

STRENGTHENING CIVIL SOCIETY IN LAC – “THE CARIBBEAN”

RG-T2393

CERTIFICATION

I hereby certify that this operation was approved for financing under Institutional Capacity Strengthening Thematic Fund (ICS) through a communication dated February 26, 2014 and signed by Goro Mutsuura (ORP/GCM). Also, I certify that resources from said fund are available for up to US\$250,000 in order to finance the activities described and budgeted in this document. This certification reserves resources for the referenced project for a period of four (4) calendar months counted from the date of eligibility from the funding source. If the project is not approved by the IDB within that period, the reserve of resources will be cancelled, except in the case a new certification is granted. The commitment and disbursement of these resources shall be made only by the Bank in US dollars. The same currency shall be used to stipulate the remuneration and payments to consultants, except in the case of local consultants working in their own borrowing member country who shall have their remuneration defined and paid in the currency of such country. No resources of the Fund shall be made available to cover amounts greater than the amount certified herein above for the implementation of this operation. Amounts greater than the certified amount may arise from commitments on contracts denominated in a currency other than the Fund currency, resulting in currency exchange rate differences, for which the Fund is not at risk.

Sonia M. Rivera
Chief
Grants and Cofinancing Management Unit
ORP/GCM

Date

APPROVAL

Approved:

Roberto Vellutini
Vice President
Vice Presidency for Countries
VPC/VPC

Date

TC Document

I. Basic Information for TC

▪ Country/Region:	Caribbean Region plus Haiti
▪ TC Name:	Strengthening Civil Society in LAC – “The Caribbean”
▪ TC Number:	RG-T2393
▪ Team Leader/Members:	Carmen Alvarez Basso (VPC/VPC) Team Leader; Flavia Milano, Viviane Espinoza (VPC/VPC); Maria José Jarquin (IFD/ICS); Camille David-Thompson (CCB/CBH); Christel Saab (CCB/CBA); Michelle Daniel (CCB/CBA); Kevin Bonnett (CCB/CGY); Serge Michel Pierre-Louis (CDH/CHA); Dorothea Patricia Less (CCB/CJA); Natasja Deul (CCB/CSU); Dorri Michelle Agostini (CCB/CTT); Lorena Ramirez (SEC/ATI); Ernesto Mondelo (KNL/SDI); Grace Guinand (VPC/VPC); Guillermo Eschoyez (LEG); Team Members
▪ Date of TC Abstract authorization:	February 14 th , 2014
▪ Beneficiary:	Civil Society Organizations from Bahamas, Barbados, Guyana, Haiti, Jamaica, Suriname and Trinidad & Tobago
▪ Executing Agency and contact name:	IDB, throughout VPC
▪ Donors providing funding:	Institutional Capacity Strengthening Thematic Fund (ICS)
▪ IDB Funding Requested:	US\$250,000.00
▪ Local counterpart funding, if any:	NA
▪ Disbursement period:	36 months
▪ Required start date:	May, 2014
▪ Types of consultants:	Firms and Individual Consultants
▪ Prepared by Unit:	VPC and COFs
▪ Unit of Disbursement Responsibility:	VPC
▪ TC Included in Country Strategy (y/n):	NO
▪ TC included in CPD (y/n):	NO
▪ GCI-9 Sector Priority:	a) small and vulnerable countries; b) institutions for growth and social welfare

II. Objectives and Justification of the TC

- 2.1 The objective of this TC is to strengthen Caribbean Civil Society Organizations' (CSOs) capacity to interact within their societies and respective Governments by i) improving their knowledge on good practices on access to information and management issues; ii) improving CSO's abilities to promote partnership with local and regional CSOs and influence their societies as a whole; iii) increasing regional awareness on accountability and transparency matters.
- 2.2 **Justification.** A prominent feature of the changes that have swept Latin America and the Caribbean in the past decades - democratization, economic reforms, decentralization, globalization and new information technologies - is the recognition of the growing importance of citizen participation in public policy development.¹ However, in the past decades, there has been limited cooperation between civil society and the State. Challenges affecting the Caribbean civil society sector are mainly linked to the insufficient capacity of CSOs both in terms of resources, financial and human, and institutional sustainability. The Caribbean civil society sector is also characterized by individual (limited reach) rather than by cluster/regional participation (greater impact) and limited partnerships to operationalize project management skills.
- 2.3 Modernization of the State - one of the Bank's institutional strategy priorities - entails a "complementary process of strengthening civil society"² and implies the adoption of a cooperative and complementary approach between these two spheres. The Bank has played an important role in strengthening the civil society of the LAC region by increasingly incorporating civil society participation in its operations and processes whereby citizens can have the possibility to influence decisions related to its activities and objectives.
- 2.4 The new operational guide for the Civil Society Consulting Groups (ConSOC) was approved on January 29, 2010 by the Vice Presidency for Countries and promotes civil society participation and interaction with the IDB. The IDB Civil Society Consulting Groups (ConSOC) have become a primary forum for exchanging information, strengthening dialogue, and for ongoing consultations between the IDB and the CSOs that are pertinent to its work in the countries where it operates, in order to improve the Bank's impact in the country's development.
- 2.5 Good governance and sustainable development require a systemic approach which integrates the participation of a variety of relevant stakeholders in policy-making, including CSOs. The Organization for Economic Cooperation and Development has affirmed that "strengthening relations with citizens is a sound investment in better policy-making and a core element of good governance. It allows governments to tap new sources of policy-relevant ideas, information and resources when making decisions. Equally important, it contributes to building public trust in government,

