

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Team Leader - Evaluation of the 2022-2026 Caribbean Sub-Regional Programme

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Sub-Regional Office for the Caribbean (SROC)
Purpose of consultancy:	An Evaluation Team Leader will be hired to lead and carry out the evaluation of the 2022-2026 Sub-Regional Programme for the Caribbean (SRPE)
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>An Evaluation Team Leader will be expected to:</p> <ul style="list-style-type: none"> ▪ Lead the SRPE and ensure the completion of the SRPE as per agreed timelines and evaluation standards of UNEG/UNFPA. ▪ Provide guidance to and supervise the Evaluation Team ▪ Setting out the methodological approach ▪ Carry out data collection in the UNFPA Sub-Regional Office for the Caribbean (SROC) based in Kingston, Jamaica and the Liaison Offices, as required; ▪ Engage regularly with the evaluation reference group (ERG) and evaluation managers (SROC and LACRO); ▪ Engage actively in the stakeholder/recommendations workshop (s); ▪ Draft and finalize the SRPE report with inputs from key stakeholders; ▪ Support key dissemination activities of evaluation results (e.g., presentation of the results evaluation to key stakeholders);
Duration and working schedule:	20 June – 20 December 2025
Place where services are to be delivered:	Home based/remotely with mission (s) to selected UNFPA Liaison Office (s) in the sub-region if deemed necessary. UNFPA will procure the tickets for the travels while other travel costs in line with UNFPA travel policy will be included in consultancy fees.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The indicative timeline of the evaluation is provided in the Terms of Reference of the evaluation - Sub-Regional Programme Evaluation (2022-2026)</p> <p>In particular, the consultant will be responsible for completing the following key deliverables of the evaluation by the deadlines listed below:</p> <ul style="list-style-type: none"> • Inception Report: 31 July 2025 • Data collection: 31 August 2025 • Draft Sub-Regional Programme Evaluation Report: 30 September 2025 • Final Sub-Regional Programme Evaluation Report: 31 October 2025 <p>The deliverables are expected to be submitted electronically.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Sub-Regional Monitoring and Evaluation Focal Point will manage the consultancy and monitor the consultant's completion of deliverables.</p> <p>Payment will be released upon approval of the respective key deliverables:</p> <ul style="list-style-type: none"> • Inception Report: 20% of total payment • Draft SRPE Report: 50% of total payment • Final SRPE Report: 30% of total payment <p>The key deliverables of the evaluation will be subject to UNFPA evaluation quality assurance and assessment (EQAA) guidance as well as UNEG standards and norms.</p>
Supervisory arrangements:	Reporting functionally to the SRPE Manager, and technically to the UNFPA regional M&E advisor
Expected travel:	Selected UNFPA Sub-Region Liaison Offices (to be defined at the design phase), possible countries: Belize, Suriname, or Barbados.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Minimum qualifications required for the Team Leader:</p> <ul style="list-style-type: none"> • Master's degree or equivalent in development studies, population studies, demography, statistics, biostatistics, economics, gender studies, health, international relations or other related fields; • 5-7 years of experience in leading and conducting evaluations, reviews, assessments, research studies for international organizations or development agencies, including evaluations around strategic planning; • Extensive experience in leading/supporting complex evaluations commissioned by United Nations Organizations and/or other international organizations and NGOs. Knowledge of UNFPA Evaluation Policy and Handbook is a must; • Substantive knowledge and expertise in, at least, one of the thematic areas of UNFPA mandate: sexual and reproductive health and rights, human rights, gender and social norms, or population policies; experience in humanitarian or prospective evaluation will be an asset; • Extensive knowledge of the UNFPA, as well as the UN system, including UN reform processes; • Extensive knowledge of partnership development, resource mobilization and experience of working in the Caribbean region; • Strong understanding and experience of the Caribbean environment (political, social, economic and religious and other contextual factors of the landscape) • In-depth knowledge of theory-based evaluation approaches and ability to apply both qualitative and quantitative data collection methods and to uphold high quality standards for evaluation as defined by UNFPA and UNEG; • Demonstrable ability to consistently integrate human rights and gender perspectives in all phases of the evaluation process; • Excellent drafting/report writing skills, analytical skills, and computer skills; • Excellent command in written and spoken English; working knowledge of Spanish or Dutch will be an asset.
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