

## **TERMS OF REFERENCE**

# **Consultancy for a bid manager to lead the development of a new civil society strengthening programme for older people's rights**

### **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.

### **Background**

HelpAge is committed to delivering all our work through our local partners. We are rolling out partner-led programming (PLP), as a strategic approach. We are seeking to scale existing PLP approaches, whilst also improving the way we partner with others. We recognise that, as an INGO, we need to #ShiftThePower in deliberate and meaningful ways.

HelpAge is seeking an efficient and skilled bid manager to support the development of a new civil society strengthening programme. This is an exciting opportunity to contribute to HelpAge's business development initiatives and to support our approach to developing the capacity of our partners.

### **Objective**

Working with an internal task team, the bid manager will lead the bid process to develop and submit a programme proposal focused on civil society strengthening. Specifically, this will include the development of a new partner onward-granting and capacity strengthening mechanism which will be used as the basis for supporting our partner organisations to deliver projects and programmes that protect the rights of older people. This work will build on a separately commissioned review of onward granting models and the experience of the organisation in granting and capacity strengthening with its global network.

## Scope of Work

- Building on a review of similar models and organisational experience, develop a zero-draft design for HelpAge's proposed new onward granting and capacity strengthening onward granting model and rapidly consult, revise and confirm the model with internal and key network stakeholders A capacity-building component is also expected to be included.
- Lead the bid process, from notification of invitation to proposal submission, using the online application system.
- Lead the process to coordinate with various teams and selected partner organisations, to obtain or develop content, ensuring all aspects of the bid are addressed.
- Developing budgets, resources and timelines to ensure on-time and high-quality proposal submission.
- Ensuring compliance with donor requirements, internal policies and sector standards.
- Maintaining comprehensive and accurate bid documentation, including bid files, and records of communication.

## Deliverables

- A high-quality proposal submitted by the agreed date (TBC, but expected end of October).

## Timeline

24 days (4 days per week for 6 weeks) between 16 September – 31 October.

## Qualifications

- Experience in programme development and/or bid/proposal development for programmes of more than £500,000 in value.
- Attention to detail and high accuracy in bid preparation and review.
- Strong project management skills, with the ability to prioritise tasks, meet deadlines.
- Exceptional organisational and time management skills.
- Excellent analytical and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to present complex information clearly and persuasively.
- Ability to collaborate with cross-functional teams and influence stakeholders at various levels.
- Ideally, familiarity with HelpAge International and/or older person's rights and/or work supporting ageing globally.

## 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 behaviors 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 references, testimonials, or examples of previous work to HelpAge HR **Jobs@helpage.org** with the email subject: Consultancy: Bid Manager – Civil Society Strengthening.

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 for the research.

Applications should be submitted by **Friday, 23 August 2024**. Only shortlisted candidates will be contacted.