

Vacancy # 04-02-2025

Mid-Term Review Caribbean Firearms Roadmap

Terms of Reference

CONSULTANCY SERVICES: TECHNICAL SUPPORT TO CONDUCT THE CARIBBEAN FIREARMS ROADMAP MID-TERM REVIEW

TYPE OF CONTRACT:	Individual Contract
LANGUAGE REQUIRED:	English (Spanish and French desirable)
STARTING DATE:	1 May 2025
REPORTS TO:	Conventional Arms Programme Coordinator – Caribbean, UNLIREC.
DUTY STATION:	Regional / Home-based
DURATION OF CONTRACT:	51 non-consecutive working days (May to December 2025)

1. Background

In October 2020, 15 Caribbean Community (CARICOM) States and the Dominican Republic formally adopted the '[Roadmap for Implementing the Caribbean Priority Actions on the Illicit Proliferation of Firearms and Ammunition across the Caribbean in a Sustainable Manner by 2030](#)'. This initiative aims to enhance security across the Caribbean by addressing the issue of illicit proliferation of firearms and ammunition.

The Roadmap consolidates and builds upon the 30 Caribbean Priority Actions adopted in May 2019 by Caribbean Heads of Governments under the [Caribbean Basin Security Initiative](#) (CBSI). It serves as a strategic framework for the effective and measurable implementation of those priorities at the strategic, policy and operational levels. Aligned with international and regional firearms instruments¹ and strategies –such as the CARICOM Crime and Security Strategy– the Roadmap also contributes to the 2030 Agenda for Sustainable Development, particularly Target 16.4, which aims to significantly reduce illicit financial and arms flow by 2030.

The Framework is structured around four Goals: 1) reinforce regulatory frameworks governing firearms and ammunition; 2) reduce the illicit flow of firearms and ammunition into, within and beyond the region; 3) bolster law enforcement capacity to combat illicit firearms and ammunition trafficking and their illicit possession and misuse; 4) Systematically decrease the

¹ The Roadmap takes into consideration the provisions found in the United Nations' Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects (PoA, 2001) as well as the legal obligations stemming from the Arms Trade Treaty (ATT), the Firearms Protocol and the Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials (CIFTA).

risk of diversion of firearms and ammunition from government- and non-government-owned arsenals.

Each goal incorporates pre-defined actions and targets within a 2020-2030 timeline, aligning with the broader objectives of the 2030 Agenda.

Operationalization, monitoring and support to implementation of the Caribbean Firearms Roadmap

To implement and operationalize the Roadmap, each State is expected to develop a National Action Plan (NAP), identifying Priority Actions including its associated targets and implementation timelines, tailored to its national context.

Progress is tracked at both national and regional levels through a Monitoring and Evaluation (M&E) Framework, fostering accountability and ownership. This framework consists of 15 Priority Actions, 16 targets, 101 sub-Key Performance Indicators (KPIs) which track national progress, and 15 macro-KPIs which capture regional advancements.

To establish a reference point for the assessment of progress, each CFRM State committed to conduct a Baseline Assessment, a standardized questionnaire directly aligned with corresponding national sub-KPIs. This assessment provides a benchmark for tracking annual progress. From that point forward, States must submit annual reports on the sub-KPIs relevant to the Priority Actions identified in their National Action Plans (NAPs), ensuring continuous monitoring and alignment with the Roadmap's overarching objectives.

UNLIREC and CARICOM IMPACS are the co-custodians of the Roadmap, working alongside Roadmap partners and the donor community—including Canada, the European Union, Germany, the United Kingdom, and the United States—to ensure its effective implementation. To maintain momentum and facilitate focused discussions on implementation, the Roadmap includes annual meetings of partners, donors, and States. These gatherings provide a platform for strategic exchanges and ensure continuity in the process. The next meeting will be held in person in November 2025.

Implementing partners play a crucial role in supporting CFRM States by delivering capacity building initiatives aimed at achieving the Roadmap's goals. These partners include: the Organization of American States (OAS), the International Criminal Police Organization (INTERPOL), the UN Development Programme (UNDP), the United Nations Office on Drugs and Crime (UNODC), the Small Arms Survey (SAS), the World Customs Organization (WCO) and Mines Advisory Group (MAG). To further enhance partner collaboration and coordination of activities, implementing partners convene biennially to review progress and discuss future support for CFRM States.

Caribbean Firearms Roadmap Mid-Term Review

During the [3rd Annual Meeting of States of the Caribbean Firearms Roadmap](#) (Saint Lucia, 14 to 15 November 2023), high-level representatives of the 15 CARICOM Member States and the Dominican Republic emphasized the value of M&E in enhancing performance and achieving results. To ensure the Roadmap remains relevant to its objectives and enables the effective and timely implementation of the commitments set out in the Roadmap, in their [Joint Statement](#), States proposed a 'technical mid-term review on the implementation of the Roadmap in 2025, at the half-way mark of its duration,' to be carried out by the co-custodians of the Roadmap.

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC) and the Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS), will lead this process as co-custodians, which will evaluate each major component of the Roadmap. The Mid-Term Review will be conducted by an external Consultant over an estimated eight -month period, from May to December 2025. Findings and recommendations from the review will be presented to States at the 5th Annual Meeting (slated for November 2025) for their consideration.

The Mid-Term Review will be conducted with funding support provided by Canada.

2. Objectives and Rationale

The Mid-Term Review aims to offer a comprehensive assessment of the progress made by Caribbean Firearms Roadmap States in achieving the Roadmap's goals and in building sustainable capacities to combat the illicit trafficking of firearms and ammunition. Its specific objectives are to evaluate implementation progress, identify challenges and gaps encountered during the implementation of the Roadmap, and identify lessons learned and provide actionable recommendations to enhance further efforts, of the following:

- *Strategic alignment*: the extent to which the Roadmap remains relevant and aligned with regional and national priorities, structures, and initiatives, such as CARICOM's action agenda on crime and security and the Caribbean Basin Security Initiative's Priority Actions, in addressing the region's most pressing security challenges. Additionally, the review will assess how effectively the Roadmap has been integrated into national policies and processes, evaluating ownership by Roadmap States and the extent to which it has been actionable at the national level.
- *Overall progress*: the extent to which the Roadmap's goals have been achieved across States and in the region, *vis-à-vis* its targets and timelines.
- *Effectiveness of Roadmap mechanisms*: whether the Roadmap's structures, frameworks, and mechanisms are effectively supporting the intended goals, identifying any areas for improvement.
- *Capacity building*: advancements in developing and institutionalizing sustainable national and regional capacities for effective small arms and light weapons (SALW) control, including training, institutional and strengthening, and policy and legal development.
- *Measurement of impact and perception of impact*: an evaluation of the Roadmap's effectiveness from the perspective of stakeholders, measuring tangible results and assessing how stakeholders perceive its impact on security and governance in the region.
- *Assistance*: the adequacy, impact, and alignment of the technical assistance provided by Implementing Partners in supporting Roadmap implementation. Additionally, it will assess the extent to which the contributions of other stakeholders, such as civil society organizations, and the role of mechanisms like bilateral support from States, contribute to or could be better coordinated to play a bigger role in the Roadmap's implementation.
- *Funding*: the financial resources allocated for Roadmap implementation, assessing sufficiency, efficiency, and sustainability in utilization.
- *Data collection and reporting efforts*: the viability, effectiveness, consistency, reliability and ease of data collection and reporting mechanisms and efforts implemented by CFRM States and its co-custodians.

The Mid-Term Review will thus allow stakeholders to reflect on past progress, identify challenges and gaps, measure the impact and/or the perception of impact of the Roadmap, and anticipate future needs, enabling them to better prioritize and make necessary adjustments. The findings will be used to inform policy adjustments, optimize funding allocations, and refine operational strategies to enhance the effectiveness of the Roadmap's implementation. Additionally, it will provide the co-custodians, implementing partners and donors with insights into the support needed to ensure the successful implementation of the Roadmap.

3. Scope

The geographic scope of the Mid-Term Review will encompass, in alphabetical order, the following countries and territories: Antigua and Barbuda, Barbados, The Bahamas, Belize, Dominica, the Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

The Review will cover a 5-year period: from its adoption in October 2020 to June 2025.

4. Structure

The Mid-Term review will assess the implementation of the Roadmap by evaluating:

- the *results* achieved (the extent to which Goals have been met),
- the *methods* employed to achieve these results (the activities undertaken to reach the desired outcomes), and
- the extent to which progress is *reported and visualized* (the tools available to States for measuring and tracking progress).

In particular, the Review will consider the various components of the Roadmap process, and include the following:

4.1. Overall Progress Assessment (results)

- Implementation levels across the four pillars of the Roadmap against established indicators and targets.
- Identify completed actions, ongoing initiatives, and delayed activities based on NAPs.

4.2. Measurement of Impact and Perception of Impact (results)

- 4.2.1. Evaluation of Roadmap Effectiveness: A systematic assessment of the Roadmap's impact to determine progress toward established goals.
- 4.2.2. Stakeholder Perception Analysis: Engagement with key stakeholders, and affected communities, to assess the perceived effectiveness, credibility, and sustainability of the Roadmap.

4.3. Assistance and Funding (methods)

- Funding of Roadmap - donor pool, total amounts, distribution across partners, distribution across goals and action items, other fundings streams not in Roadmap.
- Operational and Capacity-Building Efforts - including impact and gaps.

4.4. Effectiveness of Roadmap Mechanisms (methods)

4.4.1. National Level

- Roadmap and M&E Focal Points and relevant mechanisms at national levels.

- NAP development, Baseline Assessments, identified sources of information to support reporting.
- Assistance received (in line with NAP) and national coordination of assistance.
- Political vs operational ownership - embedding Roadmap into policy and operational aspects.

4.4.2. Regional Level

- Stakeholders - Partner mechanism, including coordination (implementing partner coordination meetings and platform).
- Annual Meetings of States.

4.5. Data and Reporting (reporting and visualization)

- M&E framework and reporting forms, templates, and platform.
- Data collection and reporting.
- Baseline Assessment and KPI reports.
- Regional Reports.

4.6. Findings

4.7. Recommendations

5. Methodology

The activities to be undertaken in the process include, but are not limited to, the following:

5.1. Phase 1: Inception

- Kick-off meeting: Engage with co-custodians (CARICOM IMPACS and UNLIREC) to clarify objectives, scope, and methodology.
- Desk Review: A comprehensive review of relevant documentation at both regional and national levels, including Roadmap, reports, policies, strategies, and monitoring and reporting materials produced by authorities, donors, co-custodians, and international and regional implementing organizations. This will encompass both qualitative and quantitative data, and include but are not limited to:
 - The Caribbean Firearms Roadmap.
 - National Action Plans (NAPs).
 - M&E Framework, Baseline Assessments, and KPI and regional reports.
 - Donor contributions and financial reports.
 - Reports from CFRM and M&E Focal Points, regional meetings, and assistance programmes.
 - Caribbean Basin Security Initiative (CBSI) documents and regional security strategies.
- Work Plan Development: Define the methodology, timeline, data collection tools, list of stakeholders to interview, and stakeholder engagement strategy. This includes establishment of evaluation criteria. Develop a draft outline for the report, to be validated by UNLIREC and CARICOM IMPACS.

5.2. Phase 2: Data Collection and Analysis

- Survey Deployment: Design and distribute questionnaires to assess implementation progress and challenges. This process should involve all Roadmap stakeholders.
- Stakeholder Consultations could include:
 - Engage with Roadmap and M&E Focal Points to document achievements and barriers to implementation.

- Conduct interviews and focus group discussions, both virtually and in-person. Dedicated discussions should be envisaged with policymakers, law enforcement, border and customs agencies, judiciary, international partners, donors, Resident Coordinators/UN system representatives, civil society, as well as affected communities.
- Field visit: An approximate 10-day in-person mission will be conducted in a selection of CFRM States to supplement the virtual consultations. This mission may also include on-the-ground assessments of implementation by visiting key institutions and border points in chosen countries. Country selection will be based on a combination of implementation status, regional representation, and logistical feasibility.
- Data Analysis: Evaluate quantitative and qualitative data.

5.3.Phase 3: Drafting of Mid-Term Review Report

- Report Writing: Summarize key findings from each thematic area, with supporting evidence into a Mid-term Review. Identify good practices, gaps, and challenges in implementation. Develop case studies to highlight successful interventions or significant obstacles. The report will include an executive summary, as well as findings and actionable recommendations.

5.4.Phase 4: Validation and Finalization of Mid-Term Review Report

- Validation: Present draft findings at a stakeholder consultation meeting (virtual). Share draft Mid-Term Report with States and key stakeholders to gather feedback.
- Finalization: Refine and finalize the report.
- Consolidated Findings Report (public): Develop a shorter, non-technical version of the report, for public consumption.

The Mid-Term Review will employ a combination of desk-based analysis and targeted stakeholder interviews. The Terms of Reference outline the key documents to be reviewed and the primary questions for the Mid-Term Review. However, the Consultant is encouraged to suggest additional review questions, relevant documents, and potential interviewees to enhance the process.

In conducting the Mid-Term Review, the Consultant will seek to answer the following key questions:

- What is the progress in the implementation of the Caribbean Firearms Roadmap as per its goals and overall targets? Is the implementation of the Roadmap on track in achieving its goals?
- To what extent are the results achieved so far identified as sustainable, in line with the vision of the Roadmap, especially with regards to the acquisition of the relevant competencies, capabilities, and capacities in Roadmap States?
- What is the overall impact of the Roadmap and what is the perception of impact?
- What are the key challenges identified –including those related to the global and regional contexts–the remaining gaps, and recommendations for the way ahead?
- What are the key lessons learned, identified risks, and opportunities in the Roadmap implementation?
- Are the current overall targets still relevant and are there any areas that are not suitably covered by the Roadmap?

