

Terms of Reference for Exploring through a consultative process the most appropriate option for the transition of HelpAge International Country Programme to Locally-Led Development - Mozambique

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 HelpAge International Global Strategy 2030¹, our commitment to partner led programming and the Charter for Change², a key step is to transition our country programmes to a Locally-Led Development option.

Locally-Led Development - HelpAge International has committed to embracing and advancing Locally-Led Development. This commitment was expressed in HelpAge's 2030 strategy and re-emphasised and clarified in a position paper on Locally-Led development issued in November 2021.

HelpAge's vision for Locally-Led Development is, "Humanitarian and development initiatives designed, led and delivered by national or local actors and older people within countries". At country level, the commitment to Locally-Led Development requires a genuine transformation, to shift the power from HelpAge International to local actors. In order to identify the most appropriate Locally-Led Development option for each country, HelpAge International has designed a consultative process that promotes transparency and accountability, and ensure that decisions are based on robust evidence and analysis. This consultancy will ensure that the perspectives of country teams and external local stakeholders¹ are collected and fully contribute to the analysis and decision making on localisation option, with the goal to achieve sustainable impact for older people in Mozambique.

Country Programme – Mozambique, a country of approximately 30 million has more than 1.5 million older people. The Government of Mozambique has instituted policies and programmes aimed at improving the wellbeing of older persons and has the potential to play an important role within Africa and international forums advocating for older persons rights. HelpAge International has operated in Mozambique since 1998, working closely with various ministries of the Government of Mozambique and other partners to develop relevant policy framework and programming for older persons.

The country programme is implemented by partners and network members with some very specific components of the projects supported by HelpAge directly. The current network members include the Forum for Older People's Associations (FTI), APOSEMO and ASADEC.

¹ External local stakeholders defined as partners, network members, influential CSOs and relevant government offices/ ministries.

Partners include APITE (Tete Province), AVEEDOS (Nampula Province), VUKOXA (Gaza province, Anglican Church (Gaza Province) and ACIDECO (Maputo province).

The programme delivery in the country is done in collaboration with partner government ministries namely, Ministry of Women, Children and Social Welfare (MGCAS) and the Ministry of Health, as well as Provincial and District level Departments of Social Protection.

The four focus areas of the Mozambique country programme are: 1) Secure Income - to increase access to pension and public services; accountability and capacity strengthening; 2) Healthy ageing – to strengthen health systems in areas of human resources, policy, leadership, and governance; medical supplies, products and technologies; and health information systems including research and evidence; 3) Humanitarian Action – to ensure older people and people with disabilities are protected and included in emergency plans and responses and; 4) Movement for change - to support older people and civil society to unite and demand change and promoting older people’s rights and transforming the way people think, feel and act on ageing.

Purpose, objectives and scope

The purpose of the consultancy is to conduct local consultations with the Mozambique HelpAge country team and local external stakeholders, which will contribute to a detailed assessment of the Mozambican context with regards to the situation of older people, HelpAge’s work, the stakeholders’ views and capacities on locally led development and option, the civic space and legal frameworks. The consultancy will highlight opportunities and constraints and provide rigorous evidence to guide decision making on the transition to locally-led development in the country.

Objectives

- Undertake consultations with HelpAge Mozambique country team, external stakeholders, partners and network members to assess the context, priorities, capacities and appetites of local actors for locally-led development and inclusion and advancement of the ageing agenda in country.
- Review and analyse the assessment information collected by the HelpAge country team and other relevant supporting documents.
- Support HelpAge county team in identifying best-suited and financially viable locally-led development option(s) for Mozambique. Advise to at least come up with two options that are assessed against the detail and primary criteria developed by HelpAge

Scope

- The consultation will engage Mozambique HelpAge staff, partners, network members, government agencies and local civil society to explore their views on locally led development and the role of HelpAge in supporting this.
- Consultation with at least two organizations in country which have undergone a similar process.
- After the locally led development option has been selected, the consultant will clarify in the consultancy report the legal frameworks and the implications of status change on institutional arrangements and human resources.
- The consultant will review the assessment information collected by HelpAge country team and other relevant supporting documents, and provide additional analysis in light of findings from consultations with external stakeholders.

- The consultant will facilitate the identification of and discussions on potential options for locally-led development with HelpAge team, and their assessment against HelpAge’s criteria.
- The consultant will support the team to identify and analyse the external and internal risks of locally led development and identify the best option and key milestones for the transition.