¹"IDB's Strategy for Promoting Citizen Participation in Bank Activities", 2004.

²"IDB, Frame of reference for Bank action in programs for modernization of the State and strengthening of civil society", GN-1883-5, 13 March 1996.

raising the quality of democracy and strengthening civic capacity”.³ The inclusion of informed and active CSOs, in dialogue with their governments and the private sector, has a direct impact on project implementation.⁴

2.6 The Development Research Centre on Citizenship, Participation, and Accountability, presenting the key findings of more than 150 case studies of citizen engagement, argues that “citizens need greater political knowledge and awareness, however, strategies are needed which focus on the interaction between institutions and citizens – that is, on the relationships between states and societies – in constructing and implementing policies”. Access to information knowledge and project design skills are key tools for citizens to interact more effectively, directly or through CSOs, with their governments and with International Organizations in producing public value. “When citizens have access to information, different social actors with differing degrees of power can compete transparently and fairly in pursuit of decisions that satisfy their respective interests”.⁵ In addition, strengthening the capacity of institutions to acquire, analyze and disseminate useful and high quality information is a powerful tool for increased transparency and accountability in their societies. The Caribbean region is particularly well placed to promote inclusive regional development through CSOs. The IDB’s Civil Society Consultative Groups’ (ConSOC) in the Caribbean region offer an ideal network platform to take forward this approach.

2.7 This TC is aligned with the GCI-9 priority target on “institutions for growth and social welfare” and “supporting the development of small and vulnerable countries” as it provides support for the Civil Society Organizations in the Caribbean. This TC is aligned with the IDB’s Strategy for Promoting Citizen Participation in Bank activities: Corporate Strategy (2004) as it seeks to actively incorporate public participation into its operational activities. Finally, it complements and provides knowledge sharing activities and dissemination on the Bank’s initiative “yoGobierno.org”, which seeks to promote innovative forms of governance and making governments more open to citizen participation by creating a space where people can ask questions, share stories and practices, and develop knowledge products.⁶ It also complements the operation RG-T2399, which contributes to more efficient and transparent public service delivery by supporting open government efforts in Latin America and the Caribbean. The demand for the present TC comes from the III IDB Annual Retreat of Caribbean Civil Society Consultative Groups in Barbados, in May 2013, in which civil society organizations of the region engaged in discussions, with high level authorities of the Bank, on topics of interest in the Caribbean such as strengthening their institutional capacity, access to information and effective development.

III. Description of activities/components and budget

³ OECD. Public Management Policy Brief No. 10.

⁴“Conflict with communities clearly has the potential to lead to serious costs to the institutions involved—as well as to the communities themselves, governments and broader society”. “The costs of conflict with local communities in the extractive industry”, Harvard Kennedy School and University of Queensland, Australia, 2011.

⁵“IDB’s Strategy for Promoting Citizen Participation in Bank Activities”, 2004, ¶5.3.

⁶The initiative consists of a web site using social media and networks (such as Facebook and Twitter) to build a community and bring people closer to their governments.

