

**Terms of Reference (ToR) for support to the development of localisation plans for HelpAge International Country Programme in Bangladesh**

**Background**

**HelpAge International -** HelpAge International is a global network of organisations working towards a fairer world for older people so they can live safe, healthy and dignified lives. In addition to working with more than 150 network members in 56 countries, HelpAge operates country programme offices in 13 countries across Asia, Africa, Middle East and Eastern Europe. In line with our organisational commitment to the Charter for Change[[1]](#footnote-1), a key element of the HelpAge International Global Strategy 2030[[2]](#footnote-2) is to transition our country programmes to be locally led and managed by 2024.

**Localisation** - HelpAge is strongly committed to the localization of aid. In HelpAge International, the term “Locally-Led Development” is used to mean humanitarian and development projects being designed and delivered by national or local organisations which are led and governed within countries, instead of international organisations. As set out in the 2030 Strategy, working with others is central to HelpAge International strategy over the next decade. Through the core functions of Supporter, Convener and Thought leader, HelpAge will support local ‘agents for change’ – network members (NMs) or other partners – in achieving their missions. Localisation for HelpAge will require a significant transformation of the organisation as a whole, but the most visible shift will be to locally led programming in countries where HelpAge International currently has country offices. This consultancy will ensure that the direction of travel and transition plans for HelpAge country office in Bangladesh are built on robust evidence and analysis with the participation of stakeholders in country and with a view to achieving sustainable impact for older people in Bangladesh.

**Country Programme –** HelpAge has been operating in Bangladesh since 2009 through its country office in Dhaka. Before starting operation through country office, HelpAge International used to implement project through one of its network members. The initial focus was to support vulnerable older people in the communities both through development project and humanitarian response.

Since 2017, it has been working with the Rohingya and adjacent host community under humanitarian response targeting age inclusive interventions – Health, Nutrition, Protection, WASH, and Livelihood. Currently HelpAge Bangladesh doesn’t have any development projects other than humanitarian response in Rohingya camp and adjacent host community. This project implements through two local partners who are affiliated member of HelpAge as well. HelpAge has total 5 Network members.

Currently, HelpAge International Bangladesh programme has 10 employees. Three staff in Country Office based in Dhaka and 7 staff in its humanitarian programme based in Cox’s Bazar.

Over the last 12 years, HelpAge International Bangladesh office has played an overall technical support in programmatic, financial management and oversight including: setting-up of advocacy framework and coordinating higher level policy dialogues; strengthening the capacity of age inclusive organisations and older people groups to own and demonstrate actions focusing on ageing in various discourse and forums; and supporting consultative process between Older People Associations and CSO partners on a list of priority issues and agendas, facilitating them to take lead on the day-to-day implementation of project activities at local, district and regional levels.

HelpAge International Bangladesh country programme has had an active role in formulating the National Policy for Older People, and it is a member of the National Platform for Older People and Federation of Rights of Older People in Bangladesh. The Office also plays a key role in promoting Age inclusive humanitarian response through advocacy and technical support to humanitarian actors of Rohingya response. HelpAge is a core member of the Age and Disability Working Group (ADWG).

**Purpose, objectives, and scope**

The purpose of the consultancy is to work with the Bangladesh country team in preparation of a localisation plan which provides a detailed assessment of the local context, comparative advantage of Network members, environment, stakeholder views and capacities, legal and institutional frameworks, opportunities and constraints, which will provide rigorous evidence to guide decision making on the direction for localisation in the country and the plans in place to transition to locally-led development in the country.

**Objectives**

* Undertake a consultation with internal and external stakeholders to assess/ validate the context, priorities, capacities, and appetites of local actors for localisation and advancement of the ageing agenda in country. Together with the country team complete a narrative localisation plan (template provided) with annexes which will reflect findings of the consultation in-country and will guide the process of localisation over the coming period.

**Scope**

* The consultation will engage partners, network members, government agencies, donors and local civil society.
* The consultant will clarify the legal frameworks and timelines for the different localisation models and the implications of status change on institutional arrangements and human resources.
* The consultant will support the team to identify/ validate and analyse the external and internal risks of localisation in the context of Bangladesh.
* The consultant will facilitate a country level stakeholders’ workshop to identify the circumstances, pathways and possible localization options that are anchored in and aligned with the Bangladesh context and in-country Theory of Change.

**Specific tasks**

1. Work closely with the HelpAge country team and the (global) localisation team, to plan and execute the external review and consultation with key stakeholders. Stakeholder to be listed together with HelpAge in Bangladesh and the Localisation team members.
2. Review relevant HelpAge and external documents related to country context on its global strategy, ageing, civil society, government strategies etc, including:
* Updating the country Legal Framework and validating the ageing, civil society, and government strategic context**.**
* Verifying priorities, opportunities, and constraints for the ageing agenda in Bangladesh that the selected localization model should continue working on.
1. Undertake an analysis of the capacity/ validate existing capacity assessment reports[[3]](#footnote-3) of the existing country team and key implementing partners and NM in operational and technical areas including looking at other issues related to the change management process, such as staff motivation, etc. to contribute to the localisation plan.

