



Terms of Reference

1. Background

Save the Children Fiji (SC Fiji), in partnership with Save the Children New Zealand (SCNZ), is embarking on an extensive, inclusive consultative process to inform and shape the design of the *Tupu Rangapū* project—**"Growing Together in Partnership"**—funded through the New Zealand Ministry of Foreign Affairs and Trade (MFAT) as part of its Negotiated Partnership Phase 2 initiative.

This design phase represents a critical opportunity to co-create a high-impact, contextually grounded, and community-driven program that builds on lessons learned from previous phases of partnership while responding to the evolving challenges faced by vulnerable children, families, and communities across Fiji.

Established in 1972, Save the Children Fiji is a leading child rights organization dedicated to promoting transformative and sustainable change for children. As a member of the global Save the Children movement—working in over 120 countries—SC Fiji focuses on reaching the most marginalized and at-risk children through integrated, evidence-based programming and strategic policy advocacy.

Operating in over 50 informal settlements and rural communities across Fiji's Central, Western, Eastern, and Northern Divisions, SC Fiji's core programmatic pillars include:

- Child Protection
- Child Participation
- Education
- Livelihoods
- Disaster Risk Reduction (DRR)
- Humanitarian Response

This next phase of partnership builds on the success of Negotiated Partnership Phase 1 (NP1), which supported flagship interventions such as the *Child-Centered Disaster Risk Resilience* project and the *KANA* project focused on food security and livelihoods. It also leverages the impact and learning from the recently concluded Collective Action to End Violence Against Children (CAEVAC) project, which ended in June 2025. Through the *Tupu Rangapū* design process, SC Fiji aims to:

- Validate and refine the project scope through strategic, participatory consultations.
- Strengthen alignment with MFAT's Fiji Country Plan and Post Strategy.
- Deepen engagement and alignment with national systems and policy frameworks.
- Strongly strengthen and centre Gender Equality, Disability, and Social Inclusion (GEDSI) in all aspects of design;
- Ensure the program design is both responsive to children and community needs and positioned for long-term sustainability.

This consultancy will play a key role in driving the design process forward. The selected consultant will lead the coordination of national and community-level consultations, stakeholder engagement, and technical

synthesis of findings. The result will be a comprehensive, donor-ready proposal package with clear justifications, defined outcomes, and detailed annexes for submission to MFAT.

2. Objective

To engage a qualified consultant to lead the co-design process and support SC Fiji in developing a high-quality TUPU RANGAPŪ PROJECT—“*Growing Together in Partnership*” project proposal that:

- Aligns with MFAT’s strategy and guidance documents.
- Integrates SC Fiji’s Theory of Change and TUPU RANGAPŪ PROJECT—“*Growing Together in Partnership*” design framework.
- Aligns to Save the Children’s Regional Pacific Strategy and Outcomes
- Embeds strong GEDSI principles and practical applications.
- Reflects contextual evidence and consultations from diverse stakeholders.

3. Scope of Work

The consultant will support Save the Children Fiji in leading the TUPU RANGAPŪ PROJECT—“*Growing Together in Partnership*” proposal design phase through a series of analytical, participatory, and synthesis activities. The consultant will be expected to apply a strategic lens to ensure that all components of the proposal are cohesive, feasible, inclusive, and responsive to stakeholder feedback and donor guidance.

4. Key Design Considerations and Expectations

In line with MFAT’s feedback on the TUPU RANGAPŪ PROJECT—“*Growing Together in Partnership*” Concept Note, the consultant must integrate the following core design considerations:

4.1 Alignment with MFAT Strategy and Country Plan

Ensure that the proposed program aligns fully with MFAT’s Fiji Country Plan, Post Strategy, and the broader objectives of the Negotiated Partnership framework. Each component of the design must demonstrate clear relevance to national development priorities and donor expectations.

4.2 Coherence of Program Scope

Define a cohesive programmatic structure that logically links all proposed components including climate resilience, child protection, livelihoods, education, health, and governance. The consultant is expected to test and refine the scope during design to avoid dilution of impact and ensure value for money. Opportunities for integration and complementarity across sectors must be clearly articulated.

4.3 Use of Evidence and Lessons Learned

Leverage findings from NP1 and explicitly integrate recommendations from the CAEVAC endline evaluation and any relevant recommendations from the CDRR and KANA evaluations. The design should reflect adaptive learning, systems thinking, and sustainability strategies identified in past programming.

4.4 Inclusive Stakeholder Engagement

Document and reflect meaningful engagement with key stakeholders, particularly:

- Children and youth (ensuring safe, ethical participation) and Women and girls.
- Persons with disabilities

- SOGIESC groups
- Local CSOs and NGOs and
- Development partners

The design should demonstrate how insights from consultations shape the project's theory of change, activities, and expected outcomes.

4.5 Government Alignment and Ownership

Strengthen visibility and alignment with key Fijian ministries, including:

- Ministry of Women, Children & