draft power point presentation by the April 20th.

VI. ADMINISTRATION

The Consultant shall report to the CPDC Officer in Charge or his designate.