- Are there any revisions recommended for the Roadmap, including recommendations to implement adaptation mechanisms to allow the Roadmap to respond to changing security environments, as well as old and new threats, beyond 2030?
- Has the support provided by co-custodians, implementing partners, and donors been timely, relevant, and responding to the expressed priorities in the implementation of the Caribbean Firearms Roadmap?
- To what extent have synergies and interlinkages been established between the activities implemented under the Roadmap and the support provided by States and civil society? How effectively has the Roadmap served as a guiding framework for the priorities and programmatic work of national and regional civil society organizations and international partners in the field of small arms and light weapons controls?
- What are the areas that have been identified by the Mid-Term Review that require priority funding and/or support, or identified as new needs, and for which there is no programmatic planning or funding?
- To what extent have gender equality and the empowerment of women been addressed in the design and implementation of activities under specific goals of the roadmap?
- Are there specific aspects of the Roadmap implementation that have been identified as good practices or lessons learned, used in other geographic or thematic areas?
- Are the coordination mechanisms established under the Roadmap deemed sufficient to ensure the efficient and effective coordination of efforts and resources?
- Have there been any challenges in implementing the Monitoring and Evaluation Framework, operationalizing the Roadmap goals, and tracking national and regional KPIs? If so, what recommendations can be made to address these issues?
- To what extent has the Monitoring and Evaluation Framework captured progress in implementing the Roadmap, and what lessons learned or recommendations can States, co-custodians, and implementing partners apply to enhance the framework?
- Are the reporting mechanisms available to States accessible, practical, efficient, and effective? What challenges have States faced in the reporting process, and are there any best practices to highlight?
- Is the support provided by the co-custodians in assisting States in their data gathering and reporting efforts deemed effective, efficient, and sufficient? Are there any gaps to be filled and/or recommendations that States and the co-custodians can implement to improve these processes?
- Are there any actionable recommendations for maintaining the commitment beyond 2030 to ensure sustainable, joint action in the region, aligned with CARICOM's action agenda on crime and security and the Caribbean Basin Security Initiative's priority actions, particularly in combating the illegal possession, misuse, and trafficking of small arms and light weapons?

An indicative list of supporting questions to determine the progress of the Roadmap under each of its goals and targets, the measurement of impact and perception of impact, the assistance provided by donors and implementing partners, as well as the coordination of efforts and resources will also be provided to the Consultant, upon signature of the contract.

6. Duties and Responsibilities:

In close cooperation with UNLIREC and CARICOM, in light of their role as co-custodians of the Caribbean Firearms Roadmap, the Consultant shall carry out an independent review, with the following assignments:

6.1. Submission of Work Plan, inclusive of draft outline of the Mid-Term Report

Work plan should include the conceptual framework to be used throughout the Mid-Term Review and reflect understanding of its objectives, define the methodology to be employed, provide information on data sources and collection, and surveys to be utilized on the interviews to be conducted. It should also detail a schedule of tasks, timelines, activities to be conducted to ensure timely submission of Mid-Term Review deliverables, and an outline of the Mid-Term Review Report. The workplan should include the following sections:

- Background and context
- Mid-Term Review objective, purpose, and scope
- Mid-Term Review evaluation criteria and questions to address
- Approach and methodology
- Resources, data sources, and data collection
- Schedule of tasks
- Outline of the Mid-Term Report

6.2. Conduct desk review of critical documents, including, but not limited to:

- [The Caribbean Firearms Roadmap](#), along with its [goals and actions](#).
- National Action Plans (to be shared with the Consultant upon signing the contract)
- M&E Framework, Baseline Assessments and KPI reporting forms, Baseline Assessments, KPI and regional reports.
- [UNLIREC's Synergizing Data Collection Efforts: A Guidance Document under the Caribbean Firearms Roadmap in the Context of Existing Reporting Obligations](#).
- Donor contributions and financial reports.
- Reports from CFRM and M&E Focal Points, regional meetings, and assistance programmes.
- Documentation stemming from Annual Meeting of States, such as:
 - [3rd Annual Meeting of States: Agenda, Press Release, Joint Statement](#)
 - [4th Annual Meeting of States: Agenda, Press Release](#)
- Caribbean Basin Security Initiative (CBSI) documents and regional security strategies.

