



REQUEST FOR PROPOSAL

Country: Caribbean Regional

Project Name: Caribbean Internship Programme

***Title of Consulting Services: Feasibility Study on Sustainability of The
Caribbean Internship Programme (CIP)***

Information to Consultants

1. Introduction

- 1.1 Consultants are invited to submit a Technical and financial Proposal, for consulting services required for a Feasibility Study on CIP sustainability. The proposal will be the basis for contract negotiations and ultimately for a signed special services agreement with CARICAD.
- 1.2 The assignment shall be implemented in accordance with the phasing indicated in the proposed schedule at Appendix 1
- 1.3 Please note that (i) the costs of preparing the proposal and of negotiating the contract, are not reimbursable as a direct cost of the assignment; and (ii) CARICAD is not bound to accept any of the proposals submitted.
- 1.4 CARICAD's policy requires that consultants provide professional, objective, and impartial advice and at all times hold CARICAD's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of CARICAD.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the schedule before the proposal submission date. Any request for clarification must be sent in writing to the contact in Appendix 2

3. Preparation of Technical and Financial Proposal

- 3.1. Consultants are requested to submit two separate proposals using standard English. A Technical and a Financial Proposal
- 3.2. In preparing the Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material

deficiencies in providing the information requested may result in rejection of a proposal.

3.3. While preparing the Technical and Financial Proposals, consultants must give particular attention to the following:

(i) If a consultant/firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate.

3.4 The Technical Proposal shall provide the following information:

(i) A brief description of the firm's organization and an outline of recent experience on assignments. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference

(iii) A description of the methodology and work plan for performing the assignment

(iv) The list of the proposed team by specialty, the tasks that would be assigned to each staff team member, and their timing/work schedule

(v) Recent CVs of proposed team

(vi) A detailed description of the proposed methodology, and staffing

3.5 The Financial Proposal should list all costs associated with the assignment. If appropriate, these costs should be broken down by activity.

4. Submission, Receipt, and Opening of Proposals

4.1 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in Appendix 2. Any proposal received after the time for submission of proposals shall not be evaluated.

- 5. Proposal Evaluation**
- 5.1 An evaluation committee, appointed by CARICAD will evaluate the proposals on the basis of their responsiveness to the Terms of Reference.
- 5.2 After the evaluation of quality is completed, CARICAD shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered nonresponsive to the RFP and Terms of Reference.
- 6. Negotiations**
- 6.1 Negotiations will include a discussion of the Technical and Financial Proposals, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The agreed work plan and final Terms of Reference will then be incorporated in the special services agreement with CARICAD.
- 7. Award of Contract**
- 7.1 The contract will be awarded following negotiations.
- 7.2 The consultant/firm is expected to commence the assignment on the date specified in the schedule.
- 8. Confidentiality**
- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the successful consultant/firm has been notified that it has been awarded the contract.

TERMS OF REFERENCE
FEASIBILITY STUDY ON SUSTAINABILITY OF CARIBBEAN INTERNSHIP
PROGRAMME (CIP)

Introduction

The Department of Sociology, Psychology and Social Work at the University of the West Indies (UWI), Mona, in partnership with the Caribbean Child Support Initiative, (CCSI), a regional integrated programme, funded by the Bernard van Leer Foundation (BvLF), developed the Caribbean Internship Project (CIP) in 2004 to contribute to CCSI's efforts in strengthening the care environment for young children and their families. The CIP receives its core funding from the Bernard Van Leer Foundation (BvLF) with counterpart funding and support from Mona, St. Augustine and Cave Hill campuses of the University of the West Indies. The Environment Foundation of Jamaica also committed to counterpart funding in the past.

Background and Context

The Caribbean Child Support Initiative (CCSI) is an early childhood development and family support programme aimed at strengthening the care environment for young children. The CCSI is an *intermediary resource programme* with a sub-regional thrust to effectively introduce relevant interactive support models for parents and their young children in the Eastern Caribbean, expand the knowledge base on child upbringing practices and create an advocacy movement that would mainstream effective practices.

CCSI was launched in 2002 against the background of the Caribbean Plan of Action (CPOA) and the BVLFF Strategic Plan 2002 - 2006 due to the strong correlation between the two.

The first phase of the programme (2002-2006) was characterised by an evolving design and learning.

