



Consultancy Agreement

SAVE THE CHILDREN FIJI

('The Organisation')

And



('The Consultant')

THIS AGREEMENT is made on the 11th April, 2025 and is effective as of 24th April 2025

Parties

1. **Save the Children Fiji** of 25 Pender Street, Suva, Fiji.
2. Consultant –

Recital

The Organization has requested the Consultant to provide the Services and the Consultant has agreed to provide the Services on the terms and conditions set out in this Agreement.

Operative Provisions

1. Term of Agreement

- (a) This Agreement will commence on the date set out in Item 1 of Schedule 1 to this Agreement and will continue until the date set out in Item 2 of Schedule 1 unless terminated in accordance with this Agreement.

2. Services

Evaluation of End of Project of the Collective Action to End Violence Against Children Project that was implemented in the 24 target communities in the Central Division including the partnership levels with the iTaukei Affairs Board, the Department of Children and the Fiji Police Force – Community Policing Division (Refer to Section 2.1 for a description of the services).

2.1 Services to be provided

- (a) The Consultant will provide the services to the Organisation as per the attached Terms of Reference and within the timelines specified.
- (b) The Organisation may at any time reasonably vary the Services. Except as provided by this Agreement or otherwise agreed in writing, alteration of the Services in accordance with this clause, does not entitle the Consultant to additional compensation or payment.
- (c) The Consultant may not engage or allow any other person to carry out the Services or any part of the Services and may only do so in extenuating circumstances with written pre-approval of the Organisation, which may be withheld in the absolute discretion of the Organisation or granted on such terms as the Organisation sees fit.
- (d) In the event that the Consultant is unable to provide the Services, or the Parties have irreconcilable differences, or there is no available funding for the Consultancy, the Organisation may terminate this Consultancy Agreement by **ten (10) days** written notice.

2.2 Performance of the Services

The Consultant must provide the Services:

- (a) within the timeframe specified by the Organisation or in accordance with any other timing requirements as directed by the Organisation.
- (b) for the minimum number of days set out in Terms of Reference (No.3 – Responsibility of Consultant) in this Agreement.
- (c) in accordance with any minimum performance criteria set by the Organisation and communicated in writing to the Consultant from time to time.
- (d) in a conscientious, honest and expeditious manner and exercising a standard of care and level of skill expected of a person qualified as an expert experienced in the provision of the Services.
- (e) in good faith towards and in a manner, which promotes the interests, reputation, and profitability of the Organisation, and not do anything (or omit to do anything) which may damage the interests, reputation or profitability of the Organisation.
- (f) in accordance with all policies, requirements, rules, instructions, systems, methods and procedures of the Organisation in relation to the provision of the Services; and
- (g) in accordance with all applicable laws.

2.3 Obligations of the Consultant

The Consultant must:

- (a) report directly to the Chief Executive Officer as and when required by the Organisation on any issue related to the provision of the Services.
- (b) attend at any of the Organisation's premises or at any other location whenever reasonably required by the Organisation for the purpose of providing the Services or for any other purpose.
- (c) honestly, faithfully and diligently obey and perform all reasonable orders and instructions of the Organisation in relation to the provision of the Services.
- (d) not do anything (or omit to do anything) which may damage the interests, reputation or profitability of the Organisation; and
- (e) not engage in or be involved in any other activity apart from the provision of the Services while on the Organisation's premises.
- (f) Read, understand, and sign the Child Protection Policy and Code of Conduct, both of which are included in the Consultants Pack, provided by the Organisation. In signing the Policies, the Consultant undertakes a personal and professional commitment to the elimination of all forms of violence and exploitation of children, including but not limited to child marriage, corporal punishment of children, domestic violence, and hazardous child labour. This Policy and Code of Conduct form part of the terms and conditions of this Agreement with the Organisation.

2.4 Warranties

The Consultant warrants that:

- (a) it has the expertise, knowledge, and capacity to provide the Services in accordance with this Agreement.
- (b) it has the power to enter into and perform all its obligations under this Agreement.
- (c) it is able to perform the Services, and it does not have any understanding or Agreement with any other person who restricts its ability to provide the Services in accordance with this Agreement.
- (d) it will perform the Services with the degree of skill, care, and diligence expected of a consultant experienced in providing the same or similar services.
- (e) it will comply with any applicable laws and standards relating to the performance of the Services; and
- (f) any materials supplied will be reasonably fit for the purpose for which they are supplied.

2.5 Subcontracting

The Consultant must not subcontract the performance of the Services or any part of the Services, except with the written consent of the Organisation, which may be withheld in the absolute discretion of the Organisation or granted on such terms as the Organisation sees fit.

3. Payments

3.1 Payment of Fee

3.2 Payment shall be in line with the attached Terms of Reference and is inclusive of a 5% provisional tax, which is deductible from the gross payment and will be paid by the Organisation to the Fiji Revenue and Customs Authority.

3.3 Variation of Fee

The Organisation may, by giving the Consultant reasonable written notice, vary the rate of the fee in its absolute discretion.

3.4 Expenses

The Organisation will reimburse the Consultant for all expenses reasonably and necessarily incurred by the Consultant in the performance of the Services (the **Expenses**) subject to written approval by the Organisation prior to the Consultant incurring the Expenses and subject to documentary or other evidence being provided to the satisfaction of the Organisation.

3.5 Invoices

Payment will be made by the Organisation upon a correctly rendered tax invoice.

(a) An invoice is correctly rendered if:

the specified Fee and Expenses are correctly calculated and due for payment.

any applicable taxes are included.

the invoice is set out in a manner that enables the Organisation to ascertain the Services to which the invoice relates and the fee payable in respect of the Services.

the invoice is accompanied by original receipts where Expenses are claimed with details of the Expenses, date and times (as applicable) and in other cases by verifying documentation were requested by the Organisation.

the invoice is addressed to The Chief Executive Officer, Save the Children Fiji; and

the invoice complies with any other written directives given by the Organisation.

- (b) The Organisation will not be obliged to pay an invoice if the Consultant is in breach of any of the terms or conditions of this Agreement, and such breach remains unremedied.
- (c) All invoices must be approved by the Manager Finance and CEO of Save the Children Fiji.

4. Status as Consultant

4.1 Independent Consultant

The Consultant acknowledges that it is an Independent Consultant to the Organisation and not an employee, partner, or agent of the Organisation. The Consultant is carrying out a contract for service. Nothing in this Agreement is to be construed as implying a relationship of partnership, joint venture, or employment between the Organisation and the Consultant or between the Organisation and any person or third party engaged by the Consultant to perform the Services.

4.2 Legislative, regulatory and government requirements

- (a) The Consultant undertakes to comply with all legislative, regulatory, and other government requirements for itself, including but not limited to workers compensation, payroll tax, fringe benefits tax, income tax (including PAYE, withholding tax), VAT, superannuation contributions, public holidays, annual leave, long service leave, and sick leave, and the Consultant acknowledges that the Consultant is solely responsible for these obligations.
- (b) The Consultant agrees to indemnify the Organisation and any Related Entity of the Organisation jointly and severally in relation to all expenses and liabilities relating to the employment or engagement by the Consultant.

4.3 Payments by the Organisation

The Organisation, acting in good faith, may make any payment and withhold all or any amounts due or payable to the Consultant, for or on account of any outstanding liabilities of the Consultant under subclause 4.2, and provide the Consultant with documentary evidence of such payment.

4.4 Insurances

- (a) The Consultant agrees, for so long as any obligations remain in connection with this Agreement to effect and maintain all necessary insurance including but not limited to:
 - 1. Appropriate business, travel, and medical insurance
 - 2. Professional Indemnity
 - 3. Public Liability (where applicable and required by the Organisation)

for all the Consultant's obligations under this Agreement, including those which survive the expiration or termination of this Agreement; and

- (b) Upon request, provide proof of insurance acceptable to the principal.

5. Duty not to compete

The Consultant will not, during the course of this Agreement, without the prior written consent of the Organisation, undertake any appointment, position, or work that:

- (a) involves directly competing with the Organisation.
- (b) otherwise adversely affects the Organisation; or
- (c) hinders the performance of the Services or other duties and obligations owed to the Organisation.

6. Conflict of interest

- (a) The Consultant will ensure that there is no conflict between the Organisation's interests and its own and will make full and complete disclosure to the Organisation of the existence, nature, and extent of any conflict or potential conflict of interest that it may have in any manner or capacity whatever with the performance of the Services or of any other duties or obligations under this Agreement.
- (b) The Organisation will assess the real or potential conflict in any consultant case and may direct the Consultant to take such action as it considers necessary to remedy the real or potential conflict.

7. Confidential Information

7.1 Definitions

- (a) For the purpose of this clause, **Confidential Information** means:
 - (i) all information regarding the current or future business interests, methodology or affairs of the Organisation or any Related Entity of the Organisation.
 - (ii) all other information belonging or relating to the Organisation or any Related Entity of the Organisation; and
 - (iii) all information which the Consultant knows, or ought reasonably to be expected to know, is confidential to the Organisation or any Related Entity of the Organisation, but excludes:
 - (iv) any information which is lawfully already in the public domain, or becomes part of the public domain other than due to the fault of the Consultant or any person for whom the Consultant is responsible; and
 - (v) any information which is required to be disclosed by law.
- (b) For the purpose of this clause, **information** means any information, whether oral, graphic, electronic, written, or in any other form, including:

forms, memoranda, letters, specifications, processes, procedures, statements, formulae, technology, inventions, trade secrets, research, and development information, know how, designs, plans, photographs, microfiche, business records, notes, accounting procedures or financial information, sales and marketing information, names and details of customers, suppliers and agents, employee details, reports, drawings and data; and

- (i) copies and extracts made of or from that information and data, whether translated from the original form, recompiled, partially copied, modified, updated, or otherwise altered.

