

TERMS OF REFERENCE

CONSULTANT

Capacity Development: Financial Management Workshop

I. BACKGROUND

CPDC's Background

The Caribbean Policy Development Centre 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-seven (27) 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 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. 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, UN System Agencies, among others.

The Local Solutions for Local Capacity and CPDC Partnership

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, organizational, 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, organizational and administrative capacity of NGOs.

II. PURPOSE AND OBJECTIVE

The Consultant is expected to facilitate a three (3) day Financial Management Workshop hosted by the CPDC. The consultant will serve as an external contractor functioning in a capacity to ensure a coordinated approach to the execution of this particular activity.

General Objective

To develop the capacity of civil society by training 25 NGO leaders in the area of Financial Management to ensure adequate financial implementation and management of financial resources in line with the strategic goals of their organizations.

Scope of Work

- To facilitate a regional training workshop for 25 NGO leaders including:
 - Formulate agenda and facilitate workshop daily
 - Design and prepare all relevant supporting materials for sessions and participants;

III. INSTITUTIONAL PROFILE/ CONSULTANCY REQUIREMENTS

A. Consultant Qualifications and Experience

1. A Master's degree in Financial Management, Accounts, Economics or a related qualification.
2. At least 5 years proven experience in the facilitation of workshops specifically Financial Management Workshops.
3. Previous experience in working with NGOs at the national and/or regional level.

B. Skills and Competencies

1. Evidence of facilitating similar training workshops in the past 5 years.
2. Proven track record in the delivery of training programmes on time.
3. Possess the skills and professional services to deliver a training programme.
4. Excellent skills in facilitation and coordination of training actions with participants from dispersed geographic locations.

IV. DURATION OF THE ASSIGNMENT

The consultancy will run for seven (7) working days, during the period 22nd April 2019 – 13th May 2019.

V. DELIVERABLES

The Consultant is expected to produce the following deliverables:

- The final agreed agenda for the workshop. To be submitted a minimum of two weeks prior to convening the workshop.
- Facilitation of the three-day Financial Management Workshop

- Electronic copies of all workshop materials

VI. ADMINISTRATION

- This consultancy might require travel to a regional location. CPDC will meet any approved travel costs.
- The Consultant shall report to the CPDC Officer in Charge or his designate.

V11. 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;
- Evidence of the applicant's history of delivery of similar programmes; and
- A technical and financial proposal outlining the cost for undertaking of the assignment. The financial proposal 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: **“Financial Management Workshop”**

All applications must be submitted by **22nd 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.