6.3. Conduct site visits in Roadmap countries and selected interviews

UNLIREC and CARICOM will provide support in establishing initial contact with the authorities before the organization of meetings and UNLIREC will arrange and finance the agreed upon site visits. Following the site visits, and prior to the drafting of the mid-term review report, the Consultant will debrief UNLIREC and CARICOM IMPACS with preliminary findings.

6.3.1. *Conduct selected online interviews* with relevant stakeholders, including, but not limited to:

- CFRM and M&E Focal Points in each State (and any other member as suggested by the Focal Point)
- Criminal Police representatives
- Border Police representatives
- Prosecution Offices relevant representatives
- Representatives of Ministries of Defence
- Key donors (German Federal Foreign Office, Canada, the United Kingdom, the United States, and the European Union and regional or national representations they may suggest) and other representations providing financial and/or technical support in the field of small arms and light weapons control in the region.
- Co-custodians: UNLIREC (coordination and monitoring of the CFRM), CARICOM IMPACS
- Representatives of implementing partners, including CARICOM IMPACS, INTERPOL, UNLIREC, Mines Advisory Group (MAG), Organization of American States (OAS), Small Arms Survey (SAS), the United Nations Development Programme (UNDP), the United Nations Office for Drugs and Crime (UNODC), the World Customs Organization (WCO).
- Representatives from selected regional and national civil society organizations.

For the interviews, the Consultant is expected to design Mid-Term Review questions, according to different stakeholders to be interviewed and based on the key questions above and other supporting questions provided by co-custodians.

6.3.2. Conduct in-person interviews and site visits

The in-person interviews will complement the online consultations and enable the Consultant to assess the on-site implementation of the Roadmap. This phase will include 10 interview days (excluding travel days), during which the Consultant will visit at least three countries. The selection of countries for the in-person segment will be based on implementation status, regional representation, and logistical feasibility.

6.4. Prepare draft Mid-Term Review Report based on the findings stemming from the desk review, interviews and site visits. The Report, a comprehensive document (maximum of 100 pages for the main body) will presents information in a clear, accessible, and easily understandable manner. The report should be logically structured, following the outline below, and include evidence-based findings, conclusions, lessons learned, and actionable recommendations. The suggested structure for the Mid-Term Review report is as follows:

- Title and opening pages
- Project and Mid-Term Review information details.
- List of acronyms and abbreviations
- Executive summary (five pages)
- Introduction

- Mid-Term Review description: objective, purpose, and scope, evaluation criteria and main questions addressed
- Mid-Term Review approach and methodology
- Data analysis
- Findings (per Roadmap Goal and as per key aspect under review)
- Lessons learned
- Annexes

6.5. Validate the Mid-Term Review Report. The Mid-Term Review revision process initiates with the Consultant submitting the draft Mid-Term Report to the co-custodians, who will share it with State representatives, donors, implementing partners and other stakeholders that participated in the data gathering process. Comments, questions, suggestions, and requests for clarifications on the review of the draft report will be submitted to the Consultant by UNLIREC and addressed in the agreed timeframe. The Consultant should reply to the comments through a review audit trail document (not directly on the draft report). Disagreements over findings will also be documented on the review audit trail, while efforts will be made to come to an agreement.

6.6. Finalize the Mid-Term Review Report, by reviewing feedback and incorporating additions and comments by stakeholders. Submit the finalized report to UNLIREC & CARICOM (100 pages maximum of the main body). The Consultant may be invited to participate in presentations of the final Mid-Term Review document, where they will be invited to present the main findings and recommendations. Travel expenses related to participation in such presentations will be covered by UNLIREC

6.7. Prepare Consolidated Findings Report, a document that summarizes the key findings, challenges, lessons learned, and recommendations from the Mid-Term Review. The report should not exceed 20 pages.

For more details on the Mid-Term Review Indicative timeframe see [Annex 2](#).

The Consultant is expected to conduct the Mid-Term Review process with due attention to the Terms of Reference. In instances where sensitive or confidential matters are involved, the Consultant must implement safeguards that protect interviewees and stakeholders, ensuring they are not put at risk during the data collection phase and in the dissemination of information.

7. Expected Outputs and Deliverables, and Indicative Timeline

The Consultant, under the UNLIREC and CARICOM IMPACS teams' supervision, will guide the process and contribute to the timely development of high-quality reports. The payment will be made upon satisfactory receipt and approval of each deliverable by UNLIREC.

