

## Contract Development Consultant

**Reports to:** Fund Manager – Fiji Women's Fund  
**Location:** Suva, Fiji Islands  
**Duration:** Up to 7 days in June-July 2021

### Program background

The *Fiji Women's Fund* (the Fund) is an initiative of *Pacific Women*. The Fund has a funding commitment from the Australian Government of A\$10.5 million from 2017 to 2021. The Fund is the first national women's fund in the Pacific and 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.

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. The Fund will be registering under Fiji's Charitable Trust Act of Fiji in 2021.

In addition, 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 three-year Strategic Plan will take place in March – April. The Strategic Plan will provide direction on the human resources needed for the implementation of the Fund's priorities in the next three years.

### Purpose of the role

The Fund has been managed by Cardno since its inception in 2017. Cardno maintains all contract templates for the Fund's engagement of personnel (local and international), grantees, independent consultants and subcontractors/firms. All templates were vetted by Cardno Group Legal and a Fijian law firm (where relevant).

The existing contract agreements currently held by Cardno will cease on 31 December 2021. From 1 January 2021, all new agreements are recognised on the Fund's own, independent contract templates. Prior to this, the Fund will be assessed under the Australian Government's Department of Foreign Affairs and Trade (DFAT) and New Zealand Government's Ministry of Foreign Affairs and Trade's (MFAT) Due Diligence Frameworks.

The Fund is keen to utilise newly developed templates from September 2021 for any future agreements with personnel or firms.

The Fund is seeking to engage a short-term consultant/firm to review current templates and apply best practice to develop new contract templates for:

- Personnel (fixed-term, local)
- Personnel (short-term, international)
- Personnel (short-term, local)
- Subcontractor Agreement
- Grant Agreement

All templates are to be developed in consultation with Fund management and personnel as it relates to their work, in alignment with Fijian labour legislation, and compliance with relevant Fijian and international policies. In addition, templates are to reflect the Fund's vision, mission, shared values and ways of working.

### Outputs:

- Complete suite of Fiji Women's Fund contract templates which are fit-for-purpose, locally compliant and reflect good practice, which has been proofread and are ready for layout.
- Review/sign-off forms for the templates that reflect the independent Fund's delegation of authority
- Brief guidelines on how each contract is to be completed and how it links to the Fund's current due diligence assessments
- A document containing the processes undertaken to develop these contracts

### Scope of Work

The consultant will work up to a total of **7** working days:

#### **1. Desk review and preparation (1-2 days)**

- Orientation and desk review of Cardno's and the Fund's key documents: Localisation Strategy/Handover Plan, existing contract templates, strategic plan (if available), and HR Plan. Become familiar with MFAT and DFAT's Due Diligence Assessment Frameworks
- Initial meetings with Fund Manager, Senior Program Manager, Finance and Administration Officer and Cardno Contractor Representative to discuss current usability of contract templates.

#### **2. Initial Consultation (2 days)**

- Liaise with Fund personnel on the personnel templates to integrate terms and principles that reflect the Fund's vision, mission, shared values and ethos
- Consult with Fund Management and Chair of Governance Board on agreed responsibilities and the nature of the relationship between the Fund and contracted parties
- Identify potential 'users' for each contract template and consult with them on how it can be designed and used, and adapted for future situations

#### **3. Development of Contract templates and Final consultation (3 days)**

- Develop a suite of contract templates and review forms in an editable format
- Present/share templates, guidance notes, and process document for inputs and feedback from the Fund and Cardno
- Revise these outputs based on feedback from the Fund and Cardno

### Reporting lines and management

The consultant will be managed by the Fund Manager, with inputs reviewed by the Fund team and Cardno Contractor Representative.

### Essential criteria

- At least 5 years experience in any or a combination of these areas: Fijian law, human resource management, international development/social sciences, business and management, industrial relations.
- Knowledge of local labour legislation, safeguarding requirements (notably child protection, preventing sexual abuse, exploitation and harassment), and internationally accepted best practices and standards relating to anti-fraud/bribery, counter-terrorism, modern-day slavery.
- Strong communication/reporting, editing/proof-reading skills.
- Sound understanding of gender and development issues.
- Familiarity with the Charitable Trust Act (desirable)
- Familiarity with DFAT and/or MFAT Key policies (desirable)

**Applications close by 5.00 pm (Fiji time) on Sunday 16 May 2021**