

TERMS OF REFERENCE (ToR)

Project Number & Title: **HWG 05 2021A - Best Practices for Healthy and Active Ageing Initiatives**

**Project Overseer's
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Contract Value: **US\$19,200 for Contractor fee
Nil reimbursable costs**

I. BACKGROUND AND OBJECTIVES

The UN Decade of Healthy Ageing (2020-2030) is a concerted effort to ensure healthy and active ageing. WHO defines healthy ageing as “the process of developing and maintaining the functional ability that enables wellbeing in older age”. The number of older persons in Asia Pacific Region is expected to double by 2050. Ageing population has enormous economic and societal impacts for economies in this region.

Ageing is associated with rising co-morbidities and a decline in functional ability, leading to increasing both healthcare and long-term care needs and cost. In addition, decline in employment opportunities among older persons would increase vulnerability and poverty. This accelerates shrinking of labour force and increase of old age dependency ratio which in turn negatively affect economic growth. This poses challenges for rapidly ageing developing economies like Malaysia to create an inclusive society especially in ensuring access to quality healthcare and long-term care, providing employment opportunities and income security, as well as ensuring social protection and enabling supportive environment for the well-being of the older persons. APEC economies need holistic and equitable support systems in a multisectoral collaborative approach to encompass all relevant sectors, integrated for an economy's growth.

This project seeks to harness the favourable impact of healthy and active ageing through the identification of best practices such as lifelong learning for continual productivity, linking and networking this human resource with social and economic needs of society, thus providing opportunity for rethinking, in line with the second action plan of WHO global strategy on ageing and health. These best practices will benefit developing economies that are seeing demographic trends shifting towards a growing ageing population and its current economic challenges. This project shall identify as well as facilitate contextualisation and knowledge translation of the best practices in Asia Pacific Region, encompassing the dimensions of public policies, implementation and evolution, sustainability, and outcomes, such as examples/models of activities/initiatives that economies take for communities to foster the abilities of older persons, increasing their participation in societies and economies.

This project aims to achieve the followings:

- a. To support the APEC economies in increasing awareness and understanding on best practices and strategies in addressing healthy and active ageing challenges for the population in this region, focusing on areas with economic benefits and maintaining good health, with the pivotal role of digital technologies.
- b. To encourage and enhance cross fertilisation of innovative ideas amongst APEC economies on health and active ageing initiatives.
- c. To enhance capacity building of participating economies by promoting collaboration, information sharing as well as proactive cooperation and networking.

II. SCOPE OF WORK

The selected Contractor will be responsible for delivering the following services and outputs:

A. Preparing a Summary Report

1. Conduct literature research (closely following methods used for rapid review/ systematic review) and analysis on the healthy and active ageing policy landscape in APEC economies, including an overview of the key needs and gaps in the region, common challenges and barriers to strengthen system for healthy ageing, focusing on areas with economic benefits and maintaining good health, with the pivotal role of digital technologies, and identifying APEC economies with healthy and active ageing policies in place;
2. The literature search should include not less than 3 databases and 20 official/governmental websites.
3. To provide summary discussion and economies' feedback of pre-workshop engagement sessions with Participating Economies, specifically on the findings obtained from literature search. Expected > 2 sessions, 2 hours per session. The discussion shall capture their feedback from representative of participating economies;
4. The Summary Report will be titled 'Literature Review on Best Practices and Strategies in Addressing Healthy and Active Ageing' and be a minimum of 10 pages and include an Executive Summary of maximum 1 page;
5. It is expected a maximum of 2 drafts shall be developed, with the final draft being ready to be submitted to the APEC Secretariat for acceptance by 15 June 2022. The report will be completed and approved by PO no later than 15 June 2022. It will be circulated to Workshop participants prior to the Workshop.

