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| Title | Technical Assistance Regional Focal Point Caribbean: Institutional strengthening in Resource identification and mobilization. (Mission n° 30) | | Beneficiary | Caribbean Export Development Agency (Caribbean Export) |
| Country | Caribbean Region | | Duration | Max 6 Months |
| Experts | | Working Days | Budget Line | |
| Short term expert | | 45-days | IBF Short term experts - high level senior thematic expert | |

TERMS OF REFERENCE

Technical Assistance to Regional Focal Point of Caribbean Region: Institutional strengthening in EU funding identification and mobilization.

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1. BACKGROUND INFORMATION

The ACP-EU Technical Support Function/PSD Light Structure project, (TSF/PSD Light Structure), also known as Business ACP, started its operations in February 2018, for an initial duration of 4 years. Business ACP exists within the framework of the ACP-EU Joint Platform for Private Sector Support. It is dedicated to enabling greater coordination and coherence in the implementation of the ACP Strategy for Private Sector Development, and the Joint ACP-EU Private Sector Development Cooperation Framework of the “all-ACP/ intra-ACP” component of the 11th European Development Fund (EDF).

At the end of 2020, considering the changing context and needs, the OACPS and the EC decided to extend the duration and financing of Business ACP by two years. The main objective was to ensure that a new strategic framework is developed and that the service contract delivers impactful results. The specific objective of this second phase is to ensure that *“The ACP private sector and its representative organizations, at national, regional and all ACP levels, are regularly informed of the progress and results of Intra ACP programs, take ownership of the PSD Knowledge management platform and contribute to the dissemination – replication of best practices and learning tools.”*

Nevertheless, the support remains focused on the four pillars articulated in the 2014 Joint Cooperation Framework for Private Sector Development (PSD), namely:

- Improving the business environment;
- Providing support to the private sector in areas relevant for development;
- Enhancing microfinance support;
- Catalysing private investments and commercial finance for development via blending.

Between October 2021 and March 2022, the OACPS Private Sector Development (PSD) **Regional Focal Points (RFPs)** were invited to take part in a **Need-Assessment process** to identify capacity building needs and **define the scope of ad hoc technical assistance** to reinforce the RFPs role. The need-assessment was based on a survey (October / November 2021), a first round of bilateral meetings in October 2021 and a second round in March 2022 (one each OACPS region), involving the RFPs, the OACPS Secretariat and Business ACP.

2. DESCRIPTION OF THE INTERVENTION

Since its inception, the primary source of funding for Caribbean Export has been the European Development Fund (EDF) provided by European Union (EU) to African, Caribbean and Pacific (ACP) states. Over the years, the Agency has mobilized small amounts of funding support from development partners, such as the World Bank, the Inter-American Development Bank, the Caribbean Development Bank (CDB), the Commonwealth Secretariat, the German Corporation for International Cooperation (GIZ), among others. However, the current funding streams are not sufficient to adequately address the development challenges facing the region across the three strategic pillars identified in Caribbean Export’s 2021-2024 Strategic Plan (<https://strategicplan.carib-export.com/>).

Moreover, there has been a major shift in donor funding. Donors are transitioning from countries with improved macro income levels and are earmarking their support to programmatic areas that are aligned with their national priorities for development aid and/or to facilitate accountability. Caribbean Export is affected by these trends

and will need to adopt a business model which utilizes a targeted and systematic funding mechanism; focuses on developing and maintaining private-sector partnerships, leveraging the expertise of the Agency, and building on a solid structure that effectively leverages resource mobilization. For this reason, it is important for Caribbean Export to develop and strengthen its capacities to identify and mobilize specific funding programmes from current development partners invested in the region and also harness the ability to ideate and grow private sector partnerships that allow for the sustainability of the Agency, and the projects and programmes that are implemented that support private sector development..

In this framework, the **Caribbean Export Development Agency (Caribbean Export)** requests the Business ACP Technical Assistance (TA) to strengthen Caribbean Export's capacities to:

- Identify new engagement tools to identify and onboard new partners that enable Caribbean Export's to implement programming within the region in consonance with its strategic objectives.
- Ideate and launch a tactical strategy and internal mechanism to grow resource mobilization initiatives from within Caribbean Export, thus ensuring sustainability of the Agency and the initiatives developed.
- Develop a value proposition and operational strategy that enables Caribbean Export to onboard private sector partners from within and outside the region to access funding to implement and/or augment trade/investment initiatives in the Caribbean region.

The Technical Assistance covered by this contract is in full coherence with **Component 2: Collaboration, Dialogue, Learning** and activity **A 2.2** of Business ACP's current Work Plan. The said activity is geared towards offering **specific Technical Assistance to RFPs in relation to the post-Cotonou transition**.

2.1 OBJECTIVE OF THE INTERVENTION

The **general objective** of the intervention is to contribute to the development of the private sector in the Caribbean region.

The **specific objective** of the intervention is to strengthen Caribbean Export's capacities to mobilize resources and to ensure its sustainability and the implementation of key programmatic areas outlined in Caribbean Export's 2021-2024 Strategic Plan (<https://strategicplan.carib-export.com/>). It is also expected that the intervention will contribute to building the capacities of the OACPS Regional Focal Points in the Caribbean Region to enable them implement key interventions that respond to the needs of the region at the time and have lasting effect in the continued development of the Caribbean.

