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“Capacity Building to strengthen Caribbean Civil Society Organizations (CSOs) to effectively design and engage in Public Advocacy Campaigns” Project

TERMS OF REFERENCE

CONSULTANT SERVICES CSO LIAISON AND COORDINATION SUPPORT

1.0 BACKGROUND

Civil Society Organisations (CSOs) have the ability to influence individual behaviour as well as that of institutions (World Health Organisation, 2017)¹. CSOs engage in advocacy on important topic areas such as civil, human and economic rights, gender equality, the environment and health to name but a few. These organisations can play an important role as checks and balances within a democratic society, holding government accountable to key social and economic issues affecting the populace. For example, non-governmental organisations (NGOS) which are a subgroup of CSOs can be important drivers in grass-roots movements, support the widespread dissemination of information, lead to the development of national networks on important topics affecting sustainable development and contribute towards putting knowledge into practice. According to Spokesperson for the National NGO Network Charity Summit Kemar Saffrey (2016)², within Barbados “NGOs have played a critical role in... social development from before the island’s Independence in 1966 and in the new millennium” where “the resources provided by these various organisations have become even more necessary.” This has particularly been the case with declines in the economic climate which have subsequently affected the social sphere of the island in many adverse ways.

Up to one-hundred and sixteen (116) Civil Society Organisations (CSOs) are registered within Barbados, covering focus areas like ‘LGBT issues’, ‘Dyslexia’, ‘Family Planning’ and ‘Youth Business’ to name only a few (BANGO, 2017). This number alone, for a population just over 280,000, shows the significance that the Barbadian population has placed on non-state actors concerning key socio-economic issues affecting society. Despite this, CSOs in developing countries like the Caribbean face many issues. Problems include; lack of personnel and resources to effectively understand and contribute to relevant legal and policy discourse limited ability to develop and disseminate key messages that foster a national dialogue process, limited

¹ http://www.who.int/dietphysicalactivity/childhood_civil_society/en/

² Interview response with The Barbados Advocate Newspaper, in the lead up to the 2016 National NGO Network Summit held at Hilton Barbados (<https://www.barbadosadvocate.com/news/national-ngo-network-summit-held-hilton-hotel>).



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opportunities to meet and dialogue with relevant stakeholders and government officials and overall operational constraints.

2.0 ABOUT THE CONTRACTOR AND THE SUPPORT ACTION

Supported by the European Union, The Caribbean Media Corporation (CMC) has sought to address these issues by undertaking training and a regional advocacy media campaign via a programme entitled “*Strengthening Capacity of Caribbean Civil Society Organisations (CSOs) to effectively design and engage in public advocacy campaigns, 2019 to 2021*”. Activities under the programme shall be geared towards CSOs operating within Barbados and the wider Caribbean region who play a critical role in the sustainable development of Barbados.

The programme seeks to enhance the overall understanding, knowledge and capacity of CSOs through the provision of training in the areas of Advocacy, Policy Formulation & Implementation, Legislation, Media & Effective Communication and Monitoring & Evaluation. The overall programme activities will be conducted over a 36-month period- (1) Training of CSOs- 8 months³; (2) Execution of a National Advocacy Media Campaign and stakeholder networking video premier screening event; and (3) Third Party Financing technical and operational capacity building support.

This hired contractor(s) shall provide support under all three phases of the programme..

3.0. OBJECTIVE

The overarching aim of the programme is to “*increase effectiveness of Caribbean⁴ Civil Society Organisations (CSOs) to engage in public dialogue and to influence positive change within Barbadian policy-making and governance processes that contribute to critical areas of sustainable development*”.

The specific aim of this contract is to provide project implementation, resource mobilisation and performance monitoring support as part of RG Development Consultancy’s project coordinating team, who in turn support the Caribbean Media Corporation (CMC).

³ Legal and Advocacy training 5 months; Video and Media Campaign Training 3 months.

⁴ Grenada, St. Vincent & The Grenadines, Turks & Caicos, Barbados, Belize, St. Lucia, Trinidad & Tobago, Dominica, Anguilla, Guyana, Jamaica and St. Kitts & Nevis.



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4.0. SCOPE OF WORK

The CONTRACTOR(S) will work directly with the general direction of the Directors of RG Development Consultancy and the Head of Regional Sales & Marketing of the Caribbean Media Corporation (CMC).

