

THE  
CARTER CENTER



## Terms of Reference

Assignment: Evaluation Consultant(s) or Evaluation Consulting Group

Location: Monrovia, Liberia (but with travel to the field)

### Summary

The Carter Center is seeking experienced evaluation consultants in Liberia with expertise in **behavioral health and program evaluation**. The consultant(s) will be responsible for implementing an evaluation design that is currently being co-developed by key stakeholders and the **Evaluation Core Team**. Once selected, consultants will become part of this team, contributing to strategic oversight and coordination to ensure the evaluation aligns with organizational priorities and stakeholder needs.

### Background and Context

The **Global Behavioral Health Initiative in Liberia** has been in place since **2009**, implementing various interventions aimed at improving mental health outcomes. Given the program's long history and evolving nature, a **comprehensive evaluation is a committed deliverable**. The evaluation will assess the **impact** of these interventions through a **mixed-methods approach**, combining qualitative and quantitative data collection and analysis.

However, to ensure that the evaluation is **rigorous and meaningful**, it is essential to first establish a **complete historical record** of the initiative. As a result, one of the preliminary priorities has been **documenting the intervention model**, capturing its evolution, strategies, and implementation over the years. This documentation process is nearing completion and is a foundational step in defining the **evaluation scope and key questions**.

Given this phased approach, the **specific evaluation scope and questions** are expected to be finalized by **April 2025**, aligning with the timeline outlined below. Internal evaluators will be in Liberia from **April 11–16, 2025**, and will conduct **in-person meetings and interviews** with interested evaluation consultants. These engagements will provide an opportunity to discuss evaluation methodologies, expectations, and contextual insights ahead of the finalization of the evaluation design.

## Scope of Work and Responsibilities

The evaluation consultant(s) will be responsible for:

- Reviewing and refining, if needed, the evaluation design,
- Producing an inception report of the evaluation,
- Conducting data collection in line with agreed methods and protocols,
- Conducting data analysis according to the pre-defined data analysis plan,
- Leading validation workshops or data parties with interest holders,
- Producing a draft evaluation report,
- Producing the final report in collaboration with the Evaluation Core Team

## Deliverables

The independent consultant(s) or consulting group will produce the following deliverables:

#	Deliverables	Level of Effort
1	Producing an inception report of the evaluation	1 week
2	Conducting data collection in line with agreed methods and protocols	3 weeks
3	Conducting data analysis according to the pre-defined data analysis plan	3 weeks
4	Leading validation workshops or data parties with interest holders	2 days
5	Producing a draft evaluation report	2 weeks
6	Producing the final report in collaboration with the Evaluation Core Team	1 week

## Contract Duration

The contract for this consultancy will begin May 2025 and conclude on August 1, 2025.

## Qualifications

- At least 5 years of experience conducting project impact evaluations for NGOs, international organizations, or other relevant institutions
- Extensive expertise, knowledge, and experience in the field of evaluation of health and social programs and intervention, with demonstrated experience in mixed-methods evaluations including surveys, focus group discussions (FGDs), key informant interviews (KII),
- Experience in Outcome Harvesting evaluation approach for impact evaluation and Cost-Effectiveness analysis for efficiency evaluation
- Demonstrated capacity to conduct data collection, analysis, and report writing
- Evidence of similar evaluation(s) conducted in the past
- Familiarity with Global Behavioral Health issues in Liberia
- Strong written and verbal communication skills
- Fluent in written and spoken English.
- Facilitation skills

**The evaluation criteria will be based on the following:**

<b>Category</b>	<b>Maximum Score</b>
<b>Qualification and Experience</b>	<b>40</b>
<b>Proposed Technical Approach</b>	<b>30</b>
<b>Interview (only for short-listed candidates)</b>	<b>20</b>
<b>Financial proposal</b>	<b>10</b>
<b>Total</b>	<b>100</b>

### **Submission of application**

All applications must be submitted electronically by e-mail with the subject line **Evaluation Consultant, Global Behavioural Health** to [employmentliberia@cartercenter.org](mailto:employmentliberia@cartercenter.org) by Tuesday, April 1, 2025.

***Submission of package. Please include the following application materials:***

- A current CV or resume (no more than 4 pages)
- Letter of interest outlining your competitive advantage for this evaluation
- Technical and Financial Proposals (5 Pages Max)
- 3 References

**Please note that Applications will be considered on a rolling basis.**