

## Terms of Reference for Humanitarian MEAL Expert: Global Humanitarian MEAL Framework

### 1. Background

HelpAge International is a global network of over 199 organisations in more than 98 countries, dedicated to supporting older people to live safe, dignified, and healthy lives. Our mission is to ensure the inclusion of older people in all aspects of society. We work closely with partners and collaborators to advocate for a world where people of all ages are treated with respect.

With funding from GFFO, HelpAge is implementing a project in Syria and Lebanon, through local partners. The project aims to increase access and use of inclusive protection and health services that contribute to improved security, dignity, and wellbeing for most at-risk Syrian IDPs and refugees as well as host-community members with a focus on older people and people with disabilities in NW Syria and Lebanon.

HelpAge is developing a global Humanitarian MEAL Framework as part of our overarching Global Humanitarian Strategy. In light of the current GFFO project, HelpAge is seeking an experienced Humanitarian MEAL expert to design a partner-focused, CHS-driven MEAL framework to ensure it aligns with global best practices and is responsive to the needs of our organisation, partners and older people we serve in Syria, Lebanon and beyond.

### 2. Objectives

The consultancy's objective is to design, review and provide expert guidance on HelpAge International's MEAL Framework for the Syria-Lebanon GFFO project, which in turn will inform HelpAge's Global Humanitarian MEAL Framework. The consultant will ensure that the framework aligns with global best practices, such as Core Humanitarian Standards (CHS), and is tailored to HelpAge's unique operating model of partner-led implementation. The consultant will collaborate with internal stakeholders and local partners, conduct key informant interviews, and undertake a literature review to finalise a framework that is practical, effective, and implementable. The consultant will also support the planning of the training phase for local partners and recommend necessary refinements.

### 3. Key Tasks

- **Key Informant Interviews:** Conduct interviews with relevant HelpAge stakeholders, including local partners in Lebanon and Syria relevant to the GFFO project, the Global Humanitarian Programme Managers, Humanitarian Action Portfolio Lead, and MEAL and senior programme staff from various country offices.

- **Literature Review:** Perform an in-depth review of sectoral best practices for partner-led global MEAL strategies. Analyse key internal documents, including the Global Humanitarian Strategy, and GFFO Lebanon-Syria project documents, to ensure full alignment with organisational goals.
- **Framework Development:** Design a draft MEAL Framework for the GFFO project and globally to ensure it meets the needs of HelpAge, its partners, and the older populations we serve in Lebanon-Syria and beyond. The framework must be compliant with CHS and informed by industry best practices.
- **Framework Revision:** In consultation with selected Humanitarian Programme Managers and Humanitarian Action Portfolio Lead revise the strategy to improve the framework for implementation in Syria-Lebanon and across all HelpAge humanitarian programmes. Subsequently, present the final Global Humanitarian MEAL Framework to internal stakeholders.

#### 4. Scope of Work

The consultant will work closely with HelpAge staff and partners throughout the project. The scope includes:

- **Consultation:** Participate in regular consultations with the Humanitarian Programme Managers and key stakeholders to ensure alignment of objectives and expectations. Maintain consistent communication throughout the consultancy.
- **Research and Review:** Conduct a thorough review of external MEAL best practices and internal strategies to develop a comprehensive, adaptable MEAL framework for the GFFO project, HelpAge and its partners.
- **Framework Finalisation:** Based on pilot feedback and ongoing consultation, refine and finalise the GFFO project's MEAL Framework and Global Humanitarian MEAL Framework to ensure it is implementable, adaptable, and capacity-sensitive.

#### 5. Timeframe

The assignment is expected to be conducted over a period from **March 2025 to June 2025**. The total number of working days for this consultancy is estimated at approximately **10 days** over this period, which will cover the desk review, interviews, framework refinement, training support, and action plan development.

#### 6. Reporting and Support

The consultant will report directly to the **Humanitarian Programme Manager (Eurasia and the Middle East)**. All deliverables will be reviewed and approved by these stakeholders.

## 7. Payment Schedule

- **30%** upon completion of the initial desk review, key informant interviews, and delivery of a draft framework.
- **70%** upon submission and acceptance of the final Global Humanitarian MEAL Framework, including the action plan and revisions.

## 8. Qualifications and Experience

The ideal candidate will have:

- **Humanitarian MEAL Expertise:** Extensive experience in designing, reviewing, and implementing MEAL strategies, frameworks or SOPs for humanitarian programmes, with proven knowledge of global best practices and standards, including CHS.
- **Partner Collaboration Experience:** Demonstrated experience in working with both local and international partners in humanitarian settings, with a focus on developing adaptable MEAL frameworks suitable for diverse capacities.
- **Analytical and Research Skills:** Proven ability to conduct detailed literature reviews and contextual analyses that inform strategic documents. Strong analytical thinking is essential.
- **Excellent Communication Skills:** Ability to conduct interviews, facilitate discussions, and deliver concise, actionable reports that address complex issues in a clear, structured manner.

## 9. Location

This consultancy will be conducted remotely, with regular virtual meetings with key HelpAge stakeholders.

## 10. Application Process

Interested candidates are encouraged to apply by submitting the following documents by 7 March 2025 to [jobs@helpage.org](mailto:jobs@helpage.org):

- **CV:** A CV detailing relevant experience, qualifications, and key achievements.
- **Work Samples:** Two examples of recent work, preferably related to the development of a Global MEAL Strategy or innovative MEAL practices. For each sample, include a brief explanation of your specific role and contributions, along with one professional reference for each.
- **Financial Proposal:** A clear and concise financial proposal, specifying your daily consultancy rate.

## **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 sand work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.