7.2 Acknowledgment of the Consultant

The Consultant acknowledges that through the course of providing the Services or otherwise, the Consultant may obtain access to, or become aware of, Confidential Information which is of commercial value to the Organisation or a Related Entity of the Organisation and which is owned by and will at all times remain the property of the Organisation or a Related Entity of the Organisation.

7.3 Obligations of the Consultant

The Consultant must:

- (a) only use the Confidential Information for the purposes of performing, and to the extent necessary to perform, the Services under this Agreement.
- (b) not memorise, modify, reverse engineer or make copies, notes or records of the Confidential Information for any purpose other than in connection with the performance of the Services under this Agreement.
- (c) keep in the strictest confidence all Confidential Information and not disclose to any person any Confidential Information without the consent of the Organisation.
- (d) not use, or modify any Confidential Information for the Consultant's own use or benefit or the use or benefit of any third party; and
- (e) promptly, at the request of the Organisation at any time, disclose and deliver up to the Organisation, all Confidential Information including copies in the Consultant's possession, custody, or control.

7.4 Survivorship

The Consultant's obligations under this clause survive the termination of this Agreement for any reason.

8. Intellectual Property

8.1 Definitions

For the purpose of this clause, **Intellectual Property Rights** means all present and future intellectual and industrial property rights conferred by statute, at common law or in equity, including (without limitation):

patents, designs, copyright, rights in circuit layouts, plant breeder's rights, trademarks, know how, brand names, domain names, inventions, product names, trade secrets, the right to have confidential information kept confidential and other results of intellectual effort in the scientific, technological, biotechnological, industrial, literary or artistic and commercial fields, whether or not registered or capable of registration.

- (a) any application or right to apply for registration of any of those rights.
- (b) any registration of any of those rights or any registration of any application referred to in paragraph (b); and
- (c) all renewals and extensions of these rights.

8.2 Obligations of the Consultant

- (a) The Consultant hereby assigns to the Organisation absolutely and beneficially the whole of its right, title, and interest in the world, whether presently existing or which arises at a date after the date of this Agreement in and to any Intellectual Property Rights acquired, developed, or created by the Consultant in the course of providing the Services under this Agreement, whether in connection with or in any way affecting or relating to the business of the Organisation or a Related Entity of the Organisation or otherwise and whether in the course of the Services or in the course of services falling outside the Services but assigned to the Consultant by the Organisation (**Assigned Intellectual Property Rights**).
- (b) The Consultant agrees and undertakes to promptly disclose to the Organisation any Assigned Intellectual Property Rights upon acquisition, creation, or development.
- (c) The Consultant acknowledges and agrees that the Organisation will exclusively own all right, title, and interest in and to all of the Assigned Intellectual Property Rights immediately upon creation, acquisition, or development of the Assigned Intellectual Property Rights.
- (d) The Consultant irrevocably agrees to promptly execute all documents, forms, and authorizations and do all acts and things that the Organisation considers to be necessary or desirable to give effect to this Agreement and to absolutely vest in the Organisation full right, title, and interest in and to all of the Assigned Intellectual Property Rights.
- (e) At the Organisation's request and expense, the Consultant undertakes to assist the Organisation and any Related Entity of the Organisation, whether during the course of or subsequent to the termination of this Agreement, in connection with any controversy or legal proceeding relating to such Intellectual Property rights and in obtaining a domestic or foreign patent or other protection covering the same.

9. Termination

9.1 Termination by immediate notice

The Organisation may terminate this Agreement by the giving of immediate written notice and without any further payment to the Consultant if:

- (a) the Consultant breaches this Agreement, or any person engaged by the Consultant to perform the Services breaches the Deed, and:
 - (i) such breach is not capable of remedy (other than by payment of damages); or
 - (ii) such breach is capable of remedy, and the Consultant fails to remedy such breach immediately after being requested to do so in writing by the Organisation.
- (b) the Consultant breaches clause 5, 6, 7 or 8 of this Agreement.
- (c) in the Organisation's reasonable opinion, the conduct of the Consultant or any person engaged by the Consultant to perform the Services brings the reputation of the Organisation or any Related Entity of the Organisation into disrepute.
- (d) the Consultant or any person engaged by the Consultant to perform the Services commits an act of dishonesty or fraud or are otherwise dishonest or fraudulent in performing the Services; or
- (e) the Consultant or any person engaged by the Consultant to perform the Services commits an act of serious misconduct or serious neglect of duty or refuses or fails to comply with any reasonable instructions or directions given by the Organisation.