- 3.1 This TC will support the strengthening civil society organizations to interact constructively with their governments and in their societies as a whole through the three following components:
- 3.2 **Component I – Training on Access to Information (ATI) and Project Cycle Management (PCM):** The objective of this component is to strengthen CSO's capacity on ATI and Project Management and improve their knowledge on good practices and experiences on accountability and transparency issues.
- 3.3 The activities to be financed are: i) Consultancies to identify and compile ATI policy frameworks, accountability and transparency good practices and case studies, in their countries and regionally; ii) Consultancies to develop the training curricula that improve their knowledge and capabilities on ATI and a capacity building on Project Cycle Management (PCM) to strengthen CSOs skills on the elaboration of sustainable proposals; iii) Consultancies to implement the training program and to develop workshop's support materials (in English and French).
- 3.4 Products: i) workshop curricula, agenda and schedule developed; ii) seven (7) workshops (one in each beneficiary country)⁷ on AIT and PCM for 70 CSOs (10 per country); iii) ATI and PCM documents and information materials on pedagogical format (popular versions) for grassroots organizations on the Region (in English and French) adapted.
- 3.5 **Component II – CSO's Capacity building in Integration and Knowledge Sharing:** The objective of this component is to improve CSO's abilities to promote partnership with local and regional CSOs to contribute to build their regional development agenda.
- 3.6 The activities to be financed are consultancies: i) to support the Regional CSO's capacity on outreach, network building to identify a common integration agenda for seven (7) countries (throughout video conferences)⁸; ii) to develop the workshop agenda and material and communication products in English and French, including the translation of the IDB's Social Networks Manual into English and French; and iii) to carry out 16⁹ video conferences for dissemination and knowledge sharing on outreach, network building to identify and disseminate a common integration agenda.
- 3.7 Results: i) Caribbean Region Integration agenda on relevant development issues; ii) Material and workshop agenda on capacity building developed; and, ii) multimedia material prepared and translated.
- 3.8 **Component III – Outreach and Dissemination:** The objective of this activity is to increase coverage of the "yoGobierno.org" initiative and to develop compelling communication multimedia and didactical media products on: access to information, accountability and transparency good practices as well as to disseminate the regional integrated agenda.

⁷The non-objection letters were sent to all local authorities of the countries involved during the month of April and no Government oppose the TC.

⁸Videoconferences were chosen instead of actual meetings due to being an effective communication tool, allowing easier contact between people remotely located by reducing the need to travel.

⁹Two Video conferences to be held in each country plus two video conferences to be held regionally.

3.9 The activities to be developed in this component are: i) Consultancies to identify good practices shared in the “yoGobierno.org” platform that can be adapted to be disseminated for the region and identify best practices in the Caribbean to be shared and uploaded in the platform; ii) Design, prepare, print brochures (adapted for grass roots CSOs) and online materials on pedagogical and interactive format.

3.10 Expected products: i) 300 (three hundred) pedagogical brochures produced (200 in English and 100 French); ii) new and improved communication materials online uploaded on the IDB Civil Society web page; and, iii) “yoGobierno.org” initiative adapted and translated into English and French.

3.11 Beneficiaries: The activities of the TC will directly benefit CSOs in Bahamas, Barbados, Guyana, Haiti, Jamaica, Suriname and Trinidad & Tobago that comply with the eligibility criteria referred to in paragraph 4.3.

Indicative Results Matrix

Expected Results	Unit	Baseline	Target
Caribbean Civil Society Organizations' (CSOs) capacity to interact , with their peers, private sector and respective Governments strengthened	CSOs		70 Caribbean CSOs have strengthened
% of CSOs submitting proposals to their governments and funders	%	0	10% *
% of CSOs submitting regional proposals jointly to Funding sources	%	0	10% **
*At least 1 CSO per country (7 out of 70 = 10%)			
** At least 1 proposal is regional (of the 7 presented = 10%)			
Outputs			
Component 1. Training on Access to Information (ATI) and Project Cycle Management (PCM)			
i) ATI policies on accountability and transparency issues, as well as good practices and experiences compiled	Workshops		7 (10 CSOs by country)
ii) Methodological Guidelines on PCM developed and adapted for CSO'S Management.	Document		1
iii) Self-learning PCM workshop material developed and translated to English and French	Material developed		1 set
iv) Documents and information materials adapted for grassroots organizations on the Region (in English and French)	Curricula and Documents developed		1
Component 2. CSO's Capacity building in Integration and Knowledge Sharing			
v) Caribbean Region Integrated Agenda Developed	Agenda	0	1
vi) Workshops held to identify a common integration agenda	Workshops	0	16 ¹⁰
Component 3. Outreach and Dissemination			
vii) Pedagogical Brochures	Booklets	0	300 (200 in English and 100 in French)

3.12 Indicative Budget

¹⁰ Two with each country plus two regionally – one to share and validate the agenda developed and one to share the agenda validated.

(Amount in US\$)

Activity/Component	Description	IDB/Fund Funding	Counterpart Funding	Total Funding
Component 1	Capacity Building and Training	85,000.00		85,000.00
Component 2	Integration and Knowledge Sharing	95,000.00		95,000.00
Component 3	Outreach and Dissemination	60,000.00		60,000.00
Final Evaluation		10,000.00		10,000.00
Total		250,000		250,000.00

3.13 TC Supervision: The designated focal point within VPC will be the Team Leader and Team Members of this TC and will jointly supervise the development and implementation of this TC, including the coordination of related initiatives in corresponding Country Offices (COFs).

