

## **TERMS OF REFERENCE: Training in Partnerships and Collaboration.**

### **About HelpAge International**

HelpAge International works with partners and a diverse global network of more than 170 organizations 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.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

### **Our Approach**

HelpAge International is entering into an exciting phase of its evolution as we

Fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming year we will localize all our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners.

This will apply across all our work -humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought

leadership. A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

### **About Partner led Programming**

As per the 2030 Strategy, HelpAge commits to work with, through, and for network members and partners. As part of its commitments to locally-led development and HelpAge's own evolution and transformation, the organisation will fully shift to partner-led programming (PLP) as the way it seeks to deliver work at community and country level.

For HelpAge, PLP is a commitment to our partners, to lead on the design, implementation and learning from strategies and programmes in their

communities, with HelpAge International to bring distinct and complementary value add as a Supporter, Convenor, and Thought leader. PLP is not new to HelpAge. We have always worked collaborative with partners and network members. However, going forward, this becomes the default way of working, through global portfolios rather than country offices. In addition to scaling the approach, we seek to improve the partnership relationship.

To accelerate this shift, HelpAge has developed a PLP strategy and Roadmap. It identifies the “offers” through which HelpAge seeks to bring value to the partnership: Shifting more power and Resources, Accompanying and Skill Sharing, and Amplifying Voices of Partners and Older People. For each offer, a specific set of actions is planned. Road map also suggests embracing culture, systems and process that enable Partner Led programmes (PLP) including staff skills development.

### **1. Training Objectives**

The main objective of the training is to strengthen the capacity of staff with knowledge and skills on effective partnerships and collaboration including human relationship skills essential in grant management and in partnering.

### **2. Scope of training**

The training content should be designed to ensure that staff acquire knowledge and skills on the following aspects among others;

- Understanding partnerships management and its value
- Good practice in partnering process and the building blocks of effective collaboration
- Partnership negotiation: maximising value and deepening the collaborative relationship
- Keeping partnerships healthy and effective
- understanding organisational cultural and contextual differences.
- Holding difficult conversations, understanding power shifts
- Influencing and supporting without control.
- Building and nurturing effective remote relationships in partnerships
- Addressing partnership dynamics and challenges

### **3. Methodology**

The proposed training areas require practical and participatory methods with techniques suitable for virtual adult learning. HelpAge will be keen on considering training methods and techniques which are practical, and applicable to the context of organization needs and ways of working.

### **4. Participants**

Training participants will be HelpAge staff located in different countries across the globe.

## **5. Responsibilities and requirements**

HelpAge will be responsible for Selecting and inviting participants and arrangements for them to participate.

The training provider will Developing training material and deliver the training accordingly.

## **6. Deliverables**

The training service provider should develop and communicate with HelpAge the following;

- a. Technical Proposal (demonstrates how the they understand the Training TOR and how the TOR requirements will be met).
- c. Financial proposal/ budget (demonstrates the detailed cost of the training delivery).
- d. Training report (narrative) including assessment of sessions and participants Satisfaction after the training has been conducted.

## **7. Financial and human resources**

The maximum budget amount available for the review is 12,000 GBP. Payment will be based on submission of delivery that are satisfactory and have been assessed by the HelpAge team to be of good quality.

## **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

behaviours across our sand 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 consultants are invited to submit an Expression of Interest (EOI) for delivery of the assignment and 1-2 references, testimonials, or examples of previous work to **HelpAge HR Jobs@helpage.org** with the email subject: **Consultancy – Training in Partnerships**.

The short EOI should include:

- Cover letter outlining their suitability for the assignment.
- CV highlighting relevant experience.
- A brief proposal detailing the approach, methodology and proposed budget for the research.

Applications should be submitted by Tuesday, 12 November 2024.