9.2 Termination by notice

- (a) The Organisation may terminate this Agreement at any time and for any reason by giving the Consultant one day's written notice.
- (b) The Consultant may terminate this Agreement at any time and for any reason by giving to the Organisation 30 day's written notice.
- (c) If the Consultant terminates this Agreement without giving the Organisation the period of the notice referred to in clause 9.2(b), the Consultant agrees that the Organisation is entitled to deduct from any monies owing to the Consultant an amount equivalent to the fee for each day that notice is not provided.

9.3 Return of property

On termination of this Agreement, the Consultant must immediately and permanently discontinue the use of and promptly return or surrender to the Organisation all property belonging to the Organisation (including any note, record, paper, or document made during the course of providing the Services which relates to the business of the Organisation) in the Consultant's possession, custody or power.

10. Non-Competition

10.1 Obligations of the Consultant

The Consultant must not in any capacity including on the Consultant's own account or as a member, shareholder, unitholder, director, partner, joint venture, employee, trustee, beneficiary, principal, agent, adviser, Consultant, manager, associate, representative or financier or in any other way or by any means:

- (a) during the Engagement Period, perform services that are the same as or similar to the Services that the Consultant performed for the Organisation for business, activity or operation that is the same as, substantially similar to, or competitive with, the business or any material part of it.
- (b) solicit, entice away, interfere with or Endeavor to solicit, entice away, or interfere with any person, firm, corporation or entity which was or is a client or customer of the Organisation and with whom the Consultant had direct dealings in the course of the Consultant's engagement by the Organisation in the 3-month period following the Termination Date.
- (c) solicit, canvas, encourage, or induce, or Endeavor to solicit, canvass, encourage or induce, any person who is or was at any time a director, employee, agent, associate, Consultant or advisor of the Organisation, and with whom the Consultant had direct contact in the 3-month period following the Termination Date, to leave that office, employment, agency or association or to enter into employment or any other association with any other person, firm or Organisation;
- (d) interfere with the Organisation's business or divulge to any person any information, including Confidential Information, concerning the Organisation; or
- (e) interfere with the detriment of the Organisation with the relationship between the Organisation and any of its clients, customers, employees, or suppliers.

10.2 Definitions

- (a) For the purposes of this clause:
 - (i) **Business** means Save the Children Fiji;
 - (ii) **Business Premises** means the Organisation's premises at which the Consultant predominantly provided the Services;
 - (iii) **Termination Date** means the date of termination of this Agreement for any reason.

10.3 General

- (a) The Consultant acknowledges that any restrictions imposed by this Agreement:
 - (i) does not unreasonably restrict the Consultant's right to carry on the Consultant's profession or trade.

10.4 Injunction

The Consultant acknowledges and agrees that monetary damages alone may not be adequate compensation to the Organisation for a breach by the Consultant of this clause ten and that the Organisation is entitled to seek injunctive relief from a court of competent jurisdiction if:

- (a) the Consultant fails to comply with any obligation under this clause ten or threatens to do so; or
- (b) the Organisation has reason to believe that the Consultant will not comply with any obligation under this clause 10.

10.5 Survivorship

The Consultant's obligations under this clause survive the termination of this Agreement for any reason.

11. Indemnity

The Consultant indemnifies and must keep indemnified the Organisation against all actions, claims, proceedings, demands, liabilities, losses, damages, expenses, and costs (including legal costs on a full indemnity basis) that may be brought against the Organisation or which the Organisation may pay, sustain or incur as a direct or indirect result of:

- (a) any wilful, reckless or negligent act or omission;
- (b) any breach or non-performance of this Agreement;
- (c) any performance of the Services which infringes the Intellectual Property Rights of any person; or
- (d) any damage to property or injury or death of any person caused or contributed;

by the Consultant or any other person for whose acts or omissions the Consultant is vicariously liable in the performance of the Services or of this Agreement.

12. Governing law

This Agreement is governed by the laws of **Fiji**.

13. Entire Agreement

This Agreement contains the entire understanding between the parties and supersedes all prior communications and agreements between the parties.

EXECUTED by the parties as an agreement.

Signed for and on behalf of Save the Children Fiji by its duly authorized representative in the presence of:))))	
.....	
Signature of Shairana Ali, Chief Executive Officer		Signature of witness
.....	
Date (please print)		Name of witness (please print)

Signed, Sealed and Delivered by:))))	in the presence of:
.....	
Signature of Consultant		Signature of witness
.....	
Date (please print)		Name of witness (please print)

Addendum – Medical and Repatriation Insurance Cover

The Consultant acknowledges that it must source and ensure adequate Medical and Repatriation Insurance Cover, ensuring destination is authorized by the insurer, and all contingencies are adequately covered by the insurer.