3.14 Monitoring arrangements: The Project Coordinator (consultancy firm) will coordinate the executing activities with the corresponding COFs, including the semi-annual assessments of the results matrix and producing semiannual reports. To this end, the Consultancy Firm shall elaborate the following reports: a) Semiannual reports summarizing the activities carried out during the period, the business plan for the next semester and the progress on the results achieved; b) A final report summarizing the activities carried out during the TC, as well as products delivered and results achieved.

3.15 Evaluation: A final evaluation, financed with the TC's funds and executed by an external evaluator, will be conducted based on the indicators and goals established in the Results Matrix. This evaluation will focus on: (i) verifying the degree of compliance with the indicators for the program; (ii) taking stock of the successes and shortcomings of program design and execution and its effectiveness; and (iii) recommending corrective or monitoring measures for future programs of this kind.

IV. Executing agency and execution structure

4.1 The Bank, through the Vice Presidency for Countries, will administer and supervise the execution of this TC and it will be in charge of all required follow up activities. VPC will be the Unit with Disbursing Responsibility. The reason that justifies the execution of this project by VPC is that it is responsible for the implementation of the Bank's Civil Society strategy¹¹. Besides, this is a regional project that involves the coordination of all CONSOC'S from the countries targeted, across the region, and VPC is ideally situated to serve as the coordinator. Disbursements shall follow Bank rules and procedures.

¹¹The document "Proposals to Modify the Basic Organization of the Bank and Areas for Future Actions, Approved version" transferred, in November 23, 2011, from EXR to VPC the relation with civil society (parr. 2.34), and the coordination with the Civil Society Councils that have been constituted in each Country Office.

- 4.2 The proposed activities stated in the Terms of Reference will be executed by a Consulting Firm with wide experience in PCM and ATI and based on the Region (Terms of Reference enclosed). The proposed activities will demand the execution of all activities related to the accomplishment of the results stated on this technical assistance document.
- 4.3 Eligibility & Selection Criteria for the beneficiaries CSOs to participate in the project activities will include at a minimum the following: i) CSOs from the beneficiaries' Caribbean countries; ii) legally registered on their own countries; iii) minimum of two years of operation; iv) with recognized performance by the Bank's Representation in its country; v) at least two approved financial statements with positive opinion. The Consulting Firm will coordinate any implementation activities with the specialists from the IDB's country offices (Civil Society Liaisons) where the project outcomes will be expected and, through the Team Leader, will coordinate with the ATI and PM4R specialists in HQ. Additional requirements may be established during the project implementation, with VPC's concurrence and a positive recommendation from the Country Offices.
- 4.4 Procurement: The Bank will hire Consulting Firms or Individual consultants and services in accordance with current corporate procurement policies and procedures (GN-2303-20). The Procurement Plan is attached as Annex III.

V. Major issues

- 5.1 The main risk to the successful and timely execution of the project is the regional collaboration and cooperation, together with availability of all region ConSOCs to active engage and participate in the workshops and videoconferences and related activities. To address and minimize this risk, VPC will require that all Liaisons send a letter of compromise to VPC.

VI. Exceptions to Bank policy

- 6.1 There are no exceptions to Bank policies.

VII. Environmental and Social Strategy

- 7.1 This operation does not present environmental and social risks as it is a TC for institutional strengthening. It was classified as Category C in the Environmental and Screening Classification. [Safeguard Policy Filter Report](#) and [Safeguard Screening Form](#) attached.

VIII. ANNEXES

- 8.1 Terms of Reference
- 8.2 Procurement Plan

**Technical Cooperation Strengthening Civil Society in LAC – “The Caribbean”
RG-T2393**

**Project Coordination and Execution
TERMS OF REFERENCE**

I. BACKGROUND

A prominent feature of the deep-seated changes that have swept Latin America and the Caribbean in the past decades - democratization, economic reforms, decentralization — and the impact of globalization and new information technologies is a recognition of the growing importance of citizen participation in public policy development and implementation. However, in the past decades, owing to the prevailing political climate, there has been limited cooperation (and in some instances mistrust, misunderstanding and confrontational views) between civil society and the State. Modernization of the State— one of the Bank’s institutional strategy priorities — entails a “reciprocal and complementary process of strengthening civil society” and denotes the adoption of a cooperative, mutually complementary approach between these two spheres.

Within this context, the Bank has played an important role in strengthening the civil society of the LAC region by increasingly incorporating civil society participation in its operations and processes whereby citizens can have the possibility to influence decisions related to its activities and objectives.

The objective of this TC is to strengthen Caribbean Civil Society Organizations’ (CSOs) capacity to interact constructively, within their societies and respective Governments by i) improving their knowledge about good practices of accountability and transparency issues; ii) improving CSO’s abilities to promote partnership with local and regional CSOs; iii) increasing regional awareness of information on accountability and transparency.

II. OBJECTIVES OF THE CONSULTANCY

The objective of this consultancy is to hire an institution to act as Project Coordinator, to provide technical support to the implementation of the TC RG-T2393 - Strengthening Civil Society in LAC – “The Caribbean”. The Coordinator will help ensure the timely and effective execution of the overall TC. If at any point, the Coordinator becomes aware that the components or its work are deviating from the principal objectives of the TC, or that timely execution of agreed upon activities are at stake, the Coordinator will alert VPC to make the necessary adjustments to execution. Such adjustments will be reviewed and agreed upon with VPC.

III. MAIN ACTIVITIES

1. Manage the recruitment process and overseeing the work of the consultants or contracts required for the execution of the TC’s components, including but not limited to the training on Access to Information (ATI) and Project Cycle Management (PCM), CSOs capacity building in Integration and Knowledge sharing, and the Outreach and Dissemination activities.
2. Develop set of Selection Criteria for the participation of the CSO on the TC activities.
3. Coordinate the organization, content production and logistical process related to workshops and video-conferences as well as coordinate with the selected CSOs participants to implement these activities.
4. Activities by Component:

- (i) **Component I:**
 - a. Identify and compile ATI¹² policy frameworks, accountability and transparency good practices and case studies, in the Caribbean countries and regionally;
 - b. Develop the training curricula on skills that improve CSO's knowledge and capabilities on ATI¹³ and a capacity-building curricula on Project Cycle Management (PCM) to strengthen CSOs skills on the elaboration of sustainable proposals;
 - c. Implement the training program and develop workshop's support materials (in English and French).
- (ii) **Component II:**
 - a. Selected CSOs to elaborate a regional agenda for their outreach activities;
 - b. Improve CSO's capabilities on outreach, network building and to identify a common integration agenda in order to develop a regional development agenda;
 - c. Develop workshops (throughout video conferences) in order to develop a regional development agenda;
 - d. Develop workshops material and communication products in English and French, including the translation of the IDB's Social Networks Manual into English and French.
- (iii) **Component III:**
 - a. Develop communication multimedia and didactical media products on access to information on accountability and transparency good practices, including the "yoGobierno.org" initiative and the TC's products in English and French, and disseminate related information regionally;
 - b. Identify good practices shared in the "yoGobierno.org" platform that can be adapted to be disseminated to the region and identify best practices in the Caribbean to be shared and uploaded in the IDB's platform;
 - c. Design, prepare, and print brochures (adapted for grass roots CSOs) and online materials on pedagogical and interactive format.
- (iv) Produce semiannual and final reports of the general development and status of the project, in accordance with the results matrix, and final report summarizing the activities carried out during the TC, for monitoring and evaluation purposes.

IV. PRODUCTS/DELIVERABLES

- 1. Detailed Annual operation plan for the consultancy including visits and meetings with each country CSOs.

¹² Including IADB'S ATI policies.

¹³ IDEM.

2. List of CSOs identified within the Region as beneficiaries by the Technical Cooperation (including key actors and contacts and main activities and sectors covered).
3. ATI policy frameworks, accountability and transparency good practices and case studies, in their countries and regionally compilation produced.
4. AIT and PCM workshop curricula, agenda and schedule developed and shared with VPC.
5. Workshop schedule shared with VPC and CSO's liaisons.
6. 7 Workshops on ATI and PCM policies, good practices and experiences on accountability and transparency issues delivered.
7. 70 CSOs (10 per country) trained.
8. ATI and accountability good practices, multimedia material and documents on pedagogical format adapted (80% virtual, 20% present) for grassroots organizations on the Region developed (in English and French).
9. 16 Video-Conferences held in order to develop the Caribbean Region Integration agenda (2 with each country plus 2 regionally – 1 to share and validate the agenda developed and 1 to share the agenda validated).
10. Caribbean Region Integration agenda validated and shared.
11. 300 booklets with information adapted to grassroots organizations in the Region (200 in English and 100 in French).
12. "yoGobierno" initiative adapted and translated to English and French.
13. New and improved online communication materials uploaded on the IDB Civil Society web page.
14. Semi-annual reports and final report delivered.

V. SCHEDULE OF PAYMENT

Payments shall be made according to the following lump-sum schedule and milestones:

1. Twenty percent (20%) of the lump-sum at the time of signature of the contract and the Plan of Operation for the 1st year.
2. Thirty-five percent 35% upon delivery of the first Component deliverables.
3. Thirty percent (30%) upon delivery of the second Component deliverables.
4. Fifteen percent (15%) upon completion of the contract and third Component deliverables and Final Report finalized.

The total payment to the Consultancy shall not exceed the Contract-Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the activities described above.

VI. COORDINATION

The consulting firm will be under the coordination and supervision of VPC Sr. Specialist Carmen Alvarez-Basso, Team Leader (VPC/VPC). The consulting firm will be assigned under VPC/VPC.