Methodology and process

The assessment process will include desk review, focus group discussions (FGDs) and key informant interviews with external stakeholders and HelpAge selected staff including members of the HelpAge Global team. Detail methodology to be discussed and agreed with the consultant.

Deliverables

1. An assessment report, as per the agreed outline/template, providing a summary of information collected through desk review and consultations (FGDs and key informant interviews) as well as triangulation and analysis of all information received
2. A presentation of the most viable options for the country, based on the external consultations and discussions with HelpAge teams, including justifications and evidence and an initial assessment against HelpAge’s criteria for the locally-led development
3. A meeting with HelpAge Mozambique staff to review the report
4. Facilitation of a country-level workshop and production of a workshop report
5. Draft of the Recommendation using the outline shared by HelpAge
6. A final consultancy report documenting the whole process.

Timing and timeline and budget

The consultancy is expected to be completed by December 30, 2022 (including facilitation of workshop and workshop report) and to proceed in phases with the timing as follow:

Tasks	Estimated number of days	Target due date
Desk Review of documents and materials	1	Aug 15, 2022
Work closely with the HelpAge country team and the Localisation Manager to identify information gaps in the assessment and make a plan for the data collection activity accordingly	2	Aug 19, 2022
Conduct FGDs and/or key informant interviews with internal and external stakeholders	5	Sep 9, 2022
Draft the assessment report and initial recommendations on best suited localisation model/s based on information from the country team and	5	Oct 15, 2022

additional information collected from external sources and the consultations held		
Prepare a comprehensive presentation (PPT format) on the findings and recommendations for the country-level workshop		Oct 15, 2022
Facilitate a country-level workshop with country team, Localisation manager and Head of Localisation to review and analyse the assessment findings and identify the best suited option(s)	1	Nov 23, 2022
Feedback session with the Localisation manager, Head of Localisation, Head of Transformation and the HelpAge Mozambique team	1	Nov 28, 2022
Finalise the assessment report and write summary of recommended option(s) including rationale and risk assessment	2	Nov 30, 2022
Prepare the final consultancy report	1	Dec 15, 2022

The number of days to complete each task may be changed, but the total number of working days must not exceed 20 days. The total budget for this consultancy fee must not exceed 5,000 USD (including personal income tax and all other taxes, insurances - if any).

Code of Conduct and Safeguarding policy

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

The consultant will assure the participants the confidentiality and will assure the 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/requirements of consultant

- Degree in Social Sciences, Statistics, Communication, and related field.
- Minimum of 7 years relevant professional experience in social sciences, organizational transformation, organizational development and research.
- demonstrated background and experience in change management, data collection and analysis.
- Demonstrated technical expertise in conducting surveys with a range of methodologies, and providing qualitative analysis. Ability to draw strong and valid conclusions,
- Understanding of regulations governing NGO sector in Mozambique, donor trends and key regulations governing international and local organizations in Mozambique,
- Fluent in both Portuguese and English,
- Excellent facilitation, communication and report writing skills in both English and Portuguese

- The successful candidate will be either Mozambican or expatriate, based in Mozambique, preferably in Maputo, with a strong understanding of the Mozambican context.
- Demonstrated previous experience in change management processes will be an added advantage.

Submitting Expressions of Interest

All Expressions of Interest (EOI) should include:

- **Technical proposal** (maximum 5 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 other costs (if any) to carry out the assignment.
- **Evaluation process:** Evaluation process will be conducted for technical proposals first. Qualified technical proposals will be moved to next step to evaluate financial proposal.

All interested individuals are requested to express interest by sending proposals via email to: helpAge-hr@helpage.org by the end of **05 August 2022**. Please include some wordings in your email title 'Consultant for localization process - Mozambique'. 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 proposals (e.g., value proposed for the contract within resources available) and on satisfactory references. Only selected/shortlisted consultant(s) will be contacted.

Contract type: after negotiation, selected consultant(s) shall enter with HelpAge a consultancy contract which is not an employment contract for staff. The consultant will be responsible for his/ her tax submission.

Link: <https://www.helpage.org/who-we-are/jobs/consultancy-exploring-through-a-consultative-process-the-most-appropriate-option-for-the-transition-of-helpage-international-mozambique/>

Please note that HelpAge International does not charge a fee for receiving applications.