The Consultant acknowledges that costs associated with medical critical treatment and evacuation will be borne by the Consultant and/or their insurer, and this may involve monies being withheld in order to recoup any unpaid costs.

SCHEDULE 1

Item 1:	Commencement date: 24th April, 2025
Item 2:	Completion date: 4th June, 2025
Item 3:	Duration of Work – 1 Month and 7 days (April 24th – June 4th)
Item 4:	Reporting to: Project Coordinator – Mosese Sereivalu
Item 5:	Fee and Payment Structure: As per Terms of Reference (attached)

SCHEDULE 2

Terms of Reference

Final Evaluation of Collective Action to End Violence Against Children (CAEVAC) Project

Project Summary

Type of study	Final Evaluation
Name of the project	Collective Action to End Violence Against Children
Project Start and End dates	February 2021 – June 2025
Project duration	4 years, 5 months
Project locations:	Central Division of Fiji
Thematic areas	Child Protection
Donor	NZ Ministry of Foreign Affairs and Trade
Overall objective of the project	Children in Fiji face less harm from all forms of violence

1. Introduction

This document outlines the Terms of Reference for an independent final evaluation of the **Collective Action to End Violence Against Children (CAEVAC)** project, implemented by Save the Children Fiji with financial support from the New Zealand Ministry of Foreign Affairs and Trade (MFAT). The project will end in June 2025, and the evaluation is a key accountability and learning activity to assess the extent to which the project met its intended objectives.

The ToR sets out the background and context of the project, purpose and objectives of the evaluation, key evaluation questions, proposed methodology, deliverables, and associated timeframes.

2. Background and Context

Established in 1972, Save the Children Fiji is committed to creating lasting, transformative change in the lives of children. Through extensive work in over 50 communities across the Central, Eastern, Western, and Northern Divisions, SC Fiji leads initiatives in child protection, education, disaster preparedness, livelihoods, and child participation and humanitarian response.

Despite strong policy commitments from the Fiji Government, rates of violence against children are alarmingly high, and children are largely absent from decision-making processes that concern their development. Cultural and societal norms often undermine child protection efforts and corporal punishment is widespread. There is an urgent need for interventions that protect children from harm, raise awareness about child rights, and promote non-violent parenting practices.

The Collective Action to End Violence Against Children (CAEVAC) project, supported by the New Zealand Government, aims to protect children from all forms of violence through collaboration with families, communities, and government partners. The project aims to foster a culture of zero tolerance towards violence against children, empower children to advocate for their rights, and strengthen national and community child protection services. By working with families, communities, and government agencies, CAEVAC seeks to reduce harm and support children as agents of change.

Save the Children Fiji has socialised concepts with communities, engaged parents and caregivers in group sessions about positive parenting, empowered children to be advocates for their own protection through child clubs, and promoted policy and systems that protect children.

2.1. About the CAEVAC Project

The CAEVAC Project seeks to reduce all forms of violence against children in Fiji by:

- Strengthening community and national child protection systems.
- Promoting non-violent parenting and family engagement.
- Supporting children to be agents of change and advocates for their rights.

2.2. Project Outcomes:

- **Long-term:** Children in Fiji face less harm from all forms of violence.

Long-term	Children in Fiji face less harm from all forms of violence.
Medium-term	A culture of zero tolerance to violence against children is in place.
	Communities and parents practice parenting without violence.
	Children are empowered to participate and advocate for their rights.
Short-term	Systems of children protection are in place, resourced and effective.
	Parents and communities have the knowledge to nurture children without violence.
	Children are aware of their rights.

2.3. Project Outputs:

1. Strengthened national and provincial child protection systems.
2. Communities trained in child protection with implemented action plans.
3. Children supported and trained as champions of their own protection.

Target Communities and Beneficiaries:

Implemented in 24 communities in the Central Division, including:

- Formal iTaukei villages
- Informal settlements
- Semi-formal and low-cost housing areas

Beneficiaries:

- 584 direct beneficiaries
 - 2,920 indirect beneficiaries
- Including:
- 24 community leaders
 - 24 community-based committees
 - 240 parents and caregivers
 - 200 children

2.4. Project Evidence Base:

- Baseline and midline evaluation reports
 - Monitoring data on output indicators
 - Endline report (2024) for positive parenting sessions
- These will be provided to inform the final evaluation.

3. Purpose and Objectives of the Evaluation

Save the Children is seeking a consultant to design and lead an independent final evaluation. The final evaluation will be conducted before funding for the CAEVAC project concludes in June 2025. The primary purpose of the evaluation is to determine the effectiveness, efficiency, relevance, impact, and sustainability of the project.

Specific objectives include:

- Determine the extent to which the CAEVAC project achieved its intended outcomes.
- Identify the contribution of key project elements to the project results.
- Identify key challenges, best practices, and lessons learned to inform future programming.

