

Terms of Reference for Inclusive DRR course

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

At HelpAge, we are continually looking at learning opportunities to enhance the knowledge of humanitarian partners and members and improve their responses and interventions. Disaster Risk Reduction is part of the preparedness efforts that HelpAge used to manage through its country offices before the restructure. HelpAge invested so much in this theme and documented that in couple of documents such as:

[Older people's associations in community disaster risk reduction](#), 2007

& [Age inclusive disaster risk reduction toolkit](#), 2019.

As HelpAge is now fully partner led programming and network centred we want to ensure that network members have the essential knowledge on Disaster Risk Reduction and are encouraged to adopt it to be age inclusive.

Training Objective

HelpAge International aims to maintain strong foundations in age inclusive disaster risk reduction ensuring that network members are able to include preparedness, and risk mitigation as part of their humanitarian/development cycle.

We would like the training to cover the following topics:

- Overview on DRR
- The position of DRR within the humanitarian/development cycle and the links with anticipatory action

- Linkage between vulnerability and capacity with intersectionality
- Early warning systems
- Age inclusive DRR policy
- Practical examples on age inclusive DRR system.

Methodology

The training needs to be remotely provided through a combination of online live sessions and shared materials to be self-read and learnt.

Timeframe

The training period should start from 1st week of November 2026 till mid December 2026.

Participants

Around 20 to 25 humanitarian experts working with HelpAge local partners and network members.

Consultant Profile

The interested trainer should have the following qualifications:

- Minimum 10 years of experience in the humanitarian sector. With a deep experience in DRR.
- Familiarity with issues related to age and disability inclusion,
- Demonstrated experience in adults learning methods,
- Previous experience in training similar topics,
- Strong presentation and facilitation skills,
- Proficiency in English is required to ensure effective communication with trainees.

Bid Evaluation Criteria

HelpAge will evaluate the bids according to the profile and experience of the trainer, the proposed methodology, and the financial offer.

Budget and Timeline

- The submitted financial proposal should be inclusive of consultancy fees, data collection costs, and taxes.
- The recruitment will be finalised by 23 October 2026, and the consultancy will commence directly after that.

Policies and Code of Conduct

As a HelpAge International employee, you are expected to comply with all organisational policies and standards, and to conduct yourself in a manner consistent with our values at all times.

This includes, but is not limited to:

- Code of Conduct
- Safeguarding Policy and Prevention of Sexual Exploitation and Abuse (PSEA)
- Anti-Fraud and Bribery Policy
- Anti-Bullying, Harassment and Sexual Harassment Policy
- Diversity, Equity and Inclusion Policy
- Raising a Concern (Whistleblowing) Policy
- Social Media Policy

All staff are required to familiarise themselves with these policies, complete any mandatory training, and adhere to them throughout their employment with HelpAge International.

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. The post holder 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.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.

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 training report.
- Financial proposal (all-inclusive within the stated budget)

Deadline for submission: Sunday, 4 Oct 2026.