

Vacancy #: 01-01-2026

Terms of Reference Monitoring and Evaluation Adviser

1. General Information

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| Programme: | Conventional Arms Control |
| Title: | Monitoring and Evaluation Adviser |
| Type of contract: | Local Individual Contractor (LICA), Full Time |
| Duty station: | Port of Spain, Trinidad and Tobago |
| Duration: | 1 April 2026 – 30 September 2026, extension/renewal contingent on funding |

1. Background

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), as one of three regional centers of the United Nations Office for Disarmament Affairs (UNODA), is mandated to promote and enhance efforts towards global disarmament and international peace and security. This includes the support to States in Latin American and Caribbean to enhance the effectiveness of small arms and ammunition controls and the implementation of initiative in support of the non-proliferation in weapons of mass destruction.

In 2020, UNLIREC assisted Caribbean States with the development of a Regional Roadmap aimed at preventing and combating the illicit trafficking in arms and ammunition across the region. Since its adoption that same year, States have worked towards the development of National Action Plans (NAPs) which map out national priorities and plans and set specific timelines for implementing the goals identified in the Roadmap. [The Caribbean Firearms Roadmap](#) has at its core four specific goals to be implemented over a ten-year period of action. Progress on its implementation is tracked through a Monitoring and Evaluation (M&E) framework.

In 2025, a Mid Term Review was conducted to assess 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. The M&E Adviser will be instrumental in supporting the implementation of related actionable recommendations from the Mid Term Review as well as the [Communiqué](#) from the fifth Annual Meeting of States.

In addition to the Caribbean Firearms Roadmap, the regional centre is also currently supporting the implementation of the [Central America and Dominican Republic Roadmap to prevent Illicit Trafficking and Proliferation of Firearms, Ammunition and Explosives](#) which was adopted in February 2025, as well as the development of the Andean Community Roadmap to Prevent and Combat the Illicit Trafficking of Firearms, Ammunition, and Explosives which was mandated by the Member States of the OAS, through a Resolution of the Permanent Council to the Department of Public Security of the OAS General Secretariat, in coordination with the General Secretariat of the Andean Community (SGCAN). The M&E Adviser will provide support as needed to these two processes as well.

2. Functions/Key Results Expected

The Monitoring and Evaluation (M&E) Adviser will assist the Centre with its overall Monitoring and Evaluation programming. Specifically, the Adviser will support Caribbean States in the implementation of the M&E Framework for the Caribbean Firearms Roadmap. Working with national M&E Focal Points, the advisor will conduct baseline assessments, train

States on the use of the Monitoring and Evaluation Reporting Instruments, support States with their annual reporting requirements and assist UNLIREC with the presentation of the collected data at different forums. Additionally, the Adviser will also provide support with the implementation of the M&E framework for the Central American and Andean Roadmaps.

3. Duties and Responsibilities

For the specific purpose above UNLIREC intends to recruit an M&E Adviser. This position will be based in **Port of Spain, Trinidad and Tobago**.

Under the supervision of UNLIREC's Conventional Arms Control Programme Coordinator - Caribbean and the UNLIREC Deputy Director, the Monitoring and Evaluation Adviser will be responsible for the following:

I. Monitoring and Evaluation (85%)

- Support the implementation of the Caribbean Firearms Roadmap M&E Reporting Framework including, inter alia,
 - Work in collaboration with other UNLIREC colleagues to assist States to develop National Action Plans and establish baseline assessments
 - Sensitize States on reporting instruments and provide guidance and support to State Focal Points for annual reporting
 - Support the implementation of actionable recommendations from the CFRM Mid Term Review as well as the Communiqué from the fifth Annual Meeting of States on Monitoring and Evaluation.
 - Present regional and national level results at the Annual States Meeting and at quarterly CFRM partner meetings.
 - Collate information on related work being undertaken by CFRM partners in the region to contribute to Roadmap implementation and work with partners to coordinate the collection of data.
 - Support the coordination of the Regional Oversight Committee mechanism with partners, donors and States
 - Coordinate and validate useful information for programme tracking and assessment of the progress made in the implementation of the Caribbean Firearms Roadmap.
- Assist in the preparation of annual M&E workplans
- Develop a UNLIREC M&E Strategy to systematically measure the impact of the Center's work.
- Support the development of logical frameworks and/ reporting mechanisms for project proposals
- Develop questionnaires/surveys for UNLIREC assistance designed to capture 'knowledge change' in participants.
- Provide guidance and support the centre's work on the Central American and Andean Roadmap processes.
- Support the centre's reporting to RCO offices in the Caribbean
- Support overall data management and analysis for Programming

II. Draft reports, briefing materials and other related documents: (10%)

- Support Programme Coordinator and other Senior Advisers in preparing contributions to donor reports and deadlines for narrative reports;

- Support the Centre's communication strategy for the dissemination of M&E results, including providing data and other inputs to Roadmap newsletters and related materials
- Provide research and editorial support for training material/knowledge tools relating to conventional arms control and non-proliferation issues as needed.

III. Perform other related duties as required by the Director (5%)

4. Qualifications and experience

Education

- Master's Degree or equivalent in International Relations, Political Science, Criminology/Criminal Justice, Psychology, Sociology, Economics or related social sciences field **required**.
- Specialized courses in Monitoring, Evaluation, Accountability and Learning desired.
- Specialized courses in data entry/data analysis/data visualization/data management desired.
- Additional demonstrated training/specialized courses related to the subject of the call desired.

Experience

- Minimum three (3) years of relevant monitoring and evaluation and/or data management and analysis experience at the national and/or international level is required.
- A minimum of one (1) year experience in criminal justice, peace and security, development goals (SDGs) or related policy matters is required.
- Knowledge of data management platforms and/or spreadsheets or programmes desired.
- Experience in the Latin American and Caribbean region desired.
- Demonstrable experience in the organization of training courses, meetings or seminars desired.
- Working experience with the United Nations and/or international organizations desired
- Demonstrable experience in the organization of training courses, meetings or seminars is highly desired.

5. Languages

Fluency in English, with good verbal and written skills, is required. Knowledge of Spanish and/or French desirable.

6. Competencies

• Professionalism

Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Take

responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- ***Communications***

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

- ***Planning and Organizing***

Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

- ***Team Work***

Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Other

- A written assessment may be required as part of the recruitment process for this position.
- **This position will require travel to the region.** Please consider that for entry to some countries in Latin American and Caribbean region vaccination cards are still required for COVID 19 and Yellow Fever.

9. Application and Required documents

Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, no later **than February 8th 2026** to rrhh@unlirec.org with reference to the Vacancy **“Monitoring and Evaluation Adviser- Vacancy Number # 01-01-2026”** in the subject title of the email.