

ToR for Consultant Project Officer

Project title	Mainstreaming Urban Ecosystem-Based Adaptation (EbA) in Age-friendly Cities and Communities (AFCCs) in Latin America
Responsible to	Regional Representative for Latin America and Caribbean and regional team based in Colombia; Project Steering Group; working closely with Consultant Project Coordinator as a member of the Project Team
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	Colombia – the consultant is expected to work closely with communities in Bogota

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.

Objective 1: To lead the delivery of HelpAge's Urban EbA and AFCCs project in Bogota, Colombia

Task 1.1: As a member of the Project Team, and working closely with HelpAge's regional team in Colombia, lead on delivery of the project in Colombia, from inception through to use of outputs and final reporting, in alignment with agreed project plan and schedule (to be finalised at inception).

- **Deliverable 1.1.1:** Project activity plan, task allocation and delivery schedule for Bogota agreed with all parties involved (using tools developed by Project Team).
- **Deliverable 1.1.2:** Ways of working with Consultant Project Coordinator, regional team and Project Steering Group agreed and delivered, including on content delivery.
- **Deliverable 1.1.3:** Project Steering Group meetings attended as needed to enable oversight of project implementation in Colombia.
- **Deliverable 1.1.4:** Colombia project outputs and information delivered to enable donor compliance, MEAL and reporting requirements to be met according to milestones agreed at inception.
- **Deliverable 1.1.5:** Training on EbA principles and approaches completed (this will be provided).

Objective 2: To lead on community engagement and delivery of training and technical support

Task 2.1: Map and identify suitable locations in Bogota for community engagement and delivery of training and technical support to enable integration of Urban EbA approaches into designs of AFCC interventions in Bogota.

- **Deliverable 2.1.1:** Mapping completed of potential urban gardens adaptable to EbA approaches (using tools developed by Project Team).
- **Deliverable 2.2.2:** Climate risk assessments delivered in chosen locations to enable identification of climate risks and impacts in target communities (using tools developed by Project Team).
- **Deliverable 2.1.3:** Based on outcomes of mapping and climate risk assessments, agreed EbA/AFCC intervention designs delivered in selected locations in Bogotá through engagement with communities' leaders and local authorities.
- **Deliverable 2.1.4:** Local consultants (for design, construction, and facilitation of community engagement) identified and recruited to complete interventions in Bogotá (with Project Steering Group approval and following HelpAge and donor procurement policies).
- **Deliverable 2.1.5:** Workshops set up with local communities and relevant local stakeholders (eg municipal authorities, local designers and contractors) for induction into EBA principles and good practice in AFCCs design (using training guidance and tools developed by Project Team).
- **Deliverable 2.1.6:** Training, guidance and technical support, with related content (developed by Project Team) delivered, including through workshops, to local communities and key stakeholders to enable adoption of EbA ideas, principles and approaches in AFCC designs.

Objective 3: To support the regional team to use project outputs for national and regional advocacy, communication, and learning on mainstreaming Urban EbA in AFCCs policy

Task 3.1: Lead on mapping of national AFCC stakeholders in Colombia, and support mapping of regional stakeholders, for advocacy and learning.

- **Deliverable 3.1.1:** Using tools developed by HelpAge, stakeholder mapping and power analysis completed at national level for Colombia and supported at regional level (led by regional team with Project Team support) to enable targeting and sensitisation of AFCC stakeholders on the importance of mainstreaming urban EbA approaches into AFCC national and regional policy.

Task 3.2: Support content development of advocacy and communications materials and messaging to target stakeholders in Colombia and regionally, using advocacy framework developed by Project Team.

- **Deliverable 3.2.1:** Advocacy materials and messaging adapted for Colombia context.
- **Deliverable 3.2.2:** Advocacy messaging delivered to target stakeholders in Colombia and regionally, through close working with the regional team throughout the project.
- **Deliverable 3.2.3:** Information and communications content (including audio-visual) gathered to support national and regional advocacy and communications.
- **Deliverable 3.2.4:** Learning from Colombia project documented, and knowledge products developed and disseminated to support regional and global 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 13 days per month.

MANAGEMENT & SUPPORT: This consultancy will report into a Project Steering Group and be supervised day-to-day by the LAC Regional Representative with task-management from a Consultant Project Coordinator, 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 who will meet regularly with the consultant to plan and deliver work together.
- The consultant will be required to join meetings with the LAC regional team, the Project Steering Group and, on occasion, 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.
- Travel to project sites in Bogota and regional events is expected.
- 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.
- Experience of community-based training, capacity strengthening and advocacy with local communities and authorities
- Proven ability to work collaboratively and dependably with colleagues and in a way that encourages experimentation, learning and agency, especially among community-based organisations.
- Degree in relevant field or equivalent experience, eg in environment, ecology, community engagement, participation, inclusion, urban design or climate change adaptation.
- Fluent in Spanish and able to work in English
- Familiarity of working with cultural and political contexts in Colombia.
- Able to follow a flexible working pattern
- Based in Bogotá or able to travel regularly to project locations in Bogota and potentially occasionally within Latin America region.
- Ability to work efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail.

Desirable:

- Knowledge and experience of working on ageing issues and specifically on age-friendly cities and communities (AFCCs) in Colombia

- Knowledge of AFCC stakeholders and policies in Colombia and the 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.

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.