4. Intended Users and Use of the Evaluation

Primary Users:

- Save the Children Fiji.
- Save the Children New Zealand.
- New Zealand MFAT.
- and stakeholders involved in the project.

Save the Children Fiji will use the findings to inform future programming, and the evaluation will also provide accountability to the donor, New Zealand's Ministry of Foreign Affairs and Trade. The final evaluation report is expected to be sufficiently technical to suit the needs of these audiences.

Use:

- Program improvement and evidence-based decision-making.
- Informing future design of child protection and child rights programming.
- Accountability to project stakeholders, including the donor.

Outputs:

- A comprehensive final evaluation report.
- A 2–3-page non-technical summary brief suitable for broader dissemination.

5. Key Evaluation Questions

Evaluation questions are based on OECD DAC criteria and will be finalized in consultation with the selected consultant:

Relevance and coherence:

- Did the project respond to clearly identified needs and priorities of participants and stakeholders?
- Was the project appropriately adapted to the local context and participating communities, including using evidence and learning to adapt and ensure the project remained relevant?
- Was the project consistent with the interventions of other actors in the same context?

Effectiveness and efficiency:

- To what extent were the project outcomes achieved?
- Were there any unintended outcomes?
- Were there particular components or interventions of the project most responsible for changes?
- Was the project implemented economically, with outputs delivered on time and within budget?

Impact and sustainability:

- To what extent did the project contribute to reaching the higher-level objectives?
- What is the most significant change for communities, caregivers, and children?
- Are the positive effects or impacts of the project sustainable?

6. Methodology

The evaluation will combine qualitative and quantitative approaches and include:

The baseline and midline reports will be provided to the consultant to inform the final evaluation. Additionally, an endline was conducted in late 2024 for caregivers who attended positive parenting group sessions and the report will be provided. Reporting against output-level indicators will also be provided from monitoring data.

Desk Review:

- Project design and theory of change and results framework
- Project activities reports and Monitoring reports.
- Baseline, midline, and endline studies

Qualitative Data Collection:

- Key Informant Interviews (KIIs) with project stakeholders and implementing partners
- Focus Group Discussions (FGDs) with children, caregivers, and community leaders
- Case studies showcasing child club participants' empowerment and advocacy
- Tools and protocols to be developed by the consultant and approved during the inception phase

The consultant will undertake qualitative data collection for stories and evidence from child club members of their participation in and advocacy for child protection and child rights. The evaluation will also need to provide evidence of the enhanced skills and knowledge of boys and girls from the child clubs. Additional qualitative data collection will include case studies and/or focus groups, and interviews with stakeholders and community leaders. The consultant will need to develop the qualitative data collection tools as part of the inception report. The use of participatory data collection methods, particularly with children, will be viewed favourably.

Quantitative Data Collection:

- Structured surveys with:
 - Parents and caregivers
 - Child club members
- Survey tools should align with baseline methodologies
- Consultant is responsible for enumerator recruitment and training

Quantitative data collection will include a survey of parents/caregivers, and a survey of child club participants. Save the Children will provide input to the tools and scoring methodology to ensure consistency with the baseline. Save the Children will not provide enumerators to assist with data collection; the consultant should budget for this and be able to recruit and manage enumerators if necessary.

Sampling Strategy:

- Consultant to propose a purposive sampling strategy
- Inclusive of gender and disability representation

- Reflective of the diversity of participating communities

The consultants should propose a purposive sampling strategy for data collection considering the timeframe and number of days available for the assignment. The sampling strategy should be gender- and disability-inclusive and ensure representation from the different types of communities that participated in the project.

7. Ethical Considerations

The evaluation **will be** required to obtain approval from a Human Research Ethics Committee. Save the Children can provide assistance with this process through its global mechanism. This process is estimated to take 2-3 weeks. The consultant will need to provide relevant documents and tools and make changes to tools or processes where necessary.

Save the Children Fiji's Code of Conduct sets out the standards to which all staff members must adhere. The consultants will be bound by the principles and conditions of Save the Children's Code of Conduct and will need to sign it before commencing the evaluation. The Consultant must adhere to Save the Children's Child Safeguarding and Prevention of Sexual Exploitation and Harassment (PSEAH) policy at all times throughout the consultancy.

The following ethical considerations must guide the evaluation:

- Safeguarding – demonstrating the highest standards of behaviour towards children and adults.
- Sensitive – to child rights, gender, inclusion and cultural contexts.
- Openness - of information given, to the highest possible degree to all involved parties.
- Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
- Broad participation - the relevant parties should be involved where possible.
- Reliability and independence - the study should be conducted so that findings and conclusions are correct and trustworthy, and the consultant will maintain a professional distance from Save the Children Fiji and project implementers.

It is expected that:

- Data collection methods will be age and gender appropriate, participatory and inclusive.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- Informed consent processes are used for all data collection activities.