B. Planning and delivering a virtual Workshop in August 2022

1. Identify, in collaboration with the Project Overseer (PO), eight APEC economies to be the focus of the Workshop;
2. Identify, in consultation with the PO, at least six topics as per evidence search & pre-workshop discussion with participating economies as well as date for the Workshops will be end of August 2022 (tentatively);
3. Identify and liaise, in consultation with the PO, 6 experts/speakers and moderator for the workshop, as well as invite, brief them on the topics & workshop objectives, and confirm their participation. Experts can be drawn from a mix of public and private sector organisations, academic institutions and relevant agencies from APEC economies and international bodies;
4. Review and conduct, in consultation with the PO, quality checks on all materials (pre-recorded presentations) prior to upload on the platform or prior to dissemination
5. Prepare and manage the Workshop, including liaise with ICT personnel, workshop agenda, General Information Circular (GIC), expert/speaker biographies, participant nomination form, answering queries and participant evaluation survey, documenting, summarising panel discussions, and emerging ideas, taking notes as well as analysing all data input generated throughout the workshop.

C. Preparing a Workshop Report

1. Synthesize, contextualise and collate information generated from workshop, as well as develop the workshop report on best practices for healthy and active ageing initiatives. The Workshop report will identify the key challenges and needs in the area of healthy and active ageing, compare and contrast best practice policy approaches; and provide at least 5 key policy strategies/ suggestions/ recommendations to guide regional actions to improve healthy and active ageing;
2. The report will be at least 50 pages, including an Executive Summary of 1-2 pages and a summary of policy strategies/ suggestions/ recommendations of 1-3 pages;

3. The report shall include a summary of the Workshop, consisting summaries of the presentations and discussions, outcomes/recommendations for each economy, and summarised results from the participant evaluation survey;
4. Including in the Workshop Report, at least 2 case studies presenting successful and innovative policy approaches to strengthen system for healthy ageing, coming from 2 APEC economies;
5. Review and conduct quality checks on all materials (abstracts & pre-recorded presentations) prior to upload on the platform or prior to dissemination;
6. The report may include an annex containing the customised policy approaches discussed at the Workshop; and
7. The report shall be produced for publication as an APEC Publication. It is expected that a maximum of 2 drafts shall be developed, with the final draft being ready to be submitted to the APEC Secretariat for acceptance by 1 October 2022, and any final changes required by the Secretariat effected November 2022.

In addition, the selected Contractor will Provide general project management support, including:

- Keeping the PO informed of progress of the work and timelines on a regular basis;
- Ensuring all Workshop participants, including experts, are briefed on their roles, entitlements and obligations before they are engaged to participate in the Workshops; and
- Collecting and providing all necessary information as required by the APEC Secretariat to monitor the progress and evaluate the results of a project.

III. DURATION AND PHASING

Work shall commence after the contractor has signed the contract with APEC (tentatively around Feb-March 2022) and is expected to be completed by November 2022.

Project Activities	Hours	Contractor Deliverable	Due Date
<i>Timeframe: Summary Report –after signing the contract -31 May 2022</i>			
Literature search and draft the summary report ('Literature Review on Best Practices and Strategies in Addressing Healthy and Active Ageing') according to the specifications in the Scope of Work.	160	• Draft(s) Summary Report	Not later than 20 May 2022
		• Final Summary Report	31 May 2022
<i>Timeframe: Workshop preparation and delivery – April- August 2022</i>			
In consultation with PO: <ul style="list-style-type: none"> • Identify dates (in August 2022) for an estimated 3-day Workshop; identify six experts/speakers, a moderator and confirm attendance; draft the Workshop documents. • Delivery of the Workshop, as described in Scope of Work. 	80	<ul style="list-style-type: none"> • Confirmed dates of the Workshop • Confirmed and invited six speakers and a moderator • Finalisation of all workshop requirements and materials (agenda; GICs; speaker biographies; participant nomination forms; participant evaluation surveys). • Workshop Attendance List, including moderator, speakers & participants. 	April - August (Workshop organising and management support)

