

Capacity Development Stocktake Consultant

Reports to:	Senior Program Manager– Fiji Women's Fund
Location:	Suva, Fiji Islands
Duration:	Up to 25 days in September/October 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 looking to strengthen its capacity development approach particularly as the pandemic environment is affecting face-to-face meetings.

The Fund are seeking a consultant to conduct a stocktake of the current capacity development activities and overall approach that Fund adopt with their grantees. The stocktake will involve reviewing existing strategies, initiatives, and approaches to build, strengthen and capacitate relevant grantees.

The consultant will utilise the Fund's Strategic Plan, Capacity Development Strategy, and their knowledge on the best practice for grant management and partner engagement in the gender space, to review the capacity needs, and develop a report outlining strengths, gaps and opportunities.

The findings of this stocktake report will feed into the Fund's revised Capacity Development Strategy which will build on existing approach and is contextually and organisationally relevant.

Outputs:

- A consolidated report outlining the capacity needs assessment and inputs to the capacity development strategy.

Scope of Work

The consultant will work up to a total of **25** working days:

1. Development of work plan and stocktake methodology based desk review and initial consultations/meetings with Fund Team (1-2 days)
2. Implementation of stocktake methodology (this includes any further review, interviews, consultations or surveys undertaken informed by the methodology) (7-10 days)
3. Draft capacity development stocktake report and presentation of findings to the FWF (3-5 days)
4. Final capacity development stocktake report (3 days)

Reporting lines and management

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

Essential criteria

- A minimum of 5 years' experience in conducting individual and organisational capacity needs assessments.
- Proven experience in organisational development and capacity building in community development, gender, human rights in the Pacific context
- Demonstrated ability to work sensitively in a complex cross cultural operating environment. Committed to promotion of gender inclusion and human rights and the rights of the most vulnerable within communities.
- Excellent writing and communication skills in English.

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