However, during this second and final phase (2007-2011), there has been and will continue to be “a paradigm shift toward institutionalisation”. CCSI is increasingly focused on positioning its programming activities to be on a more sustainable footing by attempting to persuade regional actors of the efficiency and cost-effectiveness of providing family support services. Sustainability (both financial and operational) is therefore integrally linked to successful institutionalisation- namely, ensuring the survival of concepts and methodologies like the Caribbean Internship Project.

Furthermore, CCSI is driven by the need to ensure that its partners at national and regional levels are sufficiently able to access funding and other resources to deliver (and expand coverage) good quality support services for vulnerable children and their families.

In the coming two years strategic priorities will therefore be focused on how:

- Innovative family and child support services can be consolidated and sustained in four Caribbean countries;
- Government and private sector support can be garnered for establishing and extending local and regional family support services/mechanisms;
- Demand is created for scaling up services for families and very young children in the eastern Caribbean; and
- Innovative regional learning concepts are consolidated and sustained;

Recognising the enormous potential of the region's student population and the needs of partner organisations working towards similar goals as the CCSI, the CIP was established as an important mechanism that could contribute to closing some of the gaps that exist in the provision of quality early childhood development and family support services for those most "at-risk. In addition, the CIP would provide an opportunity for students to benefit from practical work experiences.

The BvLF have indicated that their funding will be phased out by 2011. During the period 2010 to 2011, the CIP needs to develop relevant strategies and activities to facilitate the institutionalisation of the CIP within the University of the West Indies or sustained as a regional internship scheme with diverse ownership.

Over 150 students from various disciplines have been placed with partner agencies involved in ECD and family support services since 2003. Anecdotal evidence suggests that the CIP has made significant strides and is impacting in a number of key areas:

- Strengthening regional integration/functional cooperation
- Building new knowledge and expertise for partner organisations and personnel
- Providing mentorship for paraprofessional workers and other community actors
- Introducing new community outreach functions for UWI
- Enhancing student competencies (the professional benefits);
- Extending a region-wide research and knowledge base

A number of activities have been undertaken to strengthen collaboration and forge strategic partnerships to benefit institutionalisation: They include:

- Promoting/selling the CIP concept to new leadership at UWI, University of Belize and University of Guyana
- Assisting CIP's development at all three UWI sites
- Encouraging/assisting UWI campuses to gain funding support for placement of their students

- Promoting greater public knowledge of CIP with a view to building greater demand (a video documentary and case study were completed for regional dissemination)
- Discussion on CIP at UWI cross-campus meetings

As a consequence, management structures were established at the three UWI campuses and liaison staff engaged. While being in existence for only six years now, CIP has become a highly regarded *regional* programme well-known to many in the Caribbean. Matching university resources to needs of local partner agencies turned out to be a “winner”¹ as stated by the Vice-Chancellor of the UWI, Professor Nigel Harris.

Many partners continue to contribute to its resounding success as underscored in a 2008 case study² on the CIP. The study also highlights the benefits for students, local agencies and all other stakeholders. It went further in demonstrating the potential for further growth and expansion of the basic concept to the benefit of the Caribbean region as a whole and the smaller territories (OECS) in particular.

Original Goal of CIP

The overall aim of the Caribbean Internship Project is to match the resources of regional universities with the needs of parent and child-focused agencies in the region

Objectives:

- (1) To create the mechanisms to match needs and resources by
 - a) Building partnerships for collaboration;
 - b) Exploring institutionalisation for sustainability
- (2) To utilise resources to provide coverage to agencies in diverse settings
- (3) To continue to provide practical learning experiences for interns and provide for the transfer of skills to agencies

Emerging Vision:

Over the past year, there has been increasing attention paid to institutionalisation strategies. A CARICAD facilitated Mid-term review was conducted in October 2009 with a view to doing

¹ See CCSI Video Documentary- CIP Case Study 2008

² See CIP Case Study 2008- Lita Allen

some stock-taking on achievements to date as well as to develop an action plan for sustainability of the CIP concept.

The emerging vision of the CIP is that of "a regional community based service learning programme serving human development goals with a substantial ECD component".