Required Standards:

- Child Safeguarding
- PSEAH (Prevention of Sexual Exploitation, Abuse and Harassment)
- Informed consent and assent
- Age-appropriate and culturally sensitive methodologies
- Confidentiality and secure data management
- Risk assessment for child and adult participation

Consultants will be required to sign Save the Children's Code of Conduct and adhere to all safeguarding policies.

8. Expected Deliverables

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The consultant and Save the Children will agree on final milestones and deadlines at the inception phase, but **the final report is due on or before 31 May 2025**. The evaluation report must be finalised by this date as it will contribute to a regional meta-evaluation process. In addition to these deliverables, regular communication between the consultant and Save the Children on progress, any emerging issues to be resolved, and subsequent activities to be planned is expected.

Deliverable / Milestones	Timeline (2025)
The consultant is contracted and commences work	24th April
<p>The consultant will submit an inception report, including:</p> <ul style="list-style-type: none"> • Evaluation objectives, scope and key questions • Description of the methodology, including design, data collection methods, sampling strategy, and data sources • Data analysis and reporting plan • Limitations • Risks and mitigation plan • Ethical considerations including details on consent • Stakeholder communication and engagement plan • Key deliverables, responsibilities, and timelines • Data collection tools <p>Once the report is finalised and accepted, the consultant must submit a request for any change in strategy or approach to Save the Children Fiji.</p>	6th May
<p>The consultant will submit relevant documents for an ethics submission:</p> <p>Submission will need to include:</p> <ul style="list-style-type: none"> • Evaluation protocols (participant recruitment, data security and storage, consent and confidentiality etc.) • Considerations for consulting with children and other vulnerable groups • Participant information statement and consent forms <p><i>Note: it is expected that the study team can proceed with enumerator training and testing of tools while awaiting ethics approval on the assumption that any changes required will be minimal.</i></p>	1st May
<p>A draft evaluation report in line with an agreed template including:</p> <ul style="list-style-type: none"> • Executive summary • Background description of the project and relevant context • Scope and focus of the evaluation • Overview of the study methodology and data collection methods • Findings aligned to each of the key evaluation questions • Specific caveats or methodological limitations of the evaluation • Conclusions outlining implications of the findings or learnings • Recommendations for future implementation • Annexes 	30th May

Final evaluation report incorporating feedback from consultation on the draft report and an Evaluation Brief	4th June
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9. Study Team and Selection Criteria

This Expression of Interest is open to individuals and firms/ consortiums. Interested consultants will be required to submit an Expression of Interest, which should include:

- Proposed methodology and approach that is agreed upon during the consultant's selection period.
- Project plan with key activities, timeline and days needed to carry out activities that was shared during the consultant's selection period.
- Apply actions according to its financial proposal that was shared during the consultant's selection period that should include personnel allocation (role /number of days/daily rates/taxes), as well as any other applicable costs (i.e. travel, support costs).

To be considered, the study team members together must have demonstrated skills, expertise and experience in:

- Designing and conducting evaluations with qualitative and quantitative data collection and analysis.
- Sound and proven experience in conducting evaluations based on OECD-DAC evaluation criteria.
- Conducting studies in the field of child protection.
- Conducting studies in the Pacific; submissions by local consultants or in partnership with local consultants will be highly regarded, and fluency in English and i-Taukei would be an advantage.
- Conducting ethical and inclusive studies involving children and children's participatory techniques.
- Managing and coordinating a range of government, non-government and community group stakeholders.
- Strong written skills in communicating evaluation findings.
- A track record of open, collaborative work with clients.
- Display proficiency during the engagement as attested to during the consultant's selection period. This should also include key personnel and their role(s), effective management of the consultant's team the team's ability to commit the skills and resources to the study over the period.
- Designing and conducting evaluations with qualitative and quantitative data collection and analysis.
- Conducting ethical and inclusive studies involving children and child participatory techniques.
- Managing and coordinating a range of government, non-government and community group stakeholders.
- Produce an inception report outlining methodology of study, budget and team. Additionally, the outlining of the MEAL Tools must be part of the inception report.
- Produce a first draft study report for considerations and reviews by Save the Children.
- Produce a final study report for final reviews and consideration by Save the Children.

