

Terms of Reference (ToR)

Consultant for Developing a Learning Piece on Skill-sharing and Accompaniment in Partner-Led Programming

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

1. Background

HelpAge International is seeking a consultant to develop a comprehensive learning piece on skill-sharing and accompaniment within the framework of Partner-led Programming (PLP). PLP is integral to HelpAge's commitment to fostering equitable partnerships, amplifying the voices of partners and older people, and localisation of resources to partners. The learning piece aims to provide insights, document success cases, and develop tools/frameworks for wider dissemination within the HelpAge network, with the aim of creating an enabling environment for skill-sharing and accompaniment, by focusing on improving practices, processes, and approaches.

2. Objectives

- Conduct an overview of case studies focusing on how skill & knowledge-sharing and accompaniment led to innovative approaches in working with HelpAge and network members. The case studies will be from specific from Rwanda to cover the accompaniment and from Vietnam and Myanmar to cover skill & knowledge sharing
- Interview individuals from different roles and responsibilities within HelpAge and network organisations. We also recommend speaking with older people to gather a comprehensive mix of information.
- Describe the approach used in skills sharing and accompaniment, challenges faced, solutions implemented, and results achieved.
- Analyse discussions, conduct participatory feedback, and seek approval from the owners of the case study.
- Develop a checklist from discussions to suggest practical applications of key findings through process mapping.
- And provide suggestions for cross-learning.

3. Methodology

- Structured online-interviews with individuals representing diverse roles within HelpAge and network members.
- In-depth analysis of the case studies, emphasizing lessons learned and the stages or chain of events that they went through in their adaptation process.
- Participatory feedback sessions to refine findings and gain approval.
- Development of a checklist for practical application of key findings through process mapping.

4. Deliverables

- Detailed case study report highlighting successful examples of skill-sharing and accompaniment.
- Checklist for utilizing key findings in practical applications, particularly through process mapping, visualised.
- Develop guidelines based on case studies and interviews to enhance skill & knowledge-sharing, accompaniment, and cross-learning within HelpAge.

5. Timeline

The consultant is expected to complete the assignment by Mid-April 2024.

6. Desired Qualifications

- Experience in developing participatory case study including community led approaches.
- Demonstrated experience in conducting case studies and developing learning materials in the humanitarian and international development sector.
- Strong analytical and participatory research skills.
- Strong experience with localisation and locally led concepts and principles.
- Experience in engaging with diverse humanitarian and development actions at levels (local to global)

7. Contact Information

For inquiries regarding the assignment/consultancy, please contact **Michiel de Groot** via michiel@helpage.org

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. Therefore you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;

- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

Diversity & Inclusion

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees/consultants while extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.

How to apply

Interested and qualified consultants are encouraged to submit their proposals, including a detailed methodology, relevant experience (including resume and an example of previous work on similar assignments), and a financial proposal to jobs@helpage.org by **Monday, 11 March 2024**.