**** ****

|  |  |
| --- | --- |
| **Project name:** ‘Promoting Age-Friendly Development’**Reference Number:** POL014**Project duration**: November 2013 – November 2016 (including 3 month no-cost extension) **Evaluation duration:** August-November 2016**Report release date:** 30 November 2016**Type of evaluation:** External evaluation | **Donor Reference:** DCI NSA/2013/319-870**Implementing agency and partner(s):** HelpAge International is the lead partner and there are seven project partners (Age Action Ireland, Age International, HelpAge Deutschland, HelpAge España, Slovene Philanthropy, WorldGranny, Život 90).**Project budget:** €500,819**Project funding sources:** 75% EU; 21% from HelpAge International; 4% Age International. |

1. **OVERVIEW OF THE PROJECT**

HelpAge’s vision is a world in which all older people can lead dignified, healthy and secure lives. Our mission is to promote the wellbeing and inclusion of older women and men, and reduce poverty and discrimination in later life. We do this by working with older women and men in low and middle-income countries for better services and policies, and for changes in the behaviours and attitudes of individuals and societies towards old age.

HelpAge supports a growing global network of around 115 network members, 13 of whom are in the EU region. There have been several examples of joint work between various EU network members in the region over at least the last twenty years. This tended to be isolated pockets of activity, often linked to time-limited funding opportunities. Since 2011, the EU network has been working to build a stronger regional network identity and plan collective influencing strategies and activities to bring greater cohesion to our work and increase our impact on the EU’s development policies. In 2013, we secured EU funding for a new project, ‘Promoting Age-Friendly Development’, to build the capacity of our EU network to engage in policy dialogue with the EU institutions on ageing and development issues. Seven of our EU network members are full project partners in this project and the others have been involved in some activities. The project objectives, results and supporting activities are listed here below.

**Overall objective:** Effective mainstreaming of ageing into EU and Member State development policies and programmes to accelerate progress towards EU poverty reduction objectives and the Millennium Development Goals (MDGs).
 **Specific objective:** A strong HelpAge EU network with the capacity and advocacy skills to act as a strategic and expert civil society platform and to engage effectively in policy dialogue with the EU institutions, member states and non-state actors on global ageing and development

* **Result 1:** Increased networking and engagement between the HelpAge EU network and EU institutions and key national stakeholders around global ageing and development.
*(Activities: Engagement with EU officials at key policy events, enhanced networking and relationship-building, policy dialogues and events).*
* **Result 2:** The HelpAge EU network will have an increased capacity to act as the expert civil society body providing specialist advice to the EU institutions on how to mainstream ageing into EU development policy and programmes.
*(Activities: Internal network training workshops on key thematic areas of policy).*
* **Result 3:** A stronger HelpAge EU network with an actively engaged and growing membership.
*(Activities: Provision of advice, coordination and monitoring of joint EU advocacy at national and regional levels, co-ordinating ongoing information-sharing activities and communication through existing tools, outreach with network members and potential future members and key stakeholders, HelpAge EU network meetings).*
* **Result 4:** Development of policy papers and related materials for dissemination and targeted advocacy work at EU and national level.
*(Activities: Publication of three policy papers and a ‘think piece’ conference paper).*
1. **ASSIGNMENT**

HelpAge is looking for an external consultant to submit a proposal for a final independent evaluation of the three year ‘Promoting Age-Friendly Development' project. The consultant will hold a contract with the HelpAge International office in London and will report primarily to HelpAge’s EU Policy Adviser, based in Brussels. The consultant will need to refer to the [EC evaluation guidelines](http://ec.europa.eu/europeaid/how/evaluation/methodology/index_en.htm).

1. **PURPOSE OF THE EVALUATION**

The purpose of this external evaluation is to assess the impact of the project and how successful it has been in achieving the above objectives and results. It will also identify key lessons learned and make concrete recommendations to support future coordination, joint activities and sustainability of our EU network.

1. **SCOPE AND FOCUS**

The consultant should refer to the [EU Evaluation guidelines](http://ec.europa.eu/europeaid/how/evaluation/methodology/index_en.htm) and present proposals for how to conduct the evaluation of this project. However, the following topics should be included in the evaluation:

* **Relevance:** The appropriateness of our project objectives to the problems that the project is supposed to address, such as the lack of understanding and visibility of ageing issues in EU and Member State development policy, and the physical and policy environment within which it operates. An assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, and the internal logic and coherence of the project design.
* **Efficiency:** Have the project results have been achieved at reasonable cost, i.e. how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved?
* **Effectiveness:** An assessment of the contribution made by the above four results to the achievement of the project’s specific and overall objectives and how the assumptions outlined in our logframe have affected project achievements.
* **Impact:** The effect of the project on its wider policy or sector objectives (as summarised in the project’s overall objective).
* **Sustainability:** An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended, and with particular reference to factors of ownership by the partners, policy support, economic and financial factors, socio-cultural aspects, gender equality, appropriate technology, environmental aspects and institutional and management capacity.
* **Accountability:** The evaluation should also provide an assessment of HelpAge’s accountability in areas such as partner and beneficiary participation in the project and to evaluate also how their feedback has been integrated.
* **Assessment of HelpAge International’s role:** The evaluation should also provide an assessment of HelpAge’s role as a partner in such areas as project coordination and liaison with partners, thematic and technical expertise, and facilitation of linkages with other organisations in the HelpAge movement and externally. Existing project documents and partnership agreements at the HelpAge level, as well as discussions with the HelpAge network and other stakeholders can be used as sources to draw on.
* **Lessons learned and recommendations:** Identify lessonsrelevant to planning and implementing the project, our network development and the sustainability and replicability of the project – capturing achievements as well as challenges and gaps. Where possible, combine them with action-oriented and specific recommendations that can be taken forward by the HelpAge and our network.
1. **EVALUATION PROCESS AND METHODOLOGY**

Given the nature of this European project, it is envisaged that a mix of different methodologies will be used for this evaluation as follows, although we invite interested consultants to propose appropriate methodologies and approaches:

* **Documentation review** (the following documents will be supplied to the appointed consultant: full project proposal including logframe with indicators; partners’ quarterly reports and minutes, event and network meeting reports; monitoring and evaluation materials; external policy briefs).
* **Face to face or telephone interviews** **and possibly questionnaires** with HelpAge staff (London, Brussels and possibly international); all seven EU project partners; wider EU network members and selected decision-makers and other external stakeholders.

The consultant will be required to attend the end-of-project meeting of the EU network in Madrid for one full day between 2nd and 5th November to present the findings of the evaluation to the network and discuss the recommendations emerging.

1. **TIMEFRAME AND DELIVERABLES**

The evaluation should result in a clear final report in a reader-friendly format. The report should include, but not be limited to the following:

* Executive summary of the main findings (maximum 2-3 pages)
* A clear set of conclusions emerging from the evaluation work (max 2-3 pages)
* Recommendations for the future (max 2 pages)
* Relevant annexes with supporting documentation that might include approach, methodology, people consulted, project sites visited, case studies, other.

The main text of the evaluation report should be approximately 20-25 pages, excluding the executive summary, and annexes.

The findings of the evaluation will be presented to the project partners in a one day session at the end-of-project network meeting between 2nd-5th November in Madrid.

Following the completion of the report, records will be kept by HelpAge on the HelpAge senior management response to the final evaluation findings, including what was found to be useful and what was contested. This information will be shared with the donor.

The evaluation is expected to take place between August and November 2016 (estimated 15-20 days). We envisage that the consultant will submit a draft report in early October for feedback and comments from HelpAge staff and then a revised final draft report by the end of October to be finalised by mid-November or as agreed HelpAge International.

1. **CONSULTANT’S PROFILE**

**Core competencies**

* Ability to research, collate and synthesise a range of information and data (qualitative and quantitative) into useful, strategic and practical analysis and recommendations
* Ability to communicate effectively with a wide range of people from civil society, government, development agencies and EU institution staff at various levels
* Demonstrates sensitivity, tact and diplomacy, and projects a positive image
* Able to handle confidential and politically sensitive issues in a responsible and mature manner and protocol appropriately
* Ability to write high quality and concise technical reports with high proficiency in written and spoken English, within agreed terms of reference and deadlines

**Education and Experience**

* Excellent track record and experience of working with networks and the effective coordination of joint network advocacy initiatives
* At least 10 years of relevant and diversified professional experience in international development
* Knowledge and skills on issues of international development in relation to EU policy and the EU context
* Proven experience in participatory reviews and research, and capacity assessments
* Experience of evaluating EC projects would be an advantage, particularly development-related projects delivered in the EU
1. **PROPOSAL**

All interested consultants/firms are requested to submit their application which should include:

* A cover letter explaining their competences to meet the requirements of the assignment
* A CV of the lead consultant
* Explain in detail the methodology to be used in carrying out the assignment
* Provide a detailed budget in EUROs (indicate daily rates) excluding the cost of flights and accommodation within the EU, which will be provided by HelpAge International
* Provide timeline for the assignment and when ready to undertake the assignment
* Provide two examples of similar work and evaluations undertaken in the recent past (not more than 2 years)
* Equal opportunities form
* Three referees
1. **TAX LIABILITY**

Settlement of any tax liability arising from this agreement will remain the responsibility of the consultant.

**Deadline for application**: 20 July 2016

Please send your application by email to **Tanvi Patel, Policy, Advocacy and Communications Programme Officer,** **tanvi.patel@helpage.org**

Due to the high number of applications expected and with a view to minimising our administration costs we are unfortunately only able to contact again those candidates that have been shortlisted for interview.