VII. CHARACTERISTICS OF THE CONSULTANCY

Consultancy Category & Modality: Firm, NGO or University located within the Region.

Starting date and contract duration: 30 months.

Place of work: Headquarters of the Inter-American Development Bank, Bridgetown, Barbados.

VIII. Travel

This consultancy does require travel and those costs are part of the lump sum agreed upon.

IX. REQUIREMENTS AND QUALIFICATIONS:

- At least 10 years of experience in project management, coordination, organization of workshops and project monitoring.
- Experience and Knowledge of IADB policies.
- Experience of working with and knowledge of Civil Society Organizations in the Caribbean Region.
- Experience to work fluently in English and French required.

Experience with multimedia tools development, outreach and dissemination (especially in elaboration of didactical-pedagogical documents).

**TERMS OF REFERENCE
EVALUATION
Technical Cooperation Strengthening Civil Society in LAC – “The Caribbean”
RG-T2393**

BACKGROUND

1. Modernization of the State — one of the Bank’s institutional strategy priorities — entails a “reciprocal and complementary process of strengthening civil society” and denotes the adoption of a cooperative, mutually complementary approach between these two spheres. Within this context, the Bank has played an important role in strengthening the civil society of the LAC region by increasingly incorporating civil society participation in its operations and processes whereby citizens can have the possibility to influence decisions related to its activities and objectives. The objective of this TC is to strengthen Caribbean Civil Society Organizations’ (CSOs) capacity to interact constructively, within their societies and respective Governments by i) improving their knowledge on good practices of accountability and transparency issues; ii) improving CSO’s abilities to promote partnership with local and regional CSOs; iii) increasing regional awareness of information on accountability and transparency.
2. The TC will provide a package of support to contribute in strengthening civil society capacity to interact constructively with their governments and in their societies as a whole through the three following components:
 - (a) Component I – Training on Access to Information (ATI) and Project Cycle Management (PCM): The objective of this component is to strengthen CSO’s capacity on ATI and Project management and improve their knowledge on good practices and experiences on accountability and transparency issues.
 - (i) The activities to be financed are: i) Technical assistance to identify and compile ATI policy frameworks, accountability and transparency good practices and case studies, in their countries and regionally; ii) Technical assistance to develop the training curricula on skills that improve their knowledge and capabilities on ATI and a capacity building curricula on Project Cycle Management (PCM) to strengthen CSOs skills on the elaboration of sustainable proposals; iii) Technical assistance to implement the training program and to develop workshop’s support materials (in English and French).
 - (ii) Products: i) workshop curricula, agenda and schedule developed; ii) seven (7) workshops on AIT and PCM for 70 CSOs (10 per country); iii) 16 video conferences for dissemination and knowledge sharing on ATI, PCM and accountability and transparency issues completed; iv) ATI and accountability good practices documents and information materials on pedagogical format (popular versions) for grassroots organizations on the Region (in English and French) adapted.
 - (b) Component II – CSO’s Capacity building in Integration and Knowledge Sharing: The objective of this component is to improve CSO’s abilities to promote

- partnership with local and regional CSOs to contribute to build their regional development agenda.
- (i) The activities to be financed are: i) Technical assistance to support the Regional CSO's capacity on outreach, network building to identify a common integration agenda on issues related to ATI and PCM for seven (7) countries (throughout video conferences); and, ii) Develop the workshop agenda and material and communication products in English and French, including the translation of the IDB's Social Networks Manual into English and French.
 - (ii) Results: i) Caribbean Region Integration agenda on relevant ATI and PCM issues; ii) Material and workshop agenda on capacity building, outreach activities and access to information developed; and, ii) multimedia material prepared and translated.
- (c) Component III – Outreach and Dissemination: The objective of this activity is to increase coverage of the “yoGobierno.org” initiative and to develop compelling communication multimedia and didactical media products on access to information, accountability and transparency good practices and to disseminate the regional integrated agenda (including ATI and accountability and transparency issues).
- (i) The activities to be developed in this component are: i) Technical assistance to identify good practices shared in the “yoGobierno.org” platform that can be adapted to be disseminated for the region and identify best practices in the Caribbean to be shared and uploaded in the platform; ii) Design, prepare, print brochures (adapted for grass roots CSOs) and online materials on pedagogical and interactive format.
 - (ii) Expected products: i) 300 (three hundred) pedagogical brochures produced (200 in English and 100 French); ii) new and improved communication materials online uploaded on the IDB Civil Society web page; and, iii) “yoGobierno.org” initiative adapted and translated into English and French.