THE ASSIGNMENT

CCSI is interested in engaging a team of consultants to undertake a feasibility study of the Caribbean Internship Programme (CIP) to assist in:

- a) Determining the future characteristics and scope of the CIP
- b) Making recommendations for the most cost effective model for the CIP beyond 2011

The consultants are being asked to:

- a) Identify and assess some of the existing models of internship programmes particularly programmes initiated by developing country institutions
- b) Assess the level of institutional and political support available to the CIP within the UWI and among existing and potential partners

More specifically, the consultants should answer questions based on the following strategic issues:

A) Costing and Funding

- i. In assessing the cost of the CIP, has it been a cost-effective project so far? Is it an expensive model compared to others being used? If so, in what respects? Could costs be reduced? If so, what adjustments or changes should be considered to make the model more cost-effective? What are the implications of this latter approach?
- ii. To what extent would there be interest from the private/corporate sector, other tertiary institutions, government and non-government bodies in supporting the CIP financially?

B) Internship Models

- i. What are the characteristics of the model that emerged under the CIP?
- ii. What type of student/intern (in terms of his/her study profile, skill level and interests) fits the current model and benefits from it most?

- iii. From an academic perspective, for which faculties would the model be a useful mechanism that could contribute to further enhancing the quality of its curriculum?
- iv. From an agency perspective, would the model be a useful mechanism that could meet the needs of the agency and develop staff competence.
- v. What should be expected from the intern by way of time and availability?
- vi. To what extent is the current CIP model different from other internship models practiced in the region? What should be regarded as the added value of the current CIP model, both from the perspective of the academic institution, the student and the hosting agency?
- vii. Are there any other existing internship models in the region which could incorporate major features of the CIP model?

C) Organizational Arrangements and Staffing

- i. What level of institutional support is required for administration and coordination? What would be needed in the field?
- ii. What strategies should be pursued to warrant continuity and sustainability of the model, if deemed necessary, in an adjusted form?

D) Collaboration and Expansion

- i. To what extent would there be interest from the private sector, other tertiary institutions, government and non government bodies in participating in and using the CIP model?
- ii. What would be the terms of the involvement of the respective institutions?
- iii. What are the implications for the programme's continuity and sustainability that it is regional in character?
- iv. Under whose aegis should the model be implemented, where should it be placed/where is the best site? What kind of delivery mechanism should be considered?

Scope of Work

Work should involve desk review of the CIP case study and other reports, selected agency and site visits and interviews with key stakeholders. The interviews may be done either face to face or (preferably) electronically.

Expected Deliverables

- Inception report
- Mid-point report
- 1st draft report
- Final report

The CIP Task Force will serve as a reference group to the consultants and are expected to formally present their draft report to them at a plenary meeting.

Timelines

Start date May 2010

End Date September 2010

Requirements of the consultancy team

The consultancy team should have the following combination of skills and experience:

- A strong knowledge and experience in Social and/or Economic Development relevant to the Caribbean
- Experience with conducting cost-analysis
- Experience with public and private institutions, nonprofit organization in the region
- Proven analytical and writing skills
- Post-graduate qualifications in the Social Sciences
- A sound knowledge of academic (tertiary level) institution practices and procedures.
- Familiarity with volunteer sending and/or internship programmes would be a distinct asset.

SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Vendors	19 th March 2010
2. Questions from Vendors about scope or approach due	2 nd April 2010
3. Responses to Vendors about scope or approach due	9 th April 2010
5. Proposal Due Date	4:00pm on 23 rd April 2010
6. Target Date for Review of Proposals	26 th - 30 th April 2010
7. Final Vendor Selection Discussion(s)--Week of	3 rd May 2010
8. Anticipated decision and selection of Vendor(s)	7 th May 2010
9. Anticipated date of signing contract	11 th May 2010
10. Anticipated commencement date of work	25 th May 2010 (or sooner)

TECHNICAL AND CONTRACTUAL CONTACT INFORMATION

Any questions regarding the terms of reference or contractual terms and conditions or proposal format must be directed to:

Name	SUSAN BRANKER-LASHLEY, PROGRAMME DIRECTOR
Address	CARIBBEAN CHILD SUPPORT INITIATIVE PROGRAMME CARIBBEAN CENTRE FOR DEVELOPMENT ADMINISTRATION 1 ST FLOOR, WEYMOUTH CORPORATE CENTRE ROEBUCK STREET BRIDGETOWN BARBADOS
Phone	246 427-8535/36
FAX	246 436-1709
Email	SUSAN.LASHLEY@CARICAD.NET