All deliverables submitted to UNLIREC will be produced in English. The specific outputs and tentative timeframes are as follows (and detailed in Annex 2: Mid-Term Review Indicative Timeframe):

Delivery/outputs	Estimated deliverable due dates	Payments
<u>Deliverable 1:</u> <ul style="list-style-type: none"> • Submission of preliminary draft Work Plan, inclusive of draft outline of the report (as defined in 6. Duties and Responsibilities, item 1). • Conduct desk review of documentation (as defined in 6: Duties and responsibilities, item 2) 	<p>Within 2 weeks of contract signing – est. week of 19 May 2025</p>	15%
<u>Deliverable 2:</u> <ul style="list-style-type: none"> • Conduct site visits in Roadmap countries and selected interviews, as specified in 6. Duties and Responsibilities, item 3. • Debriefing to UNLIREC and CARICOM on mission and interviews. • Submission of summary of minutes of mission and interviews. 	14 July	20%
<u>Deliverable 3:</u> <ul style="list-style-type: none"> • Conduct validation of Mid-Term Review Report, as specified in 6. Duties and Responsibilities, item 5. • Submission of draft Mid-Term Review Report (as defined in 6. Duties and Responsibilities, item 4) 	4 August	25%
<u>Deliverable 4:</u> <ul style="list-style-type: none"> • Submission of finalized Mid-Term Review Report (as defined in 6. Duties and Responsibilities, item 6) 	22 August 2025	20%
<u>Deliverable 5:</u> <ul style="list-style-type: none"> • Submission of Consolidated Findings Report (as defined in 6. Duties and Responsibilities, item 7) 	15 December 2025	20%

8. Working Arrangements

8.1. Institutional Arrangements

- Duty station: Remote, home-based. Ideally, based in the Caribbean time-zone to facilitate coordination of meetings.
- The Consultant will report to UNLIREC's Programme Coordinator.
- UNLIREC will provide the required documents to the Consultant, support in establishing initial contact with the authorities before the organization of meetings,

arrange and finance travel for an estimated 10-day mission. This field mission must be coordinated with UNLIREC.

- Feedback on deliverables will be provided by UNLIREC; CARICOM IMPACS, and other stakeholders as stated in the indicative timeframe (Annex 2).
- Payment for deliverables will be made upon submission of invoices and approval of deliverables. Travel days associated with the consultancy will not be paid (not included in the 51 non-consecutive days)
- The Consultant must have their own workspace and computer equipment to undertake this consultancy and make themselves available to meet during Caribbean working hours.

8.2. Duration of work

- The anticipated start date is 1 May 2025.
- The Consultant is expected to be engaged for 51 non-consecutive working days (excluding travel days) during May-December 2025.

9. Competencies

9.1. Functional Competencies

- Strong interpersonal skills; commitment to teamwork and to working across disciplines.
- Excellent presentation and communication skills, both oral and written, in English.
- Experience engaging with diverse stakeholders at multiple levels.
- Ability to deliver in a high-pressure environment.
- Ability to collaborate with and achieve actionable results.
- Knowledge formulation and management.
- Excellent organisation skills and time management, including identifying priority activities and adjusting as required; allocating appropriate time and resources for completing work; and monitoring and adjusting plans as necessary.

9.2. Core Competencies

- Demonstrates integrity and ethical standards.
- Positive and constructive attitudes toward work.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Strong personal commitment to gender equality and human rights.

10. Required Skills and Expertise

10.1. Language

- Fluency in both spoken and written English (**required**).
- Fluency in Spanish and/or French (**desirable**).

10.2. Education

- Master's degree in International Studies, Political or Social Science, Law Enforcement, Rule of Law, or related field (**required**).
- Professional training in arms control, criminal justice response, preventing and countering illegal trade of firearms, ammunition and explosives, legal framework

related to firearms, ammunition and explosives, firearms related crimes investigations, or life cycle management of weapons and ammunition (**desirable**).

- Professional training in planning, monitoring and evaluation, facilitation or coordination (**desirable**).

10.3. Experience

- At least 4 years of relevant experience in leading and conducting complex and comprehensive evaluations in development or security contexts, including leading evaluations for multilateral organizations and covering multiple countries (**required**).
- Understanding of the political and social situation in the Caribbean (**required**).
- Experience in any area outlined in the Roadmap, including: regulatory frameworks for firearms and ammunition; strategies to reduce illicit flows of these items; law enforcement efforts to combat their illegal possession, use, and trafficking; or Physical Security and Stockpile Management (PSSM) (**desirable**).
- Familiarity with the UN system and/or CARICOM (**desirable**).

11. Schedule of Payments

Payment for deliverables will be made upon submission of invoices and approval of deliverables. Payment usually takes 5-7 consecutive working days to be processed. Travel days associated with the consultancy will not be paid.

