

TERMS OF REFERENCE

HelpAge International – Humanitarian Strategy Development Support

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.

Overview

HelpAge International is seeking a Consultant to provide expert input and analysis for developing the "Humanitarian Strategy 2025-2030". The strategy will have a global scope, encompassing HelpAge's humanitarian actions at the global, regional, and country levels, including partner-led programming, influencing and policy work.

Specifications and Purpose

- A high-level strategy document will be developed, which will clearly articulate the strategic direction of the Humanitarian Portfolio, how this aligns and supports the objectives of HelpAge International's global strategy 2030 ([2030-strategy](#)). Once completed, the high-level strategy will guide the humanitarian portfolio team to develop a strategic implementation plan, including SMART objectives and specific deliverables.
- As described below, the Consultant will undertake the analysis, review and provide as a deliverable the inputs and guidance, in support of developing the "*Inclusive Humanitarian Strategy 2025-2030*" document.
- HelpAge's definition of '*Humanitarian Action*' includes a wide spectrum of humanitarian work: full programme cycle from preparedness to response and recovery, partner-led programming, triple-nexus programming, advocacy, influencing and policy work.

The inputs, analysis and advice should address the following areas:

- Analysis and review of the relevant existing Inclusive Humanitarian Action Team's (IHAT) strategic foundation documents (i.e. the "*Humanitarian Offer*", "*IHAT Theory of Change (five spheres of activity)*", "*Humanitarian Approach*" document and associated policies, "*Humanitarian Advocacy*

*Strategy”, “Humanitarian Capacity Strengthening Strategy”, “Strategic Resource Allocation Tool”, “Regional Strategic Planning Inputs”, etc., documents), against the global humanitarian **trends, context, funding landscape analysis**, including through the post-Grand Bargain environment. Provide strategic advice on **the question: ‘What is the specific global Humanitarian niche for positioning IHAT’s strategic orientation to add value, optimise our efforts, and maximise impact for older people, over the next 5 years?’***

- **Stakeholder analysis:** Analyse the humanitarian/aid ecosystem and propose positioning strategies for IHAT, including key strategic partnerships with HelpAge Supporting Members: Age International (UK), Germany, USA, Canada and other relevant stakeholders.
- Evaluate the strategic implications of embracing **the partner-led programming** model in delivering humanitarian action and how to effectively implement this approach.
- **Resource and funding landscape** analysis - to identify key funding sources and strategic approaches across the triple-nexus spectrum

Deliverables

- **Inception Report:** Outline of the research methodology, work plan, and timeline.
- **Draft Report:** Detailed analysis and preliminary recommendations.
- **Final Report:** Comprehensive report of approximately 3-5000 words, including an executive summary. The report should incorporate all feedback, with clear findings and recommendations/call to action.
- **Presentation:** PowerPoint presentation summarising the key findings and recommendations for stakeholders.

**Interested consultants are welcome to propose alternative or adjusted methodologies that meet the objectives and scope of the consultancy.*

Timeline

The consultancy will be conducted over a period of approximately 4 weeks of engagement in total, phased accordingly across the 6-7 weeks period, starting from the date of contract signing, ideally in a first half of September 2024. A tentative suggested timeline is as follows:

Week 1: Inception report following the analysis and review of the relevant documents.

Week 2-4: Data collection and analysis, stakeholder consultations - preparation of initial findings in follow up on the stakeholder analysis and resource and funding landscape analysis.

Weeks 5-6: Preparation of the draft report, review and feedback.

Week 7: Final report and presentation to HelpAge’s Executive Leadership Group.

Person Specification

Essential

- Direct experience of working with communities in crisis to develop appropriate relief, recovery and rehabilitation responses.
- Recent experience of working as a senior leader within humanitarian/international aid sector, ideally working with a partner-led programming approach, with commitment to principles underpinning localisation.
- Demonstrable experience of developing and delivering high-quality global humanitarian strategies in an INGO or a foundation.
- High-level of fluency in written and spoken English.
- A high-level of understanding and experience of international humanitarian system, accountability frameworks and quality standards including inclusive humanitarian programming approaches, Core Humanitarian Standard (CHS), Humanitarian Inclusion Standards (HIS).
- Understanding of the UK and global influencing and policy making context.
- Knowledge and experience of the humanitarian funding environment and sectoral bodies like DEC, Start Network.
- Commitment to HelpAge's values: Values, Vision and Strategy - HelpAge International ([Values, Vision and Strategy](#))

Desirable

- Familiarity with HelpAge International and its role within the humanitarian ecosystem.
- Demonstrable experience of designing and implementing age-inclusive strategies and programmes.
- Lived experience of working in the Global South would be welcome.
- Available in September and October 2024.

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 & Inclusion

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

Application Process

Interested consultants are invited to submit an Expression of Interest (EOI) for delivery of the assignment and 1-2 examples of previous work to HelpAge HR **Jobs@helpage.org** with the email subject: Consultancy – Humanitarian Strategy Development Support.

The short EOI should include:

- Cover letter outlining their suitability for the assignment.
- CV highlighting relevant experience.
- A brief proposal detailing the approach, methodology and proposed budget.

Applications should be submitted by **Friday, 23 August 2024**. Early submissions are encouraged as EOI will be reviewed on a rolling basis.