TERMS OF REFERENCE FOR A CONSULTANT TO CONDUCT A SURVEY OF THE CARIBBEAN ICT VIRTUAL COMMUNITY (CIVIC)

The CARISNET consortium of Fundación Taiguey, DevNet and JSDNP invite proposal from individuals or groups of individuals to conduct a survey of the Caribbean ICT Virtual Community (CIVIC)

BACKGROUND

The Caribbean ICT Virtual community was established in October 2002 and has grown to include over 200 persons who have an interest in the use of ICTs for the development of the Caribbean. The group has linguistic and geographic diversity throughout the Caribbean, and includes many members of the Diaspora.

The CIVIC group has evolved, and there are many ideas which are being discussed to move CIVIC into an active community which could advocate issues, initiate actions and even implement projects.

It was agreed that a survey would confirm what we do now and how well we are doing it, and what we should be doing as we move ahead and how. The survey would be used as a catalyst to the change process.

OBJECTIVES OF THE SURVEY

The objective of this survey are to obtain concrete data and feedback from the Caribbean ICT Virtual Stakeholder Community on the following issues, for what the it should :-

1. Document and analyse the demographics of CIVIC members
2. Document and analyse representation of CIVIC members as well as the type of organisation they represent
3. Obtain members' perceptions on the usefulness/impact of CIVIC so far, and the characteristics to remain, and those to change
4. Identify the features of a suitable organisation structure including the following:
- Mechanisms for changing rules
- Mechanisms for collaboration for advocacy
- Means of accountability
- Means to enhance geographic and linguistic diversity

SURVEY POPULATION

The survey will be restricted to the members CIVIC Mailing List. The

survey instruments will be available in French, Spanish and English.
The final report will be translated by Carisnet in French, Spanish and English.

METHODOLOGY
The survey will be done through an online mechanism which offers the
most convenient access to respondents and the most cost-effective
solution for the Community. The consultant should also do some
telephone (skype?) interviews.
The questions will be organised into the following themes, and are
expected to elicit responses which could be both qualitative and
quantitative.
The themes are :-
- Demographics of the respondent
- Sector representation
- CIVIC experience
- Knowledge of CIVIC's organisation
- Perceptions of CIVIC and its organisation and capacity to contribute
to the ICT4D policy debate.

REQUIREMENTS FOR THE CONSULTANT
The consultant must have demonstrated working experience in virtual
communities and in collating data acquired through the Internet.

The Working Group has collected some questions which the consultant
has the option of using as guidelines.

The following deliverables are expected :-
Online questionnaire ready by 13 October
Preliminary Report date xx
Final Report by 30 November

The consultant is expected to have the resources to work in English,
French and Spanish.

The budget for the entire process is USD 3,000

STRUCTURE OF THE PROPOSAL
The Proposal must contain the following elements :

a) Methodology for the survey

b) Proposed workplan to complete the deliverables

c) Curriculum Vitae of Proponents

Proposals must be submitted by 00:00GMT on 26 September, 2006 to
vidyak@devnet.org.gy

This survey and the CarISnet project are funded by a grant from the Institute for Connectivity of the Americas (ICA).