



CPDC
Caribbean Policy Development Centre

CARIBBEAN POLICY DEVELOPMENT CENTRE

**CONSULTANCY TO FORMULATE AND UNDERTAKE A PROFESSIONAL NGO
LEADERSHIP TRAINING WORKSHOP- ADVOCACY**

Request for Submission of Interest for Consultancy to formulate and undertake a professional Advocacy Workshop and Training Materials for NGO Leaders in the Caribbean.

Call for Applications

Description: Formulation and Delivery of NGO Policy Advocacy 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 the European Union (EU) is in the process of undertaking a joint 3-year partnership that seeks to build the capacity of the Non-Governmental Sector in the Caribbean. One of the key overarching areas of concern is the level of effective and sustainable leadership within Caribbean Non-Governmental Organizations (NGO). In 2012, CPDC undertook a series of consultations with civil society representatives throughout the Caribbean in which leadership was identified as one of the key challenges facing the sector. These consultations also revealed that the members of the sector felt that it was functioning way below par.

Analysis suggests that currently there is concern that the NGO sector is challenged to secure a pool of committed, professional, and sensitized persons who are both willing and capable of retaining leadership or moving into available leadership positions. There is also the need to increase the capacity of existing leaders to adapt to a new and changing environment by providing them with new skills and strategies that will ensure the sustainability of their organizations. For CPDC, there is a link between effective leadership and the capacity of the sector to participate successfully in governance spaces.

CPDC has attempted to address the capacity gaps in a variety of ways. Admittedly, however there is need for a more comprehensive and focused approach. This intervention is intended to contribute to the overall goal of enhancing the capacity of civil society actors to participate in regional development processes through supporting the increased capacity of civil society leaders in the Caribbean to sustain their organizations. The meeting specifically targets NGO/Civil Society leaders working in direct leadership capacity with their organizations.

The main goal of the meeting is to: strengthen the capacity of NGO leaders to contribute to the long term sustainability of civil society organizations. CPDC as the regional NGO representative organization is seeking to procure the services of a qualified candidate to assist in building the capacity of NGO personnel in the region. More specifically, the required services will provide capacity training through the formulation, delivery and certification of a NGO Leadership Training Workshop.

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,
- Proof of incorporation of legal registration (for organisations applying),
- A detailed copy of the consultant's/team's Curriculum Vitae(s); detailing delivery of similar programmes, and
- A technical and financial proposal outlining the approach and cost for undertaking of the assignment. The financial should provide details of the costs broken down by days/tasks against proposed outputs.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdcsubmissions@gmail.com with subject line: **Formulation and Delivery of NGO Advocacy Training Workshop for NGO Leaders.**

All applications must be submitted by **5:00pm (UTC/GMT -4) on Friday 20th April 2018.**

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

Caribbean Policy Development Centre

Terms of Reference – Formulate and Delivery of NGO Professional Leadership Training Workshop

I. INTRODUCTION

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 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 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 lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, CPDC seeks to build the confidence and the ability of Caribbean peoples to influence public policy. Its 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 Agencies of the United Nations System, among others.

CPDC commenced a three-year grant partnership with the European Union in January 2016. The project, which is scheduled to end October 2018, will build the capacity of the Non-Governmental Sector in CARIFORUM through the implementation of a number of specific actions. These actions focus on strengthening the enabling environment in 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 among development partners that meaningful civil society engagement and participation in governance as an independent development actor, is critical for efforts to achieve sustainable development”.¹ The meaningful participation of CARIFORUM civil society, however, has been stymied by two main factors – the lack of capacity to effectively engage the policy process, and

¹ CPDC Project Document - Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Processes

the lack of an institutionalised mechanism to facilitate dialogue between civil society and CARIFORUM governments. The various project components are, therefore, intended to implement activities to address these challenges.

II. BACKGROUND

The NGO sector in the region faces myriad challenges, there remains a pressing need for enhanced institutional and human resource capacity in the sector. This includes increased capacity for project management, policy research and advocacy. Importantly, there is a need to build the capacity of the sector's leadership to respond to the ongoing and emerging challenges that continue to impact the sector's ability to function effectively. The face of the sector's leadership is made up of both mature stalwarts who run NGOs that have been in existence for over ten years and new leaders that are managing growing organizations in new sectors.

As part of its European Union funded project CPDC is providing training for the sector using two modalities: (1) a certified NGO Management course specifically targeting NGO leaders in collaboration with the UWI; (2) a series of face to face training workshops, again specifically targeting NGO leaders across the Caribbean. The face to face workshops are geared toward strengthening organisational leadership in key areas that will improve planning, management and efficiency of NGO operations.

CPDC has held two previous training workshops, the first on leadership and management styles and behaviours, and the second on fund raising and alternative financing strategies. This third training workshop is intended to address advocacy in an effort to respond to the identified desire of the sector to improve its outreach to key stakeholders on the behalf of their beneficiaries. Previous training workshops have tended to offer practical hands on training which directly reflects the realities of the sector. Participants have positively commented that previous workshops have provided strategies that they have been able to apply directly in their work. This training workshop will target a group of 25 representatives working at senior management level over four days of training. CPDC is desirous that the training workshop be group based and provide participants the opportunity to work a tasks that is relevant to the sector. Previous workshops have also allowed for invited guests to make presentations of relevance to the workshop theme.

II. Purpose and Objective of the Consultancy

CPDC is desirous of undertaking a consultancy aimed at building the institutional leadership capacity of NGOs in the Caribbean to effectively manage their project activities and advocate on behalf of their constituents. Specifically, the consultancy is geared at the provision of advocacy training and the provision of training materials to NGO leaders across the Caribbean.

General Objective

1. To improve the institutional leadership capacity of the NGO sector in the Caribbean to deliver impactful, results-based projects and effective representation on behalf of their constituents via capacity building in the area of Policy Advocacy.

Specific Objectives

1. To formulate and develop a training curriculum for a one-week Advocacy Training workshop for NGO Leaders in partnership with the CPDC which is inclusive of the following elements:
 - Introduction to Advocacy and the Advocacy Cycle
 - Build the Advocacy Strategy
 - Tools for Engagement in an Advocacy Strategy such as Social Media
2. To formulate training materials from the abovementioned training curriculum for online publishing by CPDC.

III. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

A. Organisational Experience

1. At least 10 years proven experience in the formulation, delivery of training programmes.
2. At least five years' experience delivering advocacy training or work in a related field
3. Demonstrated experience working with NGOs or delivering training that can positively impact on their institutional capacity at the national and/or regional level.
4. Demonstrated track record in coordinating educational training programmes.
5. History of relevant work in or on the Caribbean region.
6. Proven infrastructural capacity to deliver online training programmes regionally.

B. 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 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 17 working days, over the period 25th April to 15th June 2018.

V. EXPECTED DELIVERABLES

The Consultant is to produce deliverables as below:

- Detailed agenda for the delivery of the training
- One cycle (four days) of training targeting approximately 25 NGO Leaders
- Training materials related to each area delivered during the training, and
- Post evaluation instrument and report examining:
 - Student reflections and opinions on the training programme,
 - The knowledge gained on the areas, and
 - Suggestions for other areas of work.