



**TERMS OF REFERENCE FOR CONSULTANCY TO
DEVELOP A SPECIALIZED MODULAR TRAINING PROGRAM ON
AGE INCLUSIVE HUMANITARIAN INTERVENTIONS**

July 2017

1. Context

Leaving no one behind: Minimising the impact of displacement, vulnerabilities and poverty on older men and women affected by the Syrian Refugee Crisis through the support of age inclusive resilience and integration initiatives- is a two year project (June 2017 –May 2019) implemented by HelpAge International's country office in Jordan.

The project's overall objective is to contribute to the reduction of poverty and the humanitarian protection of vulnerable groups. The project focuses on improving access of older men and women (Syrian Crisis refugees and host communities) to basic services and livelihood opportunities provided by local, national and international organizations, private sector organizations and the government.

Jordan is the sixth highest refugee-hosting country in the world, with the second highest number of refugees as a proportion to its inhabitants according to the UNCHR Jordan factsheet¹. Of the total number of registered refugees, 24,695 are older refugees aged 60 and above (59% women), accounting for 3.8 % of registered Syrian Crisis refugees, 24% of which are classified as 'at risk'. There are 18,774 (2.9%) persons with disabilities, making up 2.9% of registered Syrian Crisis refugees².

Most of the refugees registered with UNHCR live outside of camps in the northern governorates, making competition for resources and services with host communities most intense.

While the older population of refugees shares the same difficult living conditions as the general refugee population, they face increased challenges in accessing basic services and meeting basic and specific needs because these services are rarely made inclusive and accessible for these groups. This situation is compounded by a lack of reliable and disaggregated data on the prevalence and numbers of these population groups, making the design of programmes to address their needs exceedingly challenging.

Older people, especially women and those with specific needs and vulnerabilities have difficulties harnessing formal employment, livelihood opportunities or social benefits due to their restricted mobility and lack of access to information and services. They tend to be invisible to humanitarian actors and government authorities. This exclusion impacts their ability to access incomes, shelter, health and other basic services. HelpAge will work with local, national and international organizations, private organizations and the government to include older men and women, and in particular those with specific needs and vulnerabilities, in their livelihood interventions.

Within the proposed project, HelpAge International is aiming to successfully integrate capacity building with tailored technical support to identified partners to create enabling environments for older men and women, and in particular those with specific needs and vulnerabilities, to access livelihood opportunities and live a dignified life.

The purpose of this Terms of Reference (TOR) is to solicit consultants proposals on a fixed price basis to develop a Specialised Modular Training Program on age inclusive humanitarian interventions for agencies active in Jordan and to develop and conduct a training of trainers (TOT) for 10 Arab speaking individuals who will, in return, train 200 staff from local, national and international organisations and private sector organisations and the government.

¹ <http://reliefweb.int/report/jordan/unhcr-jordan-factsheet-january-2017>

² <http://data.unhcr.org/syrianrefugees/documents.php?page=1&view=grid&Language%5B%5D=1&Type%5B%5D=3&Country%5B%5D=107>

The Training Program will focus on inclusion and protection issues; food security and livelihoods; healthcare interventions; and violence and abuse against the older people in humanitarian crises.

HelpAge strives to transfer its core tools and knowledge on inclusion of older people in humanitarian response to its partners as well as members from the local community, national and international organisations, empowering them to meet the sustainable development goal (SDG) of "leaving no one behind."

2. Project Objectives

The primary objectives are:

2.1 To develop the core-training program which will consist of 5 training modules on age inclusive humanitarian interventions to be delivered to the humanitarian actors and private business organizations. The topics of these modules include:

- ***Food security and livelihood interventions for older people in humanitarian crises***
- ***Inclusion of older people in emergency need assessments and SADD***
- ***Health, home-based and community-based care in humanitarian crises***
- ***Age and its interaction with vulnerabilities in humanitarian crises***
- ***Protection and community-based protection of the older people in humanitarian crises***

2.2 Develop and deliver the TOT program on age inclusive humanitarian interventions for Master Trainers compiled from Jordanians and the refugees. Each module will include 2 day TOT (1st day- training methodology, facilitation skills, feedback and reporting; 2nd-day - exploring the old age humanitarian interventions based on the above topics and practical training sessions done by participants with peer monitoring and feedback sessions) followed by 2 workshops (which will be completed by Master Trainers)

2.3 To develop an accompanying Trainer Handbook with materials and forms for the participants This Handbook will act as a resource for the trainers throughout their participation in the project and beyond (for subsequent training for national and international organizations and private sector organizations).

