

ToR for Consultant Project Coordinator

Project title	Mainstreaming Urban Ecosystem-Based Adaptation (EbA) in Age-friendly Cities and Communities (AFCCs) in Latin America
Responsible to	Global Inclusion Adviser, Society for All Ages portfolio; Project Steering Group
Timeframe	Part-time over 18 months from October 2024 to March 2026 with possibility of extension (subject to contract signing with donor in Sept 2024)
Location	Flexible – but the consultant is expected to work remotely with a monthly working pattern adjustable to Latin America time zones to allow for online meetings with colleagues and partners in Colombia and Mexico and with regional stakeholders

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

HelpAge’s work on Age Friendly Cities and Communities (AFCCs) in Latin America

HelpAge has been working to advance age-friendly cities and communities in Latin America and the Caribbean since 2020. This work involves improving the age-friendliness of urban settings and supporting older people in advocating for policy changes that affect their urban lives. This work began with small-scale, low-cost projects that fostered the participation of older people and resulted in the publication of its [Let’s Go! Guide](#) in 2022, a joint piece of work between HelpAge, PAHO and AARP. Work continued in 2023 with the development of a [Voice and AFCC module](#), added to HelpAge’s existing [Voice Toolkit](#). This examined how Voice and participation of older people can contribute to age-friendly cities and communities, includes a training toolkit and culminates in creating advocacy action plans for participants to adapt to local contexts. The module training was piloted in 2023 with civil society organisations, community-based groups and local government authorities. In 2023/24, HelpAge partners further piloted the training with groups of older people across three countries, resulting in its recently published [Learning Companion and Audio Guide](#) (and related video) and adoption by community groups and partners of advocacy action plans for advancing the age-friendliness of their communities.

This Urban EbA and AFCCs project, focused on Colombia and Mexico, aims to build on this work by mainstreaming ecosystem-based adaptation in existing age-friendly cities and communities (AFCC) policy frameworks across the LAC region at local, national and regional levels, and generating new learning for global dissemination to promote wider replication and scale-up.

Ecosystem-based Adaptation (EbA) uses nature-based solutions for adaptation across a range of ecosystem management activities to increase resilience and reduce or mitigate

climate risks facing people and the environment. This approach reflects Latin America's high degree of urbanisation and vulnerability to significant climate change risks including increasing temperatures, floods, droughts, and air pollution, and their unequal physical and social impacts on different population groups. This is exacerbated by limited adaptation capacity and resourcing as older people are often excluded and marginalised from existing community services and urban AFCCs initiatives, while also being disproportionately impacted by the consequences of climate change.

AFCC policy frameworks are established and effective means of engaging national and local government and targeting low-income communities where older people are often excluded and marginalised. Mainstreaming EbA into AFCC policy instruments will ensure older people in pilot communities benefit from inclusive Urban EbA initiatives that reduce their significant and unequal exposure to climate change impacts and risks. The exact locations of pilot communities in Bogota and Mexico City will be selected after a consultation with community groups and community-based climate risk assessments in potential locations.

OBJECTIVES, TASKS & DELIVERABLES OF CONSULTANCY

The following tasks and deliverables for each objective are indicative. Final tasks and deliverables will be confirmed at project inception stage in October 2024 and during the consultancy period (by HelpAge or the consultant) in response to opportunities that offer to advance these objectives, for which additional days may be negotiated.

The consultant will provide coordination and oversight of project implementation across all stages of the project cycle, ensuring that human, technical and financial resources are allocated to achieve agreed deliverables.

Objective 1: To coordinate the delivery of HelpAge's Urban EbA and AFCCs project

Task 1.1: Lead on set up and delivery of project coordination plan from inception through to final reporting in alignment with HelpAge project governance structure.

- **Deliverable 1.1.1:** Project inception report produced with activity plan, task allocation, delivery schedule, MEAL plan and budget allocation plan agreed with all parties involved.
- **Deliverable 1.1.2:** Project Steering Group meetings agreed, attended and delivered to enable project oversight.
- **Deliverable 1.1.3:** Donor contract and compliance requirements delivered to agreed milestones, including financial and narrative reporting via Age International (with support from HelpAge Finance Business Partner and on contract management system requirements).

Objective 2: To manage HelpAge partnership with Mexico-based Implementing Partner (IP) and supervise delivery of the project in Colombia

Task 2.1: Supervise and support the IP's set up and delivery of the project in Mexico City.

- **Deliverable 2.1.1:** HelpAge's grant agreement with Mexico-based IP delivered to agreed plan, schedule and reporting requirements, within agreed ways of working.
- **Deliverable 2.1.2:** Oversight to design of interventions in Mexico City provided to ensure alignment with EbA principles and good practice in AFCCs design.

Task 2.2: Supervise and support the delivery of the project in Bogota via HelpAge’s Colombia-based regional team, including a local Consultant Project Officer.