Review the initial outcomes on the preferred model through the consultant’s own assessment supported by an impartial and objective analysis and identify options to be discussed during the country level workshop.

Facilitate the country-level workshop with Country team and Localisation team.

Support the identification of a suitable way forward for Bangladesh context, including rationale and risk assessment derived from the country level workshop

1. Feedback findings of consultations and reviews to the local and relevant global teams.
2. Support the country team to finalise the narrative template attached including the annexes.

**Methodology and process** to be agreed with the consultant.

**Deliverables**

* The assessment report including main findings of the process:

1. Assessment report, including methodology, inputs from the country team and main findings of the consultation with stakeholders

1. Key informant interview list
2. Documents reviewed list
* Country workshop report (discussions, outputs, list of participants and conclusion)
* Written summary of recommended localization model(s), including rationale
* Risk assessment in the context of Localisation
* Feedback meeting with relevant Localisation team members, Head of Global Impact and the Country SMT
* Hard and soft copy of all documents

**Timing and deadlines**

The consultancy is expected to be completed by the 1st week of April 2022 as detailed below:

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| --- | --- | --- | --- | --- | --- |
| **Tasks** | Jan-22 | Feb-22 | Mar-22 | Apr22 | May-22 |
| Collection of information by the consultant |  3rd week - | 4th week |  |  |
| Consultation with Partners, network members, country staff and selected members of the Global team (by the consultant) |  3rd week - 2nd week  |  |
| Model(s) proposed following country consultations, including rationale and risk assessment  |  |  |  | 2nd Week |  |
| Country workshop to select the preferred model |  |  |  |  | 2nd week |
| Draft assessment report by consultant including analysis, and recommendations on the model(s) |  |  |  |  | 3rd Week |
| Review of the recommendations made by the consultant and feedback |  |  |  |  |  |
| Final Consultant Report  |  |  |  |  | 4th week |
| Support the country team to finalise the narrative template attached including the annexes |  |  |  |  | 4th week |

**Ethics, Safeguarding and Code of Conduct**

The consultant will be working on behalf of HelpAge and will be required to sign and adhere to the Safeguarding Policy and ethical guidelines.

The consultant will assure the participants the confidentiality and will assure the visual data is protected and used for agreed purpose only. As regards the documentation, the title rights, copyrights, and all other rights of whatever nature in any materials used or generated under the provisions of this consultancy will exclusively be vested with HelpAge International.

**Qualifications and Experience Required**

1. Degree in Social Sciences, Statistics, Communication, and related field.
2. Minimum of 5 years’ relevant professional experience in social sciences, Organizational transformation, organizational development and research.
3. Strong background and experience in change management, data collection and analysis.
4. Technical expertise in evaluating Transforming organisations, pathway models, advocacy, and rights programmes; and ability to draw strong and valid conclusions.
5. Understanding of regulations governing NGO sector in Bangladesh, donor trends and key regulations governing international and local organizations in Bangladesh.
6. Researchers conversant in English and Bangla
7. Excellent facilitation, communication and report writing skills.
8. Consultant based in Bangladesh will be a preferred option.
9. Previous experience in change management processes is essential.
10. Engaging with organizations working with and for older people will be an added advantage
11. Awareness of aging issues in Bangladesh will be an added advantage**.**

**Submitting Expressions of Interest**

All Expressions of Interest should include:

* **Technical proposal** (maximum 3 pages) including: brief explanation about the consultant/s with emphasis on previous experience in this kind of work; profile of the consultant to be involved in undertaking the consultancy, understanding of the TOR, the study methodology, key contacts from similar work carried out.
* **Financial proposal**: The financial proposal should provide cost estimates for services rendered including professional fees (daily rates x number of days) and any other costs to carry out the assignment.

All interested individuals are requested to express interest by email to: hr.bangladesh@helpagesa.org by the end of 27th January’22. EOIs received by any other means will not be taken into consideration and any form of canvassing will lead to automatic disqualification. Selection of the consultant will be undertaken by a panel and based on the experience of the consultant, the quality and relevance of the Technical and Financial proposal (i.e. value for money, within resources available) and on satisfactory references. Only shortlisted consultants will be contacted

1. <https://charter4change.org/> [↑](#footnote-ref-1)
2. <https://www.helpage.org/who-we-are/2030-strategy/> [↑](#footnote-ref-2)
3. Internal Audit and due diligence reports by different donors [↑](#footnote-ref-3)