

Terms of Reference for Developing Consultancy- HelpAge's Capacity Sharing Strategy

About HelpAge International

HelpAge International is a global non-profit organisation that works to improve the lives of older people around the world. We work through the HelpAge global network, an alliance of organisations committed to the well-being, dignity and rights of older people. HelpAge International, through its global network of over 200 members in 99 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.

Background

HelpAge International is committed to strengthening its network members' capacities to better support all older people and their communities through six concentrated and focused areas of impact known as impact vehicles. Through the "Thriving HelpAge Network" impact vehicle, HelpAge aims to: *Strengthen and connect a vibrant, inclusive global network of locally-led organisations and older people's associations, rooted in the lived experience of older people, to ensure their voices are heard, influence decision-making and help tackle age-based discrimination and multidimensional poverty at all levels.*

To achieve this, HelpAge seeks to build on previous experience of supporting network members through various capacity-strengthening interventions that were linked to various programmes such as humanitarian, healthy ageing, income generation and society for all ages. Moving forward, HelpAge is looking to shift it a more collaborative approach to enhance its members' capacities to a decentralised model that encourages peer learning among members as well as between members and HelpAge as well.

Consultancy Objective

HelpAge is looking for a highly qualified consultant who could work with its working group to draft HelpAge's Capacity Sharing strategy. The strategy should be of high-quality, gender-responsive, age and disability-inclusive, in line with HelpAge's Theory of Change, organisational strategy, impact vehicles, with clear demonstrations of the goal, outcomes, and learning objectives.

Reporting Body

This consultancy will report to a working group that consists of HelpAge staff members from various specialities, i.e. capacity strengthening, advocacy, inclusion, and rights, as well as representatives from network members. Though, the day-to-day follow-ups and guidance will be provided through the capacity-strengthening advisor.

Scope of Work & Methodology

The consultant will be focusing on the following:

- Desk review for HelpAge relevant documents e.g.: Organisational Theory of Change, Organisational strategy, impact vehicle plans, previous capacity strengthening programmes' reports, previous capacity strengthening strategies, capacity strengthening programme evaluations.
- Stakeholder engagement through interviews and surveys with HelpAge staff and relevant network members' staff.
- Analysing and developing a capacity sharing strategy including clear goals, objectives, and actionable steps.

The consultant will be required to undertake remote data collection and consultations. No in-person trips or meetings are required.

Final evaluation questions and detailed methodology will be refined by the selected consultant in collaboration with the programme lead and the MEAL focal point.

Deliverables & Timeframe

- Inception report and workplan (outlining the consultant's understanding of the assignment, including detailed methodology and tools) – by 22nd May 2026
- Initial drafting presentation (summary of analysis and key preliminary results)- by 5th June 2026
- Draft strategy plan – by 22nd June 2026.
- Final version of strategy (incorporating feedback) – by 17th July 2026.

Consultant Profile

The consultant/firm contracted should have the following qualifications:

- Minimum 7 years of experience in the NGO sector. With a deep understanding of humanitarian/development architecture and network-based models,

- Proven experience in strategy development, theory of change design, and performance management, and capacity strengthening approaches,
- Proven experience in organisational strengthening and adult learning initiatives,
- Proven expertise in network development, engagement and impact,
- Demonstrable experience in contributing to the localisation commitments laid out in the Grand Bargain, Charter 4 Change or Pledge for Change,
- Familiarity with issues related to human rights, gender, age and disability inclusion,
- Demonstrated experience in qualitative and participatory data collection methods,
- Strong stakeholder engagement and facilitation skills,
- Proficiency in English is required, and Spanish is desirable to ensure effective communication with relevant stakeholders.

Bid Evaluation Criteria

HelpAge will evaluate the bids according to the profile and experience of the consultant(s), the proposed methodology, and the financial offer.

Budget and Timeline

- The estimated number of days needed for this work is 30-35.
- The submitted financial proposal should be inclusive of consultancy fees, data collection costs, and taxes.
- The recruitment will be finalised by mid of May 2026, and the consultancy will commence directly after that.

Application Process

Interested consultants should submit the following to jobs@helpage.org:

- Profile, resume and cover letter highlighting relevant experience.
- Technical proposal that outlines the consultant's understanding of the request and the proposed methodology and work plan.
- Sample of a similar project/work.
- Financial proposal (all-inclusive within the stated budget)

Deadline for submission: Sunday, 30th April 2026.