- **Deliverable 2.2.1:** Supervision and ways of working with Colombia-based regional team set up and delivered.
- **Deliverable 2.2.2:** Oversight of design of interventions in Bogota provided to ensure alignment with EbA principles and good practice in AFCCs design.

Objective 3: To oversee and support delivery of local interventions with training and technical support on community engagement and integration of Urban EbA approaches into design of AFCC interventions.

Task 3.1: Develop and provide training, guidance, tools and other content to enable delivery of EbA/AFCC local interventions in Bogota and Mexico City, working closely with HelpAge’s Climate Change Adviser on EbA and climate risk assessments and its Inclusion Adviser on community engagement in AFCCs.

- **Deliverable 3.1.1:** Training, guidance and technical support, with related content developed and delivered with project team, IP and other key stakeholders to enable adoption of EbA ideas, principles and approaches in AFCC designs.
- **Deliverable 3.1.2:** Community mapping and climate risk assessment tools co-developed for use in project locations.
- **Deliverable 3.1.3:** Guidance and support provided on design of EbA/AFCC interventions in Bogota and Mexico City (working with a local design consultant in each location).

Objective 4: To ensure delivery and use of project outputs to support national, regional and global advocacy, communications and learning on mainstreaming Urban EbA in AFCCs policy

Task 4.1: Work closely with all Project Team members to create and disseminate content and key messages for advocacy, communications and awareness-raising with key stakeholders nationally and regionally.

- **Deliverable 4.1.1:** Stakeholder mapping and power analysis completed at national and regional levels (with Project Team) to enable targeting and sensitisation of AFCC stakeholders on the importance of mainstreaming urban EbA approaches into AFCC policy.
- **Deliverable 4.1.2:** Advocacy framework, materials and key messages developed and delivered with project team and IP to enable stakeholder engagement and influencing at national and regional levels.

Task 4.2: Work closely with the Inclusion Adviser to create and disseminate content and key messages for advocacy and learning with key AFCC global stakeholders and across HelpAge’s regional teams and Networks to leverage opportunities to fundraise for and expand this work.

- **Deliverable 4.2.1:** Global advocacy content developed and delivered to key global AFCC stakeholders.
- **Deliverable 4.2.2:** Learning documented and knowledge products developed and disseminated to support wider learning.

TIMEFRAME & BUDGET: All deliverables to be completed at agreed milestones (confirmed at inception) before end March 2026. Start date is expected to be week

commencing 7 October 2024 but is negotiable with selected consultant. The role is expected to be part-time up to March 2026, with the number of days to be agreed depending on the consultant's daily rate but requiring a minimum of 4 days per month.

MANAGEMENT & SUPPORT: This consultancy will report into a Project Steering Group and be supervised by HelpAge's Global Inclusion Adviser (who oversees HelpAge's global AFCCs work) within the Society For All Ages portfolio, through regular online meetings at intervals (to be agreed at inception, eg fortnightly or monthly) to plan, guide and review the work.

WAYS OF WORKING BETWEEN CONSULTANT & HELPAGE

- The consultant will work closely with all members of the Project Team based in Colombia and with our Implementing Partner in Mexico, who will meet regularly with the consultant to plan and deliver work together.
- The consultant will be required on occasion to join meetings with relevant HelpAge global teams and external stakeholders
- HelpAge will support the consultant to access relevant documents and connect with country staff and partners, but the consultant will be self-supporting on coordinating calendars and scheduling of meetings.
- Occasional travel to project sites in Colombia and Mexico, and to regional events, may be required.
- All project team members, including consultants, will undergo training on EbA approaches.

CONSULTANT COMPETENCIES SOUGHT

You will be someone with:

Essential:

- Demonstrable experience in all aspects of Project Cycle Management, including MEAL and donor reporting.
- Excellent team coordination and facilitation skills, including their remote delivery
- Proven ability to work collaboratively and dependably with colleagues and in a way that encourages experimentation, learning and agency, especially among community-based partner organisations.
- Degree in relevant field or equivalent experience, eg in community engagement, participation, inclusion or urban design.
- Knowledge and experience of working on ageing issues and specifically on age-friendly cities and communities (AFCCs)
- Knowledge of key AFCC stakeholders globally
- Able to work in Spanish and English
- Able to follow a flexible working pattern, including working with Latin America time zones
- Ability to work efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail.

Desirable:

- Experience of community-based training, capacity strengthening and advocacy with local authorities

- Knowledge of regional and national AFCC stakeholders, including in Colombia and Mexico
- Awareness of national and regional AFCC policy frameworks and plans in Latin America
- Familiarity of working with cultural and political contexts in Latin America region.
- Experience of developing knowledge products that contribute to sector learning and thought-leadership
- Familiarity, or willingness to learn, eco-system-based approaches (EbA) to climate change adaptation and resilience, particularly in urban environments.
- Able to travel to Colombia and Mexico, and potentially within Latin America region, if required.

Safeguarding

HelpAge 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 & Inclusion

HelpAge is dedicated to creating a diverse and inclusive environment for all its employees and 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 work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.