10. Schedule of Payment

The following payments will be made to the consultant in five instalments using an agreed mode of payment:

Task No.	Task Description	Key Deliverables	Estimated Days	Timeframe	Payment %
1	Orientation and Child Safeguarding Training & Development of Evaluation Workplan	<ul style="list-style-type: none"> - Orientation and safeguarding briefing conducted with SC team. - Consultant signs and submits the Safeguarding Policy commitment form. - Detailed Evaluation Workplan developed, reviewed, and approved by SC Implementation Team (includes timeline, methodology, tools overview, key contacts). 	2 days	24th April to 29th April 2025	10%
2	Development and Approval of Inception Report & Tools	<ul style="list-style-type: none"> - Inception report including evaluation objectives, methodology, ethical considerations, sample strategy and size, and proposed data collection tools submitted. • Scope and key questions • Data analysis and reporting plan • Limitations • Risks and mitigation plan • Ethical considerations including details on consent. • Stakeholder communication and engagement plan • Key deliverables, responsibilities, and timelines • Data collection tools <p>Once the report is finalised and accepted, the consultant must submit a request for any change in strategy or approach before Save the Children Fiji provides feedback and approves the final inception report and tools.</p>	2 days	By 6th May	10%

3	The consultant will submit relevant documents for an ethics submission:	<p>Submission will need to include:</p> <ul style="list-style-type: none"> • Evaluation protocols (participant recruitment, data security and storage, consent and confidentiality etc.) • Considerations for consulting with children and other vulnerable groups • Participant information statement and consent forms 	<i>Note: it is expected that the study team can proceed with enumerator training and testing of tools while awaiting ethics approval on the assumption that any changes required will be minimal.</i>	Before commencement of evaluation field study or 6th May	10%
4	Submission of First Draft MEAL Report	<ul style="list-style-type: none"> - Data collection completed across targeted communities. - Analysis conducted and first draft of MEAL report submitted, covering: <ul style="list-style-type: none"> • Executive summary • Background description of the project and relevant context • Scope and focus of the evaluation. • Overview of the study methodology and data collection methods • Findings aligned to each of the key evaluation questions. • Specific caveats or methodological limitations of the evaluation • Conclusions outlining implications of the findings or learnings. • Recommendations for future implementation • Annexes 	4–5 days for drafting (not including data collection time)	30th May	20%
5	Submission and Approval of Final MEAL Report	<ul style="list-style-type: none"> - Final MEAL report incorporating SC feedback submitted and approved. - Report includes executive 	3–5 days	By 4th June 2025 (or as agreed)	50%

		summary, methodology, findings, conclusions, recommendations, and annexes. - Clean and editable version submitted including an Evaluation Brief			
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11. Fees and Payments Structure

The Consultant will be paid for **only on the number of days engaged from April 2025 to June 2025**. The fees will be paid in Installments as highlighted in the schedule below and only upon submission of a detailed report on activities undertaken then only the account will be cleared off.

- 10% upon completion of tasks 1
- 10% upon completion of task 2
- 10% upon completion of task 3
- 20% upon completion of task 4
- 50% upon completion of task 5

For each stage (%) of payment validation, the consultant will need to submit a detailed report of the scope of work undertaken and the results aligned to the outputs

12. Duration of Work

The consultant will complete the assigned tasks within the specified timeframe, from April 2025 to June 2025. No additional days or grace periods will be granted, and the consultant will be held fully accountable for meeting the deadline.

The Consultant(s) will be responsible for covering his/her own insurance.

The Consultant is responsible for providing professional liability and medical/emergency evacuation insurance. The Consultant must adhere to Save the Children's Child Safeguarding and Prevention of Sexual Exploitation and Harassment (PSEAH) policy at all times throughout the consultancy.

The consultant is responsible for paying any taxes required by their domicile country. The budget should specify any VAT requirements additional to the consulting fee.

The consultant will be responsible for:

- Provision of IT equipment for their use (laptop, printer, mobile phone)
- Day-to-day communication costs (phone credit, internet) for consultant communications
- All project-related transportation and accommodation costs, and travel arrangements and logistics
- Recruitment and training of enumerators (names and contact details of which must be disclosed in the methodology report)
- Provision of equipment for data collection (tablets, software, projector), for the evaluation
- Printing costs for data collection materials as needed (questionnaires, consent forms etc)
- Communication costs for enumerator team members (phone credit, internet)

13. Code of Conduct

Save the Children's work is founded on strong values and principles of child safeguarding. It is essential that our commitment to children's rights and humanitarian principles is upheld and demonstrated by all staff members and individuals working with or on behalf of Save the Children. The organization's Code of Conduct outlines the standards that all staff must adhere to. Consultants and interpreters, if applicable, are also bound by these principles and conditions and will be required to sign the Code of Conduct before commencing field duties.

14. HOW TO APPLY

If interested in applying for this study, please submit an Expression of Interest covering the requirements listed in Section 7, an example of similar work authored by the consultant and contact information for two references related to a similar piece of work. Applications that do not cover these requirements will not be considered. All EOI must be emailed to vacancy.fiji@savethechildren.org

If you have questions or need further information, please send an email to:

mosese.sereivalu@savethechildren.org

Signed on behalf of (Save the Children FIJI)



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Position: Actg Chief Executive Officer

Date: 11th April, 2025

Name: Afsrin Ali