

Terms of Reference: Communications Support Consultant (Short-Term)

Reports to:	Fund Manager – Fiji Women's Fund
Location:	Suva, Fiji
Duration:	Up to 40 days - between 15 July to 30 October 2020

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 Consultancy

The Communications Support Consultant will contribute to the success of the Fiji Women's Fund through the oversight of the Fund's Communications Strategy and dissemination of high-quality communication products to a wide range of stakeholders. The Consultant will support the implementation of the Communications Strategy and Annual Workplan in line with the strategic objectives of the Fund. The Consultant will be responsible for producing communications content over a period of three and a half months.

Reporting Lines and Performance Management

The Communications Support Consultant will report to the Fund Manager.

The Consultant will liaise with the Senior Program Manager and the Communications Officer.

The Consultant will be required to report one day a week to the Fiji Women's Fund Office to provide an update to the team on deliverables. The day must be worked out with the Fund Manager based on suitable dates and key priorities.

Duration of Contract

The Communications Support Consultant will be required to start on 15 July 2020 and must complete all tasks by 30 October 2020. The Consultant will be expected to undergo a one-day orientation training with the Communications Officer (between July 6-10) prior to the start of this consultancy.

Deliverables

- Produce 7 impact stories (800 – 1500 words) and 5 short news pieces (500 maximum word articles – updates from grantees, events)
- Proof read the Fund's six monthly progress report which is due to DFAT on 1 August 2020
- Compile August e-newsletter (use pieces completed in June, July and August) – Due end of August
- Write press releases and disseminate to Fiji media, when required by the Fund Manager
- Edit and package blogs written by the Fund team for each of the following months: July, August, September and October
- Update the Fund's Social Media channels – develop and share posts on International days, promoting the Grants 4th Call, resharing updates from the Fund's grantees
- Proactively identify and advise the Fund Manager on risks associated with the Fund's Communication Strategy including strategies to manage risks within the consultancy duration
- Build and maintain effective relationships across the Fund, DFAT and grantee partners to facilitate the development and dissemination of communications products including coordinating DFAT approvals.

Essential criteria

- A tertiary qualification in communications, journalism, marketing or other relevant discipline, and minimum of five years' experience working in a communications role.
- Experience working with a diverse range of partners and community stakeholders.
- Experience working on similar short-term consultancies in the areas of human rights, women's economic empowerment, gender equality or community development.
- Excellent interpersonal skills and the ability to build and maintain effective working relationships with a range of different individuals and organisations.
- Outstanding copywriting and editing skills, with experience developing a range of material in accessible formats, for print and online publication.
- Ability to work with minimal supervision, as part of a small team and independently.

Remuneration

A competitive salary package will be offered to the preferred candidate in line with local labour laws. The Consultant will be paid at the end of each month upon completion of deliverables.

How to apply

Expressions of interest must be sent to applications@womensfund.org.fj no later than 5pm Friday 12th June. Please include:

- Letter of interest and proposal detailing how you will undertake this consultancy
- CV not more than four pages
- Please include the names of three (3) referees
- Samples of previously published work