



Consultancy Agreement

SAVE THE CHILDREN FIJI

('The Organisation')

And

Skilled Trainers for Entrepreneurship Trainings

('The Consultant')

THIS AGREEMENT is made on 8th April 2025 and is effective as of 28th April 2025

Parties

1. **Save the Children Fiji** of 25 Pender Street, Suva, Fiji.
2. Consultant - Skilled Trainer to deliver entrepreneurship Trainings

Recital

The Organisation 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

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.5 – Proposed Timeline and Key Tasks) 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:
 - (i) the specified Fee and Expenses are correctly calculated and due for payment.
 - (ii) any applicable taxes are included.
 - (iii) 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.

- (iv) 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;
 - (v) the invoice is addressed to **The Chief Executive Officer**, Save the Children Fiji; and
 - (vi) 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: 28th April 2025
Item 2:	Completion date: 13th June 2025
Item 3:	Duration of Work – 1 Month and 9 days (April 28th – June 13th)
Item 4:	Reporting to: Project Manager - Anaseini Dimate
Item 5:	Fee and Payment Structure: As per Terms of Reference (attached)

Schedule

1. Background of the Project

Natural disasters continue to pose significant threats to vulnerable communities in Fiji, particularly those located in disaster-prone regions. Evacuation centers serve a critical function during emergencies, offering immediate safety and shelter. However, these centers often remain dormant during non-crisis periods, representing missed opportunities for community development and resilience building.

This project leverages these underutilized community assets by transforming evacuation centers into hubs for **Disaster Risk Reduction (DRR) education** and **economic empowerment**, particularly for women. The project is aligned with Save the Children Fiji's broader thematic goals, which include:

- **Child Protection**
- **Disaster Risk Reduction (DRR)**
- **Prevention of Gender-Based Violence (GBV)**
- **Economic and Financial Empowerment**

Project Goal:

To enhance resilience among women in at-risk communities through economic and social empowerment, with an emphasis on promoting community ownership of evacuation centers.

To support this goal, the KOICA Project seeks to engage a qualified consultant to deliver hands-on, practical training in four selected communities. This consultancy will enable the project team to allocate resources efficiently across the project's 8 target communities, with the consultant focusing on the following four:

- **Rokovuaka (Ra)**
- **Nauouo (Ovalau)**
- **Maumi (Tailevu)**
- **Vatukuca (Savusavu)**

2. Objectives of the Consultancy

The primary objective of this consultancy is to deliver specialized, skill-based training to women in the four target communities and enhance their capacity to generate income and contribute to household and community resilience. The consultant will:

- Deliver practical workshops on tailoring, patchwork, screen printing/tie-dye, and jewellery-making.
- Provide theoretical knowledge and hands-on training relevant to each skill area.
- Equip women with basic business knowledge, including branding and marketing.
- Contribute to the broader aim of increasing women's economic empowerment and resilience to climate and disaster risks.

3. Scope of Work

The consultant will be responsible for:

3.1. Child Safeguarding and Planning

- Participate in a mandatory Child Safeguarding briefing and sign Save the Children's Child Safeguarding Policy.
- Submit a detailed implementation workplan outlining training schedules and logistical requirements.

3.2. Training Package Development

- Design and tailor training modules for each identified skill area, considering the literacy and experience levels of the target audience.
- Provide a full list of tools and materials required for both training sessions and post-training application. These include but are not limited to:

Skill Area	Required Tools & Materials
Patchwork & Tailoring	Sewing kits, fabrics, tailoring equipment, scissors, needles, sewing machines
Screen Printing/Tie-Dye	Dye kits, screens, rubber gloves, fabric paints, buckets, elastic bands
Jewellery-Making	Beads, wires, clasps, pliers, string/thread, decorative elements

3.3. Skill-Specific Training Modules

3.3.1. Patchwork Design & Tailoring

Objectives:

- Teach the fundamentals of fabric manipulation, pattern design, and garment creation.

Activities:

- Introduction to patchwork and tailoring principles
- Cutting and stitching exercises
- Basic garment design and tailoring (shirts, skirts, dresses)
- Sewing machine usage and maintenance

Expected Outcomes:

- At least **30 women per community** will acquire basic-to-intermediate tailoring skills.
- Each participant will produce at least one finished garment or accessory.
- Participants will be able to generate income through local sales or online platforms.

3.3.2. Screen Printing and Tie-Dye

Objectives:

- Equip participants with fabric decorating techniques to create unique, marketable items.

Activities:

- Introduction to materials and equipment
- Design creation and stencil cutting (screen printing)
- Fabric folding, tying, and dyeing techniques (tie-dye)
- Application of designs on items like t-shirts, scarves, and bags

Expected Outcomes:

- At least **30 women per community** trained in basic screen printing or tie-dye methods
- Each participant to produce sample products for potential sale
- Increased creativity and potential for entrepreneurship

3.3.3. Jewellery-Making and Handcrafts

Objectives:

- Provide skills for creating customized jewelry using affordable, locally available materials.