Project Activities	Hours	Contractor Deliverable	Due Date
		<ul style="list-style-type: none"> Summarising panel discussions, rapporteuring and documentation of discussion 	
<i>Timeframe: Drafting and finalisation of Workshop Report – August-1 November 2022</i>			
<ul style="list-style-type: none"> Drafting of the Workshop Report to be titled 'Workshop Report on Best Practices for Healthy and Active Ageing Initiatives', as described in Scope of Work and Reporting Requirements. One/Two draft(s) are anticipated and will be circulated for feedback/comment. The final draft will be ready to be shared with the APEC Secretariat for acceptance by 1 October 2022 to ensure Contractor can make any necessary changes and finalise by November 2022. 	280	<ul style="list-style-type: none"> Draft Workshop Report 	No later than 10 September 2022
		<ul style="list-style-type: none"> Final Workshop Report 	By 1 October 2022 (final report, ready to be shared with APEC Secretariat)

PROPOSED MILESTONE SCHEDULE

#	Services	Format	Quantity	Means of Verification	Services Delivery Date	Fee (in US\$, inclusive of taxes)*
1	Summary Report	(Summary Report) English; Electronic (MS Word) 10 pages	One	(i) Written acceptance and certification by the PO (ii) Acceptance and deemed satisfactory by the Program Director	15 June 2022	\$6,400
2	Workshop deliverables described above, including workshop preparation and workshop materials	English; Electronic (MS Word) copy of all written outputs	One copy of each written output	(i) Written acceptance and certification by the PO	1 September 2022	\$1,600
3	Delivery of Workshop Reports, including participant evaluation survey results, as well as other items described in Scope of Work	(Summary Report) English; Electronic (MS Word), 50 pages	One	(i) Acceptance by the Secretariat for publication. (ii) Endorsement of report by the forum. (iii) Written acceptance and certification by the PO	1 October 2022	\$11,200
Total Value (including Tax): US\$						\$19,200

IV. SPECIFICATIONS OF SKILLS SETS AND EXPERIENCE

The skills and experiences required of the Contractor (and/or Team members) are:

1. Qualifications and work experience in the field of ageing and/or knowledge translation;
2. Proven research, analytical and report writing skills;
3. Ability to engage and consult diverse stakeholders effectively;
4. (Desirable) Experience of organising and facilitating events;
5. Strong command of English (written and spoken).

V. REPORTING REQUIREMENTS

A. Summary Report

The Summary Report shall contain ≥ 10 pages and contain (but not limited to):

1. Executive Summary - 1 page
2. Background and methodology on literature search – ≥ 2 pages
3. Research and analysis of literature search – ≥ 6 pages
 - Health and active ageing areas with economic benefits and maintaining good health, with the pivotal role of digital technologies.
 - A list of existing healthy ageing policies implemented by economies, especially from APEC economies
 - Challenges, barriers and gaps in healthy ageing policies implementation.
 - Evidence table containing all literature with referencing (systematic review standard)
4. References - ≥ 1 page

B. Workshop Report

Workshop Summary Report shall contain ≥ 50 pages in length and contain (but not limited to):

1. Title Page
2. Table of Contents, Glossary and acronym list
3. Executive Summary
4. Background and overview of common healthy ageing challenges and needs in the APEC region (drawing on Summary Report)
5. Summary of the Workshop – presentations and panel discussions
6. Approaches developed in the Workshop including key policy, policy requirement, enabling factor, knowledge translation needs and gaps in the region, common challenges and barriers to strengthen system in healthy ageing shared by APEC economies
7. Summary of policy strategies/ suggestions/ recommendations
8. Key messages
9. References
10. Appendixes
 - a. Overview of the Workshop (dates, speakers, agenda)
 - b. Evaluation survey results
 - c. At least two (2) case studies (minimum 2 APEC economies) of innovative policy approaches to strengthen system in healthy ageing.
 - d. Other relevant materials.
 - e. Summary report (A)

All reports must be prepared in accordance with the Guidebook on APEC Projects, APEC Publication Guidelines and APEC Logo Guidelines. The reports must first be accepted by the APEC Secretariat as being suitable as an APEC publication. When submitted to the APEC Secretariat it must not require any further copy-editing and reflect a level of English fit for publication.