

Strategic Plan Development Consultant

Reports to: Fund Manager – Fiji Women's Fund

Location: Suva, Fiji Islands

Duration: 15 days in March – April 2021

Program background

Pacific Women Shaping Pacific Development (*Pacific Women*) was announced by the Australian Government at the Pacific Island Leaders' Forum meeting in August 2012. It commits up to A\$320 million over 10 years in the 14 Pacific Islands Forum members. The program aims to improve opportunities for the political, economic and social advancement of Pacific women.

Pacific Women is implemented by Australia's Department of Foreign Affairs and Trade (DFAT) and works with a wide range of implementing partners, including the 14 partner governments, multilateral organisations, international and national NGOs, civil society organisations, and DFAT country posts.

The *Fiji Women's Fund* (the Fund) is an initiative of *Pacific Women*. The Fund will commit up to A\$10.5 million from 2017 to 2021. 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 Fund aims to become an independently funded and managed Women's Fund by the end of 2021, 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 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 a Transitional 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, *Pacific Women* and members of the women's movement and civil society.

Fund's localisation to an independent entity

The Fund's transition to becoming locally owned and managed to resource the Fiji women's movement is a key Fund activity that began in 2020. 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, key strategies including the development of the Fund's Trust Deed. In 2021, the Fund will begin to implement its handover plan in the areas of governance, finance, communications, MEL and other areas. To guide the Fund's future direction, the development of a Strategic Plan is vital. Alongside the Strategic Plan,

the Consultant will work with the Fund Manager to develop a finance plan that considers the financial and non-financial resources needed for the implementation of the three-year Strategic Plan.

Purpose of the role

The Consultant will be primarily responsible for designing and implementing a process that leads to the development of the Fund's first strategic plan. This will include the development of a consultation methodology, documentation of the consultations that will lead to the facilitation of a two-day workshop for validation of findings. Additionally, the Consultant will play a leading role in the narrative/content development of the Strategic Plan.

The Consultant will be guided by the Fund Team, Board of Trustees, Transitional Steering Committee, and relevant partners of the Fiji Women's Fund.

The activities outlined¹ below are focussed on the development of the Fund's Strategic Plan.

Table 1 Key deliverables

Key Deliverables	Lead	Support	Due Date
Outline methodology process for the development of the Strategic Plan	Consultant	<ul style="list-style-type: none"> ▪ Fund Manager ▪ Chair & Co-Chair of Transitional Steering Committee 	12 March 2021
Conduct consultations with key stakeholders to identify emerging priorities	Consultant	<ul style="list-style-type: none"> ▪ Fund Manager ▪ Senior Program Manager 	19 March 2021
Develop workshop methodology, set workshop agenda and key elements of the workshop	Consultant	<ul style="list-style-type: none"> ▪ Fund Manager ▪ Chair & Co-Chair of Transitional Steering Committee 	23 March 2021
Facilitation of workshop	Consultant	<ul style="list-style-type: none"> ▪ Fund Manager ▪ Senior Program Manager 	29 March 2021
Development of workshop report and outline/layout of Strategic Plan	Consultant	<ul style="list-style-type: none"> ▪ Fund Manager ▪ Senior Program Manager 	2 April 2021
Development of draft Strategic Plan	Consultant	<ul style="list-style-type: none"> ▪ Fund Manager ▪ Senior Program Manager 	9 April 2021
Development of draft financial plan to accompany the Strategic Plan	Consultant	<ul style="list-style-type: none"> ▪ Fund Manager ▪ Senior Program Manager ▪ Finance & Admin Officer ▪ Cardno's Accountant 	9 April 2021
Presentation of final Strategic Plan and Financial Plan for endorsement by Transitional Steering Committee	Consultant	<ul style="list-style-type: none"> ▪ Fund Manager ▪ Senior Program Manager ▪ Finance & Admin Officer 	16 April 2021

Scope of Work

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

1. Consultation and preparation (5 days)

- Orientation and desk review for familiarisation of the Fund's key documents
- Participate in preparatory calls with key members of the Fiji Women's Fund Leadership team, the Chair and Co-Chair of the Transitional Steering Committee
- Design consultation process including agenda development, documentation outline template
- Conduct consultations with a set of key partners to ascertain key priorities

Deliverables:

- a. Agenda and schedule for consultation with detailed methodology
- b. Report outlining key priorities from consultations conducted

2. Facilitation (4 days)

- Develop workshop methodology and agenda of the two-day workshop using the findings from the consultations

¹ More detailed activities are outlined in the Localisation Strategy.

- Facilitate the two-day workshop with Fund Team, Board of Trustees, Transitional Steering Committee and other key partners
- Liaise with workshop rapporteur to capture workshop discussions
- Develop workshop report to include the following sections:
 - o Brief background including the purpose of workshop, methodology, time frame
 - o Key priorities and a description of the priorities
 - o Key strategies and a description of the strategies
 - o Financial and non-financial resources

Deliverables:

- a. Workshop agenda and methodology
- b. Workshop report

3. Development of Strategic Plan (4 days)

- Develop the narrative of the Strategic Plan

Deliverable:

- a. Strategic Plan with the following sections, however not limited to:
 - o Our Vision, Mission and Values
 - o Our Theory of Change
 - o Strategic priorities or pillars
 - o Financial accompaniment plan

4. Presentation of Strategic Plan to Board of Trustees, Transitional Steering Committee and Fund Team for feedback and endorsement (2 days)

Deliverables:

- Presentation to Board of Trustees, Transitional Steering Committee and Fund Team
- Incorporate feedback into final Strategic Plan
- Final version of Strategic Plan

Essential criteria

- A minimum of five years of relevant work experience, with extensive experience in leading reviews, strategic or organisational planning that are focussed on effectiveness, efficiency and innovation.
- Relevant tertiary qualifications, for example, development studies, social sciences, or women's studies. Post-graduate qualification preferred.
- Excellent skills in planning, facilitation, and consensus-building, with demonstrated experience in conducting consultations in Fiji and the Pacific.
- Excellent, demonstrable command of English.
- Highly demonstrated writing, research, and analytical skills, with the ability to synthesise large quantities of information.
- Ability to work independently and as a member of a team.
- Strong commitment to women's rights and the values, goals and work of the Fund.
- Strong working knowledge of international development and women's and girls' human rights.