

## Terms of Reference

**Individual consultant – development of a global humanitarian capacity strengthening system, procedures, tools and resources for Help Age International (HAI).**

### **1. Background and rationale**

With a firm commitment to the Grand Bargain, and as a Charter 4 Change signatory, HAI perceives the role of capacity strengthening as a vital element of meaningful engagement with the localisation agenda. HAI has developed significant expertise, training materials and supported staff, network members and partners with a range of humanitarian capacity strengthening initiatives and has identified the need for a more systematic approach, consolidating good practice, introducing progressive learning pathways, consolidating a curriculum, and ensuring an appropriate range of effective learning methodologies is utilised, that affect behavioural change.

### **2. Purpose/ overall objective**

To develop a comprehensive humanitarian capacity strengthening strategy and system for HAI, and a roadmap of how this can be effectively taken forward.

### **3. Deliverables and methodology**

- Consultation with key staff
- Develop a three-month project plan for the consultancy
- Develop a concise humanitarian capacity building strategy
- Identify key capacity strengthening topics and collate appropriate content – from both internal and external sources
- Identify appropriate capacity strengthening methodologies for staff and national partners: e.g. simulations, online training, mentoring, coaching, peer to peer learning, learning visits
- Develop two capacity strengthening tracks:
  1. Fundamental/ foundational track: minimum requirement capacity training for all HAI staff and partner organisations
  2. Comprehensive / intensive track: adaptation and adoption of the SHAPE system, developed by the DfID consortium 'Shifting the Power'
- Develop a system to deliver the training, including easy to use training resources
- Develop a roll-out plan
- Support and technical induction of an incoming staff member: Humanitarian Capacity Building Specialist, to be recruited by June 2021.

### **5. Timeframe**

Three months (approximately/ depending on agreed work plan) starting asap.

### **6. Location**

Remote, from home.

### **7. Who accesses deliverables of the consultancy and who benefits from the results?**

Help Age International, network members and partners.

## **8. Required Expert Profile:**

A highly experienced consultant with proven learning and development expertise

- Extensive experience of designing and delivering organisation-wide capacity strengthening initiatives.
- Extensive experience of delivering effective capacity strengthening programmes tailored for local/national partner organisations.
- Demonstrable experience in contributing to the localisation commitments laid out in the Grand Bargain and Charter 4 Change
- Minimum of ten years' work in senior positions with INGOs and/or UN agencies.
- Humanitarian implementation and/or advisory experience across a range of countries and contexts.

## **9. Management and working contacts**

The Consultant will report directly to the Portfolio Lead for Inclusive Humanitarian Action. HAI will provide relevant background documents necessary for the assignment and will coordinate for setting up consultations with key primary stakeholders.

## **10. Deadline of submission of technical and financial proposal**

Candidates meeting the required qualification, experience and skillset are requested to share:

- Profile/ CV
- Expression of interest including proposed methodology
- Schedule and daily fee

## **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.