12. Evaluation Method and Criteria

Individual consultants will be evaluated based on the Cumulative Analysis methodology. The ranking of the Consultant shall be made based on proposals that are a) responsive/compliant/acceptable; and b) having received the highest score out of a set of weighted technical criteria and financial criteria as per below weights (Technical 70%, Financial 30%).

The technical criteria will be divided into Technical Criteria Part A (education, language, experience, and Screening Questionnaire) and Technical criteria Part B (interview). Only candidates with at least 70% of the maximum scoring points in the Technical Criteria Part A will be selected for an interview.

Only candidates obtaining a minimum of 70% of the maximum scoring points in the Technical Evaluation (Part A and B) will be considered for the Financial Evaluation. Financial score shall be computed as a ratio of the proposal, taking into account the fees for the work to be performed, being evaluated in the lowest priced proposal received by UNLIREC for the assignment.

12.1. Interview

The interview will be carried out by a panel of at least 3 people. Each question will have a maximum score, which will be evaluated qualitatively by each member of the panel in relation to the performance of the candidate. *Only candidates with at least 70% of the maximum scoring points in the Technical Criteria Part A will be selected for an interview.*

12.2. Technical Criteria for Evaluation Technical criteria A&B (Maximum 70% of evaluation)

Applications will be evaluated on the following criteria:

Proposal		%
PRELIMINARY REVIEW:		
Verification of the required documentation on time and correct format:	Fulfill/ Does not fulfill	
<ul style="list-style-type: none"> ○ PHP form (including professional references) ○ Screening questionnaire ○ Draft Work Plan ○ Sample work ○ Economic Proposal 		
Technical Criteria	Points	
Technical Criteria Part A	80	
Education	10	
<ul style="list-style-type: none"> • Master's degree in International Studies, Political or Social Science, Law Enforcement, Rule of Law, or related field 	Y/N	
<ul style="list-style-type: none"> • Professional training in arms control, criminal justice response, preventing and countering illegal trade of firearms, ammunition and explosives, legal framework related to firearms, ammunition and explosives, firearms related crimes investigations, or life cycle management of weapons and ammunition (<i>desirable</i>). 	5	
<ul style="list-style-type: none"> • Professional training in the areas of planning, monitoring and evaluation, facilitation or coordination (<i>desirable</i>). 	5	
Languages	10	
<ul style="list-style-type: none"> • Fluency in spoken and written English (<i>required</i>). 	Y/N	
<ul style="list-style-type: none"> • Fluency in French (<i>desirable</i>) 	5	
<ul style="list-style-type: none"> • Fluency in Spanish (<i>desirable</i>) 	5	
Experience	25	
<ul style="list-style-type: none"> • At least 4 years of relevant experience in leading and conducting complex and comprehensive evaluations in development or security contexts, including leading evaluations for multilateral organizations and covering multiple countries (<i>required</i>) <ul style="list-style-type: none"> ○ <i>Additional years up to 10 points</i> 	Y/N 10	
<ul style="list-style-type: none"> • Experience working in the Caribbean (<i>required</i>) 	Y/N	
<ul style="list-style-type: none"> • Experience in any area outlined in the Roadmap, including: regulatory frameworks for firearms and ammunition; strategies to reduce illicit flows of these items; law enforcement efforts to 	10	

combat their illegal possession, use, and trafficking; or Physical Security and Stockpile Management (PSSM) (<i>desirable</i>).		
• Familiarity with the UN system and/or CARICOM (<i>desirable</i>).	5	
Screening questionnaire	10	
All candidates must complete a screening questionnaire.	10	
Preliminary Draft Work Plan	15	
Preliminary Draft Work Plan to tackle the assignment.	15	
Assessment of Sample of Work	10	
Writing sample required includes a project/programme assessment, evaluation, or review drafted by the consultant, demonstrating relevant expertise. Points will be awarded based on: <ul style="list-style-type: none"> • Methodology (3 points) • Clarity (3 points) • Quality of Recommendations (4 points) 	10	
Technical Criteria Part B	20	
Interview	20	
The interview will be carried out by a panel of at least 3 people. Each question will have a maximum score, which will be evaluated qualitatively by each member of the panel in relation to the performance of the candidate.	20	
Overall score for A and B	100	70%
Economic Proposal	Points	30%
Economic Proposal	30	
Total	130	100%

13. Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and send them to Human Resources (rrhh@unlirec.org) no later than 22 April 2025.

- PHP form (including professional references and supporting documentation on trainings).
- Screening questionnaire.
- Economic proposal
- Draft Work Plan
- Writing sample required includes a project/programme assessment, evaluation, or review drafted by the consultant, demonstrating relevant expertise

Incomplete proposals will not be considered.