The scope of work covers all activities necessary to accomplish the Expected Results stated. The main tasks/activities are as follows:

OVERALL ACTIVITIES

Project Coordination Support

- Provide project management support services to oversee all actions under the project.
- Support effective communication mechanisms for internal and external project coordination of all project activities.
- Support quality control and the timely delivery on all programme objective areas by liaising on a continual basis with CSO programme beneficiaries.
- Support development and completion of progress reporting templates by following up with CSO feedback gathering exercises.
- Support preparation of formal interim and annual progress reports.
- Conduct meetings with relevant project staff/ experts supporting the CSOs
- Ensure the successful implementation of the project communication plan, particularly elements to be implemented together with CSO participants.
- Support development of work plans and schedules working directly with all relevant staff/ hired experts.
- Identification, outreach and ongoing liaison to strategic partners/stakeholders.
- Provide technical support in the creation of proposal writing for donor funding that can help expand CSO support actions.

Monitoring & Evaluation Services

Provide technical support to the Senior M&E Expert via:

- Support measurement of project indicators.
- Support in development of data gathering communication tools.
- Support execution of performance monitoring services for entire programme.



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- Assist in the capturing of the project implementation experience for case story awareness sharing with other CSOS across the Caribbean.
- Assist in the maintenance and updating of a CSO participant database.

PHASE 1 ACTIVITIES:

- i. Assist in the recruitment of and contracting of necessary project support experts.
- ii. Assist in quality control of recruited experts, ensuring their work deliverables are in line with programme objectives and that periodic reported is satisfactorily completed and submitted.
- iii. Provide ongoing liaison support with participants who participate in the programme.

PHASE 2 ACTIVITIES:

- i. Assist in the development of communication messages, video tools and platforms for National Advocacy Campaign.
- ii. Assist in the coordination & implementation of the National Video Advocacy Campaign with CSOs and CMC staff for dissemination via:
 - Terrestrial TV
 - Social Media
 - Three (3) live community hosted events

PHASE 3 ACTIVITIES:

- i. Assist advertised call for applications for Third-Party Financing support, its disbursement and implementation.
- ii. Provide support under third party financing (if requested).
- iii. Assist in Project close and final reporting, audit and evaluation working closely with Caribbean Media Corporation & CMC.

5.0. EXPECTED DELIVERABLES

- Contribution to a work plan developed and implemented



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- CSO Participant database
- Contribution to annual and interim assessment Progress Reports
- Contribution to final report of the Project
- Additional technical support provided as needed.

7.0 ROLES AND RESPONSIBILITIES

The CONTRACTOR(S) is responsible for the provision technical support in the execution of the assigned programme implementation and performance monitoring and evaluation actions in line with Deliverables as outlined above.

8.0 REPORTING

The CONTRACTOR will produce minutes and decided actions from periodic team meetings held, support preparation of interim and annual progress reports and assist in the preparation and the finalization of the project final report. The annual progress report will be submitted by the end of each year or project phase. The final report will include key outputs, outcomes and expected impacts observed, with lessons learned and recommendations for follow up actions. The report should be produced in Microsoft Word for Windows format and submitted electronically to the Heads of Caribbean Media Corporation and the Head of Regional Sales & Marketing by the end of the contract period.

9.0 LOGISTICS

The CONTRACTOR(S) will be working through the CMC Barbados Headquarters Office.

10.0 DURATION

The assignment will require up to three hundred and sixty (360) days spread over three year (2019 to 2021) with the option to extend up to an additional timeframe upon mutual agreement, given the securing of additional implementation resources and a satisfactory performance review.



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11.0 REQUIRED EXPERIENCE

- Completion of a Bachelor's degree in Social Sciences such as Trade Policy, Political Science, Sociology, Economics, International Development or Monitoring and Evaluation is required.
- A minimum of one to three (1-3) years professional experience in project design and management, monitoring and evaluating development of projects.
- Experience working in or with Caribbean Civil Society.
- Experience in statistical methods or analysis.
- Work experience which demonstrates understanding of computer systems, in particular database used to track results and other programmatic information, online platforms such as google drive, classrooms etc.

12.0 SUBMISSION DETAILS AND DEADLINE

Interested persons should submit their CVs and cover letter outlining their relevant experience and interest in the position electronically to CMC by midnight on September 30th, to Mrs Loretta Skeete, CMC Special Projects/ Client Relations Officer; Head of Regional Sales & Marketing:

Email: Loretta.skeete@cmccaribbean.com

Tel. +1(246) 467-1000.

Copied to the Programme Coordination Team- Mr Chetwyn Ryce at email chetwyn.rycecmccaribbean@gmail.com and Mrs Ginelle Greene-Dewasmes at ginelle.greenecmccaribbean@gmail.com.

Please Note: *Should you have any queries, please contact the Programme Coordination Team no later than COB September 20th, 2019.*