Activities:

- Introduction to jewelry tools and materials
- Techniques in beading, wirework, and patterning
- Assembly of bracelets, earrings, necklaces, and accessories

Expected Outcomes:

- Participants will be able to create and sell unique handcrafted jewelry
- Each will complete at least 2–3 pieces during the workshop

3.3.4. Branding, Marketing, and Sales Strategy

Objectives:

- Build participants' confidence in promoting and selling their products.

Activities:

- Sessions on basic branding and creating a business identity
- Guidance on pricing and packaging products
- Introduction to social media marketing and online sales platforms
- List of accessible local markets for product sales and resupply

Expected Outcomes:

- Participants will have a basic understanding of how to market and sell their products
- Participants will be provided with contact information for local markets and supply shops

4. Deliverables

The consultant will be expected to provide the following:

Deliverable	Description
Training Workplan	Detailed implementation plan with timelines, venues, and logistics
Training Modules	Skill-specific packages for each training session, tailored to the local context
Tool/Material List	Comprehensive checklist of required tools and materials per skill area
Capacity Building	Practical training delivered to at least 30 women in each of the four communities
Progress Reports	Brief reports submitted after each community training, including photos and highlights
Final Consolidated Report	A summary report detailing activities, outcomes, challenges, lessons learned, and beneficiary feedback
Safeguarding Compliance	Confirmation of participation in Child Safeguarding orientation and policy adherence

5. Reporting and Coordination

- The consultant will report directly to the **KOICA Project Manager** and liaise regularly with field staff for logistical and community engagement support.
- All reports and materials are to be submitted in **electronic format** (Word/PDF and Excel, where relevant).
- The consultant is expected to maintain regular communication with the KOICA Project Team and participate in debrief sessions.

6. Timeframe and Location

- The consultancy is expected to run over a **4-week period**, with training delivered in the four target communities listed above.
- The exact dates will be determined in consultation with the KOICA Project Manager, based on community availability and logistical arrangements.

7. Compliance

All activities under this consultancy must:

- Uphold **Save the Children Fiji's Child Safeguarding** standards and principles.
- Ensure that training sessions are conducted in a culturally appropriate and inclusive manner, particularly with regard to gender and child protection considerations.

6. Proposed Timeline and Key Tasks

Task No.	Task	Key Deliverable	Estimated Days	Timeframe
1.	<ul style="list-style-type: none"> ✓ Orientation and Child Safeguarding Training ✓ Developed Training workplan approved by SC Implementation Team. 	<ul style="list-style-type: none"> ✓ Read and Signed commitment to adhere to Safeguarding Policy ✓ Detailed work plan and schedule in a detailed report form. 	2 days	28 th – 29 th April, 2025
2.	<ul style="list-style-type: none"> ✓ Develop training package including PPT of the specified skills training ✓ Provide a list of materials required for the training sessions that will be distributed to the communities to help them continue applying what they have learned. (by the 3rd of May) 	<ul style="list-style-type: none"> ✓ Training package to suit the target audience is developed ✓ Obtained a comprehensive list of materials to be used during the training sessions. ✓ Materials for distribution to the communities to support their ongoing learning 	5 days	30 th April – 9 th May
3.	Practical Training: Patchwork, Tailoring, Screen Printing/Tie-Dye	Conducted workshops with skills imparted to at least 30 participants in each community accompanied by the Project Officers. Showcase at least 1 sample on learnt skills by the participants	5 days in each community with at least 1 day each for arrival and departure	12 th – 15 th May Rokovuaka, 19 th – 23 rd May Maumi, 26 th – 30 th May Nauouo, 2 nd – 6 th June Vatukuca
4.	Practical Training: Jewelry-Making	Conducted workshops with skills imparted to at least 30 participants in each community accompanied by the Project Officers.	5 days in each community at least 1 day each for arrival and departure	12 th – 15 th May Vatukuca, 19 th – 23 rd May Nauouo,

Task No.	Task	Key Deliverable	Estimated Days	Timeframe
		Showcase at least 1 sample on learnt skills by the participants.		26 th – 30 th May Maumi, 2 nd – 6 th June Rokovvaka,
5.	Progress updates and final reports.	Progress updates and final report submitted by the Consultant to Project Manager	5 days.	9 th – 13 th June

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.

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 1-2
- 40% upon completion of task 3
- 40% upon completion of task 4
- 10% upon completion of task 5

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

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

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 Consultant's use (laptop, printer, mobile phone)
- Day-to-day communication costs (phone credit, internet) for consultant communications.

Save the Children Fiji will be responsible for:

- Community, stakeholder liaison in preparation for the entrepreneurship activity
- All project-related transportation and accommodation costs

- Providing their materials needed for the training

7. Eligibility Criteria

Applicants must demonstrate:

- Expertise in at least one of the following:
 1. Patchwork Design,
 2. Garment Tailoring,
 3. Screen-Printing/Tie-Dye Techniques.
 4. Jewelry-Making and Design.
- Experience conducting skills-based training, particularly with women or vulnerable groups.
- Strong communication and facilitation skills.
- Access to the tools and materials necessary for the training.

8. 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.

Signed on behalf of (Save the Children FIJI)

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Position: Actg Chief Executive Officer

Date: 08/04/2025

Name: Afsrin Ali