2.2 REQUESTED SERVICES

The contractor will work directly with the **Caribbean Export Development Agency** and in close collaboration with the Team Leader and other key experts of the Business ACP team.

The main activities of the Technical Assistance are:

- 1) Provide an assessment of Caribbean Export's internal structure and capacity/potential to launch and develop a resource mobilization unit from within

to onboard new funding partners across all sectors – public, multilateral and private.

- 2) Develop a Development Partner Matrix that enables Caribbean Export to launch its resource mobilization efforts in the short and medium term by outlining potential partnerships with international donors and private sector development funds with current available and active funding windows.
- 3) Evaluate and assist in the conceptualization of Caribbean Export's value proposition to onboard large-scale private sector partners for programmes and initiatives that impact economic development, job creation, business linkages and entrepreneurship;
- 4) Organize **online capacity building** for Caribbean Export, on how to deploy a resource mobilization initiative with a view to having impact short/medium term and building a continued strategy that enables ongoing and long-term results in terms of partnerships

The main expected results are the following:

- **Mapping** of potential public and/or private partnerships available for Caribbean Export with a view to having a roadmap to launch resource mobilization efforts.
- **Strategy and value proposition development** to better position Caribbean Export as the key delivery partner in the region in areas pertaining to private sector development.
- **Capacity building sessions** for Caribbean Export on internal organization for Resource Mobilization and accessing international donor programmes.

2.3 REQUESTED OUTPUTS

The contractor is expected to deliver the following outputs:

- Assessment of Caribbean Export's current resource mobilization strategy and identification of potential improvements to onboard new partnerships
- Development Partner Matrix outlining all funding opportunities from private and public donors and windows for private sector development programmes in the areas identified in Caribbean Export Strategic Plan 2021-2024;
- Strategy paper on developing a resource mobilization plan
- Organization of two online capacity building/information sessions: the first on how to organize internally for a resource mobilization mandate and the second on how to access international donor programmes (for Caribbean Export as an implementing partner);
- Minutes/reports of all meetings held as part of the assignment.

2.4 EXPERTISE REQUIRED

The contractor will be an independent consultant with relevant expertise:

Qualifications and skills

- ✓ A master's degree or equivalent in business administration, international development cooperation or any other related discipline;
- ✓ Fluent in English and Spanish;
- ✓ Good analytical and organisational skills.

General professional experience

- ✓ Minimum 10 years of relevant work experience, including in support of private sector organisations, preferably in ACP countries and regions, namely in the Caribbean;
- ✓ Strong analytical skills; excellent communication and writing skills;
- ✓ Experience of working in multicultural contexts;
- ✓ Good knowledge of OACPS - EU partnership is an asset;
- ✓ Experience in mobilizing resources with other non-EU partners and donors.

Specific professional experience

- ✓ Deep knowledge of international development funds particularly with programmes in the Caribbean;
- ✓ Experience with resource mobilisation;
- ✓ Experience with strategy development;
- ✓ Track record of conducting trainings and producing training materials;

2.5 LOCATION AND DURATION

2.5.1 Commencement Date and Period of Implementation

The intended start date of the assignment is **July 2023** and the period of implementation of the contract will be **6 months** from this date. The Technical Assistance input will be a maximum total of **45 working days** within the implementation period including for the validation of the Final Report.

2.5.2 Place of Posting

The contractor will work homebased with possible mission to Barbados and the Dominican Republic, if needed.

The costs related to travel outside the consultant's home country within the framework of the assignment shall be covered under the B-ACP incidental expenditures budget.

3. REPORTING

The table below defines the list of reports to be produced during the implementation of this assignment along with tentative time-schedule. All project reports must be written in English.

| Report / Output | When |
|--|--------|
| <i>Inception report</i> - Prepare a work schedule, methodology and work plan; - Prior consultation with Caribbean Export; | Day 7 |
| <i>Interim report including:</i> - Assessment of Caribbean Export's resource mobilization structure and potential - Development Partner Matrix; - The concept note relating to the two online capacity building sessions; | Day 30 |
| <i>Report on capacity building sessions</i> - Launch of capacity building sessions; | Day 40 |
| <i>Draft final report</i> - On the activities of the consultancy; identified challenges and recommendations | Day 44 |
| <i>Final report</i> | Day 45 |

| | |
|--|--|
| - Consolidated, incorporating the comments relating to the draft final report; | |
|--|--|

All reports above need to be produced in addition to any documents that may be requested in the course of the implementation of activities during this assignment.

The inception report shall provide a precise description of the problem/task and an overview of the methodology, outlining the strategy and work schedule. The interim report shall cover all outputs from the identified activities. The final report will integrate the content of interim report and observations provided by stakeholders during the assignment.

All correspondence, reports and presentation shall be in English.

4. MONITORING AND EVALUATION

Monitoring and evaluation of the assignment will be ensured by the Caribbean Export Development Agency in close collaboration with the Business ACP Team and the OACPS Secretariat.

The success of the assignment will be assessed on the basis of the following key criteria:

- Consistency of the methodology;
- Quality of outputs and recommendations and their adoption by the Caribbean Export Development Agency;
- Feedback by Caribbean Export on the online capacity building sessions;
- Approval of the reports.