For any clarification regarding this assignment contact Human Resources (rrhh@unlirec.org)

Annexes

Annex 1 - List of Annexes

- Mid-Term Review Indicative Timeframe (Annex 2)
- UN Personal History (PHP) Form (Annex 3)

Annex 2 – Mid-Term Review Indicative Timeframe

ACTIVITY	ESTIMATED # OF DAYS	DATE OF COMPLETION	PLACE	RESPONSIBLE PARTY
PHASE 1: INCEPTION				
Kick-off meeting with co-custodians (CARICOM IMPACS and UNLIREC, staff as required) to clarify objectives, scope, and methodology.	-	At the time of contract signing – est. 1 May 2025	Home-based	UNLIREC & CAIRCOM IMPACS
Sharing of the relevant documentation with the Consultant	-	At the time of contract signing – est. 1 May 2025	-	UNLIREC & CAIRCOM IMPACS
Desk Review: comprehensive review of relevant documentation at both regional and national levels	3 days	Within one week of contract signing – est. week of 12 May 2025	Home-based	Consultant
Work Plan Development: refine and finalize the methodology, timeline, data collection tools, and list of stakeholders to be interviewed, stakeholder engagement strategy, inclusive of establishment of evaluation criteria and developing a draft outline for the Mid-Term Report.	2 days	Within two weeks of contract signing – est. week of 19 May 2025		Consultant
Submission of Work Plan	1 day	Within two weeks of contract signing – est. week of 19 May 2025	Remotely	Consultant
Comments and approval of Work Plan	-	Within one week of submission of the Work Plan – est. week of 26 May 2025	Remotely	UNLIREC & CAIRCOM IMPACS
PHASE 2: DATA COLLECTION AND ANALYSIS				
Survey deployment: Design and distribute questionnaires to assess implementation progress and challenges.	5 days	Within four weeks of contract signing – est. week 26 May 2025	Home-based	Consultant

Stakeholder Consultations	10 interview days	Within six weeks of contract signing – est. 16 June 2025	Home-based	Consultant
In-person interviews and field visit	10 interview days plus required travel days	Within nine weeks of contract signing – est. by 7 July 2025	Mission to minimum of 3 Roadmap States	Consultant. - UNLIREC and CARICOM to facilitate contacts with authorities, implementing partners, key donors, Resident Coordinators/UN system representatives, civil society, affected communities, etc.
Debriefing to UNLIREC and CARICOM and submission of mission and meeting minutes	1 day	est. 14 July 2025	Virtual	Consultant
Data analysis	5 days	Within 2 weeks of completion of field mission - est. 21 July 2025	Home based	Consultant
PHASE 3: DRAFTING OF MID-TERM REVIEW REPORT				
Preparation of draft Mid-Term Review Report (100 pages maximum of the main body of the report), executive summary (5 pages max.)	5 days	Within three weeks of the completion of the field mission – est. 4 August July 2025	Home-based	Mid-term review Team
Submission of draft Mid-Term Review Report	1 day	4 August 2025	Remotely	Consultant
Review of draft Mid-Term Review Report	-	Within two weeks of submission of the draft Mid-Term Review Report. - est. 18 August 2025		UNLIREC & CARICOM

Submission of consolidated UNLIREC, CARICOM IMPACS and key stakeholders' comments to the draft Mid-Term Report to Consultant		est. 18 August 2025		UNLIREC & CARICOM
Review of comments and completion of the Mid-Term Review report incorporating additions and comments and submission of the finalized Mid-Term Review Report to UNLIREC & CARICOM (100 pages maximum of the main body)	3 days	22 August 2025	Home-based	Consultant
PHASE 4: VALIDATION AND FINALIZATION OF MID-TERM REVIEW REPORT				
Presentation of draft findings at a stakeholder consultation meeting.	1 day	18 August 2025	Virtual	Consultant
Share draft Mid-Term Report with States and key stakeholders to gather feedback		est. 18 August 2025		UNLIREC & CARICOM
Validation of draft report by stakeholders		est.15 September 2025		Stakeholders, UNLIREC & CARICOM
Finalization: Refine and finalize the Mid-Term Review Report	2 days	1 October 2025	Home-based	Consultant
Editing and translation of Mid Term Review Report	-	est. 31 October 2025		UNLIREC
Draft a Consolidated Findings Report develop a shorter (20 pages maximum), non-technical version of the report, for public consumption.	1 days		Home-based	Consultant
Submission of Consolidated Findings Report	1 day	est. 15 December 2025	Remotely	Consultant
Estimated total days for the mid-term review	51 (excluding travel days)			