2.4 To develop a Participant Handbook to support participation during the training and afterwards.

3. Key Deliverables

3.1. A modular training program with the accompanying Trainer's Handbook. The program will focus on capacity building, through providing the knowledge and skills required for including older people in humanitarian interventions as well as the proper process to monitor and evaluate age inclusive humanitarian initiatives. The modules should be highly interactive and participatory, using real life situations relevant to the Jordanian context. Information provided should be age and sex appropriate. The Trainer's Handbook will require an outline of the training (5 page maximum) ~~—, 1,~~ training guidelines (40 page maximum), pre- and post-tests to assess participant knowledge and skill acquisition. The templates required for the various activities and exercises should be annexed to the Trainer's Handbook.

It will include content on the following five areas:

- **Health, home-based and community-based care in humanitarian crises.** This will include introductory sessions on key concepts such as age related health issues, old age, care, access to community-based care and resources available for home-based care.

- **Food security and livelihoods interventions for older people in humanitarian crises.** This will include sessions on food security concerns and livelihood needs of older Syrian Crisis Refugees and local communities in Jordan. The training will also outline needs assessment, designing age inclusive livelihoods programme, integrating older people in emergency cash assistance as well as relevant policies, laws, institutions and procedures addressing humanitarian livelihood interventions.

- **Inclusion of older people in emergency need assessments and SADD.** This will include sessions on identifying needs, design and use of data collection tools (questionnaires, focus groups, polling, etc.); SADD collection and analysis; and capacity building.

- **Age and its interaction with vulnerabilities in humanitarian crises.** This will include sessions on different approaches for reaching, educating and raising awareness to a wide range of audiences on older age and how it interacts with other vulnerabilities (gender, minority, disability, displacement etc.). It will also explore biases and assumptions that relate to age and how to overcome them to make older people feel secure and less vulnerable.

- **Protection and community-based protection of the older people in humanitarian crises.** This will include sessions on core protection concepts and activities, mental health and psycho-social programming and intervention.

3.2. A handbook for participants as a support tool during the training and afterwards. The Handbook will cover the following:

- A short summary of the key information covered during each core training session;
- Templates, guidelines, additional tips, information and guidance that will be useful for the trainers after they have concluded the training and are leading activities in their communities.

3.3. Five sets of 2-day training of trainers (TOT) based on and including the following:

- Adult training methodology and key training tools
- An opportunity to practice delivering key sessions and receive feedback
- Peer monitoring sessions followed by feedback
- Tests to check mastery of the methodology and materials

All outcomes of the training should be integrated in modules.

Finalized report on TOT outcomes, successes, challenges, and recommendations, and critical feedback should be completed by the consultant.

4. Timeline

It is envisaged that the consultancy should be completed within approximately 50 working days. The three key deliverables must be completed by 11th September 2017 at the latest. A tentative timeline for this consultancy is presented below. This will be finalized with the Consultant.

Outputs	Days	Date
Consultant develops an outline proposal including an outline structure for the modular training program, Trainer's Handbook and Handbook for participants and the budget	30	By 24th of August
Feedback provided by HelpAge International	5	By 4 th September
Consultant develops final draft of the training modular program, Trainer's Handbook and Participant Handbook	5	By 11 th of September
Training for HelpAge trainers, includes outcomes of the training and feedback in the report	15 days within 5 weeks	18 th September- 30 th October

5. Qualifications and Experience Required

The Consultant(s) will have:

- Demonstrable experience designing and delivering training curriculum to international audiences,
- Experience of interactive and innovative training approaches
- Background in Advocacy
- Experience working on/supporting age inclusive humanitarian programs
- Excellent knowledge of current trends, opportunities and challenges in relation to Syrian Refugee Crisis
- Experience developing training curricula and leading training for trainers.

Desirables:

- **Ability to speak, read, and write in Arabic**
- **Experience in age inclusive humanitarian interventions based on UN and WHO data approach**

Interested Consultants are requested to submit an outline proposal including the structure for the modular training program, trainer's handbook and handbook for participants; an estimated budget; and the contact details of two references.

Proposals should be submitted by August 24th 2017 to:

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6. Payment Terms

All financial information should be provided in Euros. Payments will be made in two tranches:

30 per cent of the total sum after development of draft training materials and 70 per cent after finalizing the training materials and providing reports.

Please note that the budget is not based on the daily rate but on the delivery outcomes.

HelpAge International reserves the right to change the payment terms subject to feedback from the participants and violation of the delivery schedule.