OBJECTIVES

3. The objective of this consultancy is to conduct a final evaluation of the TC RG-T2393; (i) verifying the degree of compliance with the indicators for the program and the different components; (ii) taking stock of the successes and shortcomings of program design and execution and its effectiveness; and (iii) recommending corrective or monitoring measures for future programs of this kind.

SCOPE OF SERVICES

4. The Consultant selected to conduct the final evaluation will undertake the following tasks:
 - (a) Review the available documentation of the TC, including the TC Agreement; Results Matrix; Work Plans and Budgets; Progress Reports; and consultants' reports
 - (b) Interview, through video conferences, all the relevant actors that participated on the TC
 - (c) Assess the performance of the project, with reference to the effectiveness of TC execution and fulfillment of project objectives. The consultant will:
 - (i) Analyze and evaluate the extent to which expected outputs, results, outcomes and project objectives have been achieved;
 - (ii) Identify the key issues which affect project execution, review and evaluate adjustments introduced to the project design to accommodate these issues;
 - (iii) Assess the effectiveness and efficiency of the TC's Team and collaboration among the members that constitute the Team which includes ConSOCs in Bahamas, Barbados, Guyana, Haiti, Jamaica, Suriname and Trinidad & Tobago;
 - (iv) Assess the benefits of project activities to the beneficiary;
 - (v) Determine the timeliness and effectiveness of the technical and administrative support provided by the Executing Agency including the provision of supplementary financial resources; and
 - (vi) Assess the sustainability of the investments in each of the components.
 - (d) Describe lessons learned and make recommendations for actions required to fulfill project objectives and goals in an efficient manner, as necessary
 - (e) Participate in technical meetings as necessary to discuss the results of the evaluation. The timing and location of the meeting/s are to be determined

IMPLEMENTATION ARRANGEMENTS

5. In the execution of these tasks, the consultant will work in close coordination with VPC.
6. *Inception Meeting*: The consultant will participate in an inception meeting for the consultancy with the IDB and the TC's Project Coordinator, to be held within the first 10 days of the start of the consultancy. The purpose of the inception meeting is to discuss the work plan.
7. *Validation Meeting*: The consultant will share the findings of the evaluation on a validation meeting in which VPC, CONSOCS of the COF involved on the execution of this TC and the Project Coordinator will participate to validate findings and recommendations prior to the delivery of the last version of the evaluation report.

TIMING, QUALIFICATION AND REPORTING

8. It is expected that the consultancy will require a maximum of 15 (discontinuous) person days. The Consultant should have:
- a) Experience of working and knowledge of Civil Society Organizations on the Caribbean Region
 - b) Sound project management experience
 - c) A minimum of five (5) years of experience in conducting evaluations for multilateral development projects in the Caribbean.
9. The following reports, i.e. one (1) bound along with an electronic copy either by email or CD- ROM shall be submitted to IDB and the TC's Project Coordinator at the times indicated below:
- (a) A work plan, within one (1) week of the start of the consultancy;
 - (b) A draft report of the evaluation, including the lessons learned and recommendations; within four (2) weeks of commencement of the consultancy that will be validated with all actors mentioned on no. 7; and
 - (c) A final report of the evaluation, incorporating the comments from the validation meeting within six (4) weeks of commencement of the consultancy.
14. All reports are to be submitted in English.

EVALUATION CRITERIA

Consultants will be evaluated on the following criteria:

Criteria	Max Score
(i) Qualifications and competence for the assignment:	30
(ii) Specific experience of the Consultant relevant to the assignment:	70
TOTAL	100

BUDGET

The total fixed budget for this consultancy is USD\$10,000.00

PAYMENT SCHEDULE

30% after the signing of the contract and the approval of the work plan.

30% after the approval of the draft final report.

40% after approval of the final report.

COORDINATION

The consultant will be under the coordination and supervision of VPC Sr. Specialist Carmen Alvarez-Basso, Team Leader (VPC/VPC). The consultant will be assigned under VPC/VPC and will be developed in Washington DC.

PROCUREMENT PLAN
Project Number: RG-T2393
Project Name: Strengthening Civil Society in LAC – “The Caribbean”
Period included in this Procurement Plan: From 06/14 until 12/16

Description of the contract and estimated cost of procurement	Procurement method ¹⁴	Source of financing and percentage		Prequalification (Yes/No)	Estimated dates		Status (pending, in process, awarded, cancelled) ¹⁵	Comments
		IDB %	Local/ other %		Publication of specific procurement notice	Completion of contract		
<u>Consulting Services</u>								By invitation
• Consulting Services	CQS	100		No	June 2014	December 2016	Pending	Pre-identified institutions
• Consulting Services 2: Final Evaluation	FBS	100		No	October 2016	December 2016	Pending	

