

## Terms of Reference: Consultant for the Development of Trust Deed

<b>Reports to:</b>	Fund Manager – Fiji Women's Fund
<b>Location:</b>	Suva, Fiji
<b>Duration:</b>	10 – 15 days between July – August 2020, with a possibility of extension

### Program background

The Fiji Women's Fund (the Fund) is an initiative of the Australian Government via the Pacific Women Shaping Pacific Development (*Pacific Women*). The Fund has committed up to A\$10.5 million from 2017 to 2022. It provides funding and capacity development support to women's groups, organisations and networks in Fiji to expand and enhance their work on women's empowerment and gender equality. The aim of the Fund is to become an independently funded and managed Women's Fund by the end of 2022, and it seeks the following outcomes:

- Women's groups, organisations, or networks supported by the Fund are empowered and have the capacity (knowledge, skills, resources and relationships) to contribute to transformative change that improves women's lives.
- Women's groups, organisations, or networks supported by the Fund are having influence at different levels (individual / systemic and formal / informal) and are contributing to transformative change in women's lives.
- The Fund has transitioned to an independent local entity and has secured funding from donors, private sector, and local philanthropy.

The Fund is co-located with the existing *Pacific Women* Support Unit office in Suva, Fiji and operates as an independent entity to support grant and capacity building activities of Fiji-based implementing partners. The Fund team is currently comprised of the Fund Manager, Senior Program Manager, Communications Officer, Finance and Administration Officer, Administration Support Assistant, two Program Officers, and a Monitoring, Evaluation and Learning Coordinator.

The Fund has established a Steering Committee to provide overall strategic guidance and support to the Fund including the allocation of funds. It is comprised of representatives from DFAT, the Fiji Ministry of Women, Children and Poverty Alleviation's Department of Women, the *Pacific Women* Support Unit, women's civil society organisations and the Fijian private sector.

The Fund has established a Grants Committee to assess and select proposals for funding and/or technical assistance allocation. It is comprised of representatives from DFAT, the *Pacific Women* Support Unit and two members from women's civil society organisations.

### Purpose of the role

The Fund's transition to becoming locally owned and managed to resource the Fiji women's movement is a key Fund activity. To foster local ownership, the Fund since its inception has deliberately adopted a genuine partnership approach with local women's organisations. Some of these have included getting input from the women's movement on the Fund's branding, grant mechanism, capacity development support and other key strategies.

The Fund's management, specifically the Fund Manager, will lead the implementation of the Fund's localisation strategy with strategic guidance from the Steering Committee and DFAT.

The localisation strategy and handover plan outline the rationale, process, timelines, roles and responsibilities. The duration of the strategy is from January 2020 to June 2022.

Over a period of six months from July to December 2020, the development of the Fund's Trust Deed which will be a key document for its registration will take precedence. Taking a partnership approach, the Fund will engage with a Consultant to undertake a series of consultations that involve the members of the Fund Team, current and past members of the Fund's Steering and Grants Committees, key national, regional and global women's funds, a cross section of the Fund's current and past grantee partners. The Consultant will be

responsible for the development of a consultation process, documentation of the consultations and the development of the actual trust deed.

The Consultant will be primarily responsible for the design of facilitation approaches and methodologies, agenda setting and development of the Trust Deed. The Consultant will also liaise with the Fund's preferred legal firm Siwatibau & Sloan Associates to ensure that the process and documentation is in line with the Charitable Trust Act of Fiji's registration protocols.

The activities outlined<sup>1</sup> below are focussed on the development of the Fund's trust deed.

*Table 1 Key deliverables June 2020 – November 2020*

Key Deliverables	Lead	Support	Due Date
Outline process for development of Trust Deed	Fund manager	<ul style="list-style-type: none"> <li>▪ Senior Program Manager</li> <li>▪ Cardno Program manager</li> <li>▪ Chair &amp; co-chair of steering committee</li> </ul>	March 2020
Hire consultant to facilitate 1-2 day with steering committee and key representatives from the Fiji women's movement	Fund manager	<ul style="list-style-type: none"> <li>▪ Cardno Program Manager</li> </ul>	June 2020
Nomination and appointment of trustees for FWF	Fund manager	<ul style="list-style-type: none"> <li>▪ Steering committee</li> </ul>	July 2020
Consultation to develop trust deed	Consultant	<ul style="list-style-type: none"> <li>▪ Fund manager</li> <li>▪ Chair &amp; co-chair of steering committee</li> </ul>	July - August 2020
Endorsement of the trust deed	Fund manager	<ul style="list-style-type: none"> <li>▪ Steering committee</li> </ul>	September 2020
Legal review of registration documentation	Lawyers	<ul style="list-style-type: none"> <li>▪ Fund manager</li> <li>▪ Cardno Program Manager</li> </ul>	September 2020
Nomination and appointment of governance board members for FWF	Fund manager	<ul style="list-style-type: none"> <li>▪ Steering committee</li> </ul>	November 2020
Lodgement of registration application	Lawyers	<ul style="list-style-type: none"> <li>▪ Fund manager</li> <li>▪ Cardno Program Manager</li> </ul>	November 2020

## Scope of Work

The consultant will work up to a total of **15** working days:

### 1. Consultation and preparation (5 days)

- Desk review and familiarisation with Fund Manager and Siwatibau & Sloan Associates
- Participate in preparatory calls with key members of the Fiji Women's Fund team, its Steering Committee and Grants Committee as well as other stakeholders
- Design facilitation processes/methodologies to be implemented at the consultation in May 2020
- Prepare agenda of the consultation along with some interactive exercises.

Deliverables:

- a. Draft agenda and schedule for consultation with detailed methodology
- b. Draft agenda and schedule for preparatory calls

### 2. Facilitation (5 days)

- Responsible for facilitation of the consultation
- Reporting
- The report will include the following:
  - o Brief summary
  - o Key points made during the discussions

<sup>1</sup> More detailed activities are outlined in the Localisation Strategy.

- Key recommendations/ action points
- Outline any perceived gaps in information and systems
- Lessons learnt/ recommendations

Deliverable:

- a. Draft meeting report by 12 June
- b. Final meeting report by 30 June

### **3. Using the consultation discussions, develop a draft Trust Deed using the template (5 days)**

Deliverable: Draft Trust Deed

#### **Essential criteria**

- A minimum of five years of relevant work experience in either feminist movements, gender justice frameworks and international women's rights.
- Knowledge and understanding of the registration process under the Charitable Trust Act of Fiji is desirable.
- Relevant tertiary qualification, for example development studies, social sciences, or women's studies.
- Demonstrated experience in facilitation, mediation and conflict resolution.
- Demonstrated networks within civil society and private sector within Fiji.
- Sound understanding of gender and development issues in Fiji and the Pacific.
- Excellent interpersonal skills and the ability to build and maintain effective working relationships with a range of diverse individuals and organisations.
- Outstanding written and verbal communications skills.
- Ability to work with limited supervision, as part of a small team and independently.
- Excellent analytical, research and report writing skills.
- Track record of successful consultancies that have focused on movement building.

#### **How to apply**

- Submit a results oriented curriculum vitae (description of education, qualifications, experience, and contact details of three referees) and a statement of interest addressing essential criteria for this position.
- Applications and further enquiries should be emailed to [applications@womensfund.org.fj](mailto:applications@womensfund.org.fj)
- Only shortlisted candidates will be contacted for an interview

**Applications close 5pm Friday 12th June 2020**