

Proposal Design Consultant

Reports to:	Fund Manager – Fiji Women's Fund
Location:	Suva, Fiji Islands (preferable), remote/desk-based
Duration:	Up to 20 days in September 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 is being finalized and will come in effect 1 January 2022.

The 2022-2024 Strategic Plan provides direction on the implementation of the Fund's priorities in the next three years, which include: women in leadership and decision making; women's economic empowerment; women's coalitions for change; eliminating violence against women and girls; climate justice & humanitarian action; and influencing aid and philanthropy.

The Plan builds on the pioneering work in funding and building the capacity of women's organisations, networks and groups in Fiji to expand and enhance their work on women's empowerment and gender equality.

Purpose of the role

The Fund are seeking a consultant to develop a compelling, evidence-based three-year proposal outlining the key activities and approach for an external audience.

The proposal will serve a basis for the Fund's resource mobilisation efforts and also be the overarching document that will be submitted for larger donors DFAT and MFAT.

The consultant will utilise the Fund's Strategic Plan and its workplan, Resource Mobilisation Strategy and other key documents (including donors' guidelines) to develop a quality, robust proposal.

The consultant will bring to the proposal previous experience from developing and writing successful integrated and gender-focussed proposals. The consultant will scope, review, analyse and integrate existing plans, grantee partners, and areas of expertise, as well as consult with relevant stakeholders.

The proposal will include a consideration of risks particularly as the Fund are implementing independently and the COVID-19 context. The consultant will organise consultations to facilitate the proposal process, and prioritising of activities for the proposal and work out the required budget to implement these activities.

Outputs:

- A completed and comprehensive methodology/logframe which aligns with the Fund's theory of change
- Final drafts of all proposal-related documents, including a full proposal and budget

Scope of Work

The consultant will work up to a total of **20** working days:

1. Development of work plan based on initial consultations/meetings (1-2 days)

- In consultation with Fund management, a detailed workplan will be developed which outlines the analysis, consultations and validation for the proposal

2. Draft Proposal (8-10 days)

- A draft proposal will be submitted to the Fund which is based on the Strategic plan, Resource Mobilisation Strategy, key donors' guidelines, and in recognition of trends and approaches of the context and the women's movement broadly.
- It will be drafted based on consultations with the Fund, potential donors, and also other Women's Funds.

3. Final Proposal (3-5 days)

- Following feedback and comments from the Fund and Cardno, a final proposal is to be submitted with an approximate, high level budget that is required to implement the activities

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 10 years' experience in leading the design or management of gender, human rights, community development in the Asia and/or Pacific context.
- Prior demonstrated experience from developing and writing proposals for institutional donors, in particular DFAT, MFAT
- Ability to integrate difference experiences, methodologies and approaches from a diverse range of stakeholders, organisations and technical experts, through adapting facilitation techniques
- Proven critical analysis skills in the review of technical documents, and a high level of written skills to write for a variety of audiences.

Applications close by 5.00 pm (Fiji time) on Thursday 5th August 2021.