

Terms of Reference

For Exploring through a consultative process, the most appropriate option for the transition of HelpAge International Country Programme to Locally Led Development Kenya

Background

HelpAge International - HelpAge International is a global network of organisations working towards a fairer world for older people so they can live safe, healthy, and dignified lives. In addition to working with more than 171 network members in 91 countries, HelpAge operates country programme offices in 13 countries across Asia, Africa, Middle East, and Eastern Europe. In line with HelpAge International Global Strategy 2030¹, our commitment to partner led programming and the Charter for Change², a key step is to transition our country programmes to a Locally Led Development option.

Locally Led Development - HelpAge International has committed to embracing and advancing Locally Led Development. This commitment was expressed in HelpAge's 2030 strategy and re-emphasised and clarified in a position paper on Locally Led development issued in November 2021.

HelpAge's vision for Locally Led Development is, "Humanitarian and development initiatives designed, led and delivered by national or local actors and older people within countries". At country level, the commitment to Locally Led Development requires purpose, mission, and vision-based transformation, to shift the power from HelpAge International to local actors. In order to identify the most appropriate Locally Led Development option for each country, HelpAge International has designed a process that promotes transparency and accountability and ensure that decisions are based on robust evidence and analysis. This consultancy will ensure that the perspectives of country teams and external local stakeholders are collected and fully contribute to the analysis and decision making, with the goal to achieve sustainable impact for older people in Kenya.

Country Programme – Kenya, a country of approximately 50 million has more than 2.7 million older people. The Government of Kenya has instituted policies and programmes aimed at improving the wellbeing of older persons and has the potential to play an important role within Africa and international forums advocating for older persons rights. HelpAge International has operated in Kenya since 1980, working closely with various ministries of the Government of Kenya and other state and non-state actors to develop relevant policy framework and programming for older persons. We work as committed partners in multi-sectoral, dimensional, inclusive, community, right based approach implementing policies, strategies, interventions and about advancing the rights and aspirations of Older Persons. Central to our approach is working through local partners.

Our role is long term partnerships to support with Resource mobilization with a focus on localization, where relevant and feasible, Visibility, branding and communication, Policies,

systems, procedures and practices, Infrastructure, deep rooted technical expertise, influence and inspire action in others, enabling greater accountability and promote safeguarding.

HelpAge International dual mandate in both **humanitarian** and **development** contexts, works with partners and hard to reach communities focus areas include 1. Healthy ageing (HA) 2. Income Security/Social protection 3. Violence, abuse, and neglect and 4. Inclusive humanitarian action

Purpose, objectives, and scope

The purpose of the consultancy is to conduct local consultations with the Kenya country team and local external stakeholders, which will contribute to a detailed assessment of the Kenyan context with regards to the situation of older people, HelpAge's work, the stakeholders' views and capacities, the civic space, and legal frameworks, etc. The consultancy will highlight opportunities and constraints and provide rigorous evidence to guide decision making on the transition to locally led development in the country.

Objectives

1. Undertake a consultation with external stakeholders, partners, and network members to assess the context, priorities, capacities, and appetites of local actors for locally led development and inclusion and advancement of the ageing agenda in country.
2. Review and analyse the assessment information collected by the team and other relevant supporting documents.
3. Support the team in identifying the best-suited locally led development option for Kenya.

Scope

- The consultation will engage HelpAge staff, partners, network members, government agencies, donors, and local civil society to explore their views on locally led development and the role of HelpAge in supporting this.
- The consultant will clarify in the consultancy report the legal frameworks and the implications of status change on institutional arrangements and human resources.
- The consultant will review the assessment information collected by the team and other relevant supporting documents and provide additional analysis in light of findings from consultations with external stakeholders.
- The consultant will facilitate the identification of and discussions on potential options for locally led development with HelpAge team, and their assessment against HelpAge's criteria.

- The consultant will support the team to identify and analyse the external and internal risks of locally led development and identify key milestones for the transition.

Methodology and process to be agreed with the consultant. FGDs and key informant interviews with external stakeholders and HelpAge selected staff including members of the Global team, and desk review.

Deliverables

1. A consultation report, as per the agreed outline/template, providing a summary of information collected through consultations as well as triangulation and analysis of all information received.
2. A presentation of the most viable options for the country, based on the external consultations and discussions with HelpAge teams, including justifications and evidence and an initial assessment against HelpAge's criteria for the locally led development.
3. Facilitation of a country level workshop and production of a workshop report.
4. Draft of the Recommendation using the outline shared by HAIK.
5. A final consultancy report documenting the whole process.

Timing and deadlines

The consultancy is expected to be completed by September 30th, 2023.

Qualifications and Experience Required

We are looking for a change manager that meets the following requirements:

- PhD – Psychology, master's degree in business administration (Project Management), Administration and Management, development studies, international relations, social sciences, Statistics, or related field.
- Minimum of 10 years' relevant professional experience in the development or humanitarian sectors, in Project and programme management, organizational development, strategic management, organizational development, and research.
- Strong background and experience in change management and organizational transformation processes.
- Strong background in teaching and learning for the 21st Century.
- Technical expertise in conducting surveys with a range of methodologies and providing qualitative analysis. Ability to draw strong and valid conclusions.

- Understanding of regulations governing NGO sector in Kenya, donor trends and key regulations governing international and local organizations in Kenya.
- Fluent in English and Swahili.
- Excellent facilitation, communication and report writing skills.
- Consultant based in Kenya or the region, with a strong understanding of the Kenyan context.
- Engaging with organisations working with and for older people, and awareness of life course approach aging issues in Kenya will be an advantage.

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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 and Inclusion

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees and 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 behaviors 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.

How to apply

To apply for this consultancy, qualified candidates should submit their proposals to hr.kenya@helpage.org by COB July 31, 2023.