

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

## Team Member - 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 Member will be hired to support the implementation of the evaluation of the 2022-2026 Sub-Regional Programme for the Caribbean (SRPE)
Scope of work:  (Description of services, activities, or outputs)	<p>An Evaluation Team Member will be expected to:</p> <ul style="list-style-type: none"> <li>Support the Evaluation Team Leader in the implementation and completion of the SRPE as per agreed timelines and evaluation standards of UNEG/UNFPA;</li> <li>Contribute to all phases of the SRPE and carry out data collection at the UNFPA Sub-Regional Office for the Caribbean (SROC) based in Kingston, Jamaica and the Liaison Offices, as required;</li> <li>Engage regularly with the evaluation team leader and managers (SROC and LACRO) and support the team leader and members in developing the evaluation methodology, matrix and questions, etc.;</li> <li>Engage actively in the stakeholder/recommendations workshop;</li> <li>Support the Evaluation Team Leader in the drafting and finalization of the SRPE report with inputs from key stakeholders;</li> <li>Support key dissemination activities of evaluation results (e.g., presentation of the results evaluation to key stakeholders);</li> <li>Ensure the completion of assigned tasks as per agreed timelines and evaluation standards of UNEG/UNFPA.</li> </ul>
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 - <a href="#">Sub-Regional Programme Evaluation (2022-2026)</a></p> <p>In particular, the consultant will be responsible for supporting the completion of the following key deliverables by the deadlines listed below:</p> <ul style="list-style-type: none"> <li>Inception Report: 31 July 2025</li> <li>Data collection: 31 August 2025</li> <li>Draft Sub-Regional Programme Evaluation Report: 30 September 2025</li> <li>Final Sub-Regional Programme Evaluation Report: 31 October 2025</li> </ul> <p>The deliverables are expected to be submitted electronically by the team leader.</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"> <li>Inception Report: 20% of total payment</li> <li>Draft SRPE Report: 50% of total payment</li> <li>Final SRPE Report: 30% of total payment</li> </ul> <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 Evaluation Team Leader.
Expected travel:	Selected UNFPA Sub-Region Liaison Offices (to be defined at the design phase), possible countries: Belize, Suriname, or Barbados as needed.

<p>Required expertise, qualifications and Competencies, including language requirements:</p>	<p>Minimum qualifications required for a Team Member:</p> <ul style="list-style-type: none"> <li>• Master's degree or equivalent in development studies, gender studies, economics, social sciences, public health, health economics and financing, epidemiology, biostatistics, social sciences, human rights, demography, or other related fields;</li> <li>• At least 5-7 years of experience in conducting, design, implementation of evaluation, reviews, assessments in the field of international development and development programmes</li> <li>• Strong expertise and substantive knowledge in areas of UNFPA mandate, such as sexual and reproductive health and rights, gender and social norms, or population policies; experience in humanitarian or prospective evaluation will be an asset;</li> <li>• Experience in leading/supporting complex evaluations commissioned by United Nations Organizations and/or other international organizations and NGOs. Experience with UNFPA Evaluations is an asset;</li> <li>• Extensive knowledge and experience of conducting evaluations in the Caribbean region</li> <li>• Strong understanding and experience of the Caribbean environment (political, social, economic and religious and other contextual factors of the landscape);</li> <li>• Proven skills in evaluation approaches and methodology with demonstrable ability to apply quantitative and qualitative data collection methods and analysis;</li> <li>• Experience working with a multidisciplinary team of experts.</li> <li>• Familiarity with UNFPA's mandate, strategic plan and transformative results as well as UN system, is a strong asset</li> <li>• Excellent drafting/report writing skills, analytical skills, and computer skills;</li> <li>• Excellent oral and written English, working knowledge of Spanish or Dutch will be an asset</li> </ul>
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