¹⁴ **ICB:** International competitive bidding; **LIB:** Limited International Bidding; **NCB:** National Competitive Bidding; **PC:** Price Comparison; **DC:** Direct Contracting; **FA:** Force Account; **PSA:** Procurement through Specialized Agencies; **PAs:** Procurement Agents; **IA:** Inspection Agents; **PLFI:** Procurement in Loans to Financial Intermediaries; **BOO/BOT/BOOT:** Build, Own, Operate/Build, Operate, Transfer/Build, Own, Operate, Transfer; **PBP:** Performance-Based Procurement; **PLGB:** Procurement under Loans Guaranteed by the Bank; **PCP:** Community Participation Procurement; **QCBS:** Quality-and Cost-Based Selection; **QBS:** Quality-Based Selection; **FBS:** Selection under a Fixed Budget; **LCS:** Least-Cost Selection; **CQS:** Selection based on the Consultants’ Qualifications; **SSS:** Single-Source Selection.

¹⁵ All contracts are pending at the moment.

SAFEGUARD POLICY FILTER REPORT

PROJECT DETAILS	
IDB Sector	REGIONAL INTEGRATION
Type of Operation	Technical Cooperation
Additional Operation Details	
Investment Checklist	Generic Checklist
Team Leader	Alvarez-Basso, Carmen Cristina (CARMENALVA@iadb.org)
Project Title	Strengthening Civil Society in LAC ¿ Phase I:The Caribbean
Project Number	RG-T2393
Safeguard Screening Assessor(s)	Espinoza, Viviane da Silveira (vivianee@IADB.ORG)
Assessment Date	2014-03-25

SAFEGUARD POLICY FILTER RESULTS		
Type of Operation	Technical Cooperation	
Safeguard Policy Items Identified (Yes)	Type of operation for which disaster risk is most likely to be low .	(B.01) Disaster Risk Management Policy– OP-704
	The operation is in compliance with environmental, specific women's rights, gender, and indigenous laws and regulations of the country where the operation is being implemented (including national obligations established under ratified Multilateral Environmental Agreements).	(B.02)
	The operation (including associated facilities) is screened and classified according to their potential environmental impacts.	(B.03)
	The Bank will monitor the executing agency/borrower's compliance with all safeguard requirements stipulated in the loan agreement and project operating or credit regulations.	(B.07)
	Suitable safeguard provisions for procurement of goods and services in Bank financed projects may be incorporated into project-specific loan agreements, operating regulations and bidding documents, as appropriate, to ensure environmentally responsible procurement.	(B.17)

Potential Safeguard Policy Items(?)	No potential issues identified	
Recommended Action:	Operation has triggered 1 or more Policy Directives; please refer to appropriate Directive(s). Complete Project Classification Tool. Submit Safeguard Policy Filter Report, PP (or equivalent) and Safeguard Screening Form to ESR.	
Additional Comments:		

ASSESSOR DETAILS	
Name of person who completed screening:	Espinoza, Viviane da Silveira (vivianee@IADB.ORG)
Title:	
Date:	2014-03-25

SAFEGUARD SCREENING FORM

PROJECT DETAILS	
IDB Sector	REGIONAL INTEGRATION
Type of Operation	Technical Cooperation
Additional Operation Details	
Country	REGIONAL
Project Status	
Investment Checklist	Generic Checklist
Team Leader	Alvarez-Basso, Carmen Cristina (CARMENALVA@iadb.org)
Project Title	Strengthening Civil Society in LAC ¿ Phase I:The Caribbean
Project Number	RG-T2393
Safeguard Screening Assessor(s)	Espinoza, Viviane da Silveira (vivianee@IADB.ORG)
Assessment Date	2014-03-25

PROJECT CLASSIFICATION SUMMARY		
Project Category: C	Override Rating:	Override Justification:
		Comments:
Conditions/ Recommendations	<ul style="list-style-type: none"> • No environmental assessment studies or consultations are required for Category "C" operations. • Some Category "C" operations may require specific safeguard or monitoring requirements (Policy Directive B.3). Where relevant, these operations will establish safeguard, or monitoring requirements to address environmental and other risks (social, disaster, cultural, health and safety etc.). • The Project Team must send the PP (or equivalent) containing the Environmental and Social Strategy (the requirements for an ESS are described in the Environment Policy Guideline: Directive B.3) as well as the Safeguard Policy Filter and Safeguard Screening Form Reports. 	

SUMMARY OF IMPACTS/RISKS AND POTENTIAL SOLUTIONS	
Identified Impacts/Risks	Potential Solutions

DISASTER RISK SUMMARY	
Disaster Risk Category: Low	
Disaster/ Recommendations	<ul style="list-style-type: none"> • No specific disaster risk management measures are required.

ASSESSOR DETAILS	
Name of person who completed screening:	Espinoza, Viviane da Silveira (vivianee@IADB.ORG)
Title:	
Date:	2014-03-25