

Policy Review and Development Consultant

Reports to:	Fund Manager – Fiji Women's Fund and Contractor Representative - Cardno
Location:	Suva, Fiji Islands or desk-based
Duration:	8-9 days in May 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 a significant number of policies, procedures that are regularly used across all Cardno managed programs including the Fund. The policies and templates are compliant with DFAT requirements, which will continue to be a major donor for the Fund once independent. Policies sit under the current Fund's Operations and Finance Manual, which will be re-developed in lead up to the Fund's independence in 2022.

Prior to this, the Fund will be assessed under the Due Diligence Frameworks from both DFAT and MFAT, which examine the implementation of policies and procedures, and how these relate to project implementation, grant management, MEL and governance arrangements.

The Fund and Cardno seek to engage a short-term consultant/firm to update existing policies by assessing their relevance and applicability to the Fund as a registered entity with multiple donors, and adherence to local legislation and the governance arrangements outlined in the Trust Deed.

The consultant will also develop new policies/procedures in consultation with the Fund management as required. The current policies and procedures are operational relating to the areas of human resources; finance; health, safety and environment; security; risk management; recruitment and procurement.

Some policies have related templates and forms that will also require a consultant to conduct a stocktake with the Fund on the usefulness of these forms by consulting Fund personnel.

Outputs:

- Development of the Fund's policies and procedures that are fit-for-purpose, locally compliant and reflect best practice, which has been proofread and ready for layout
- A policy brief report based on the review including a stocktake on the current suite of forms and templates.
- If agreed, develop brief guidelines on any new standard forms and templates

Current Policies and Procedures

Document	
Fund owned and requires general review	
Travel policy	
Mobile phone usage policy	
Medical insurance policy	
Security plan	
Workplace family and sexual violence plan	
Cardno owned and requires re-development	Forms and templates for stocktake
Information technology policy	Fraud reporting template
Code of conduct	Departing staff final checklist & interview
Procurement toolkit/policy	Selection panel shortlisting tool
Fraud control plan	Selection panel interview scoring
Anti-bribery policy	Recruitment strategy template
Child protection policy	Referee assessment report template
Workplace behaviours policy	Recruitment report template
Social media policy	Induction checklist
Criminal record check policy	Timesheet
Grievance policy and procedure	Leave form
Managing diminished performance and conduct policy	Due Diligence Assessment
Whistle blower policy	Leave tracker
Conflict of Interest Policy	Probationary review
Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy	Performance appraisal
Privacy and Records Retention/Management Policy	Selection panel shortlisting tool
Recruitment Policy/Procedure	Departing staff final checklist & interview
Health, Safety, Environment Plan/Policy	Fraud reporting template
	Petty cash summary and replenishment form
	Travel request form
	Workshop / event request form
	Travel acquittal form
	Travel expense reimbursement form
	Payment requisition
	Local purchase order
	Per diem calculation form
	Project funds request
	Asset register template
	Asset disposal template

Scope of Work

The consultant will work up to a total of **8** working days:

1. Consultation and preparation (2 days)

- Orientation and desk review of the Fund's key documents: Operations and Finance Manual, Localisation Strategy/Handover 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 priority areas

2. Review of policies and templates (3 days)

- Conduct a comprehensive review of the existing policies and templates under the lens of good practice and compliance with key donors, and local legislation
- Conduct a 'stocktake' and liaise with Fund personnel the relevance and practicalities of forms/templates
- Develop a workplan on which policies will be redeveloped, established, integrated or discarded.

3. Development of Policies (3 days)

- Based on the approved workplan, develop a suite of policies related to HR, Finance, Security/Safety, and Procurement for Cardno and the Fund's review.
- Develop/revise standard templates/forms/tools that sit under these policies which will be easy to use and in editable form.

Essential criteria

- At least 3-5 years' experience in policy review/analysis in the areas of human resource management, international development/social sciences, business and management
- Knowledge of local legislation, safeguarding requirements, Commonwealth procurement rules and internationally accepted good practices and standards.
- Strong communication/reporting, editing/proof-reading skills.
- Sound understanding of gender and development issues.
- Familiarity with DFAT and/or MFAT Due Diligence Frameworks (desirable)

Applications close by 5.00 pm (Fiji time) on Friday 7 May 2021