

Terms of Reference

Mid-term external evaluation of TIER-II Project Funded by Margaret A Cargill Philanthropies (MACP)

About HelpAge

HelpAge International, either through direct implementation or its global network of 199 members in 98 countries, is committed to supporting older people to live safe, dignified, and healthy lives. By fostering partnerships and collaborations, HelpAge ensures the inclusion of older people in all aspects of society and strives for a just and equitable world for individuals of all ages.

Project Background

HelpAge International is implementing the Timely and Inclusive Emergency Response II (TIER-II) project from January 2024 to December 2026 with support from Margaret A. Cargill Philanthropies (MACP). This project continues and expands on the TIER-I initiative and includes key components such as:

- Global Emergency Fund (GEF)
- SHAPE (Strategic Humanitarian Assessment & Participatory Empowerment)
- Research and Influencing
- Age and Disability Working Group (ADWG)

The project's primary goal is to reduce vulnerability and strengthen the capacities of older people (with and without disabilities) and their communities to prepare for and respond to natural disasters. The project emphasizes inclusion, equity, and accountability aligned with the Core Humanitarian Standard (CHS).

As per MACP's grant complaints, HelpAge is required to conduct two external evaluations—midterm and endline—focusing on quality and accountability. The findings from this midterm evaluation will contribute to the interim report to MACP due in August 2025.

Objectives of the Evaluation

The main objective of the midterm evaluation is to assess the quality, effectiveness, and accountability of the TIER-II project implementation across the GEF, SHAPE, and ADWG components.

Specifically, the evaluation will:

- Assess the relevance, quality, and effectiveness of the project's implementation to date.

- Review the extent of participation of older people with and without disabilities.
- Evaluate the collection, analysis, use and reporting of sex, age, and disability disaggregated data (SADDD) in programme planning and monitoring.
- Review the application of CHS commitments in project operations.
- Provide actionable recommendations for the remaining implementation period to enhance outcomes.

Scope of Work

The evaluation will cover project activities from January 2024 to May 2025, with a focus on the following:

- Analysis of selected GEF response projects.
- Review of SHAPE partner progress on capacity strengthening.
- Assessment of ADWG setup, operations, and integration into humanitarian coordination.
- Stakeholder interviews including older people with or without disabilities, SHAPE partners, ADWG members, and HelpAge staff.
- Review of project documents and reports.

The consultant may be required to undertake in-person visits to two countries (to be finalized later based on the consultant's location, in order to minimize long-distance air travel) within the four GEF regions: EME, Asia, Africa, and LAC. The purpose of these visits will be to interact with older people—with and without disabilities—as well as other project beneficiaries (to be determined).

Final evaluation questions and detailed methodology will be refined by the selected consultant in collaboration with TIER-II outcomes leads and M & E focal point.

Evaluation Criteria

The consultant is expected to use DAC and CHS criteria, including:

- **Relevance** – Appropriateness to the needs of older people with and without disabilities.
- **Effectiveness** – Progress toward outcomes and objectives.
- **Inclusion** – Use of participatory approaches and disaggregated data.
- **Accountability** – Feedback mechanisms, transparency, and CHS compliance.
- **Sustainability** – Early signs of capacity development and sustainability at mid-point.

Deliverables

- Inception Report (including detailed methodology and tools) – by 1st July 2025
- Draft Evaluation Report – by 10th August 2025
- Final Evaluation Report (incorporating feedback) – by 20th August 2025

- Presentation of Key Findings to HelpAge and shared with MACP during interim report submission – 25th August 2025

Consultant Profile

The evaluation will be carried out by an independent consultant with the following qualifications:

- Minimum 7 years of experience in humanitarian programme evaluation.
- Proven expertise in CHS, inclusive programming, and evaluation methodologies.
- Familiarity with issues related to ageing, disability, and humanitarian inclusion.
- Demonstrated experience in qualitative and participatory evaluation methods.
- Preference will be given to consultants available to also conduct the final evaluation in late 2026.

Budget and Timeline

- The total available budget for both evaluations (midterm and endline) is USD 20,000 (negotiable).
- This ToR applies to the midterm evaluation, budgeted at USD 10,000, inclusive of consultancy fees, travel, data collection costs, and taxes.
- The recruitment will be finalized by 25- 06- 2025, and the evaluation will commence immediately after that.

Safeguarding

- Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At HelpAge we take our responsibilities very seriously and will take action against wrongdoing. We will do everything we can to ensure that we do not engage people that pose a safeguarding risk and will undertake criminal record checks as required.

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 organization and work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.

Application Process

Interested and qualified consultants/firms are encouraged to submit their expression of interest with:

- CV and cover letter
- Proposed methodology and work plan
- Sample of a similar evaluation report
- Financial proposal (all-inclusive, within the stated budget)

to jobs@helpage.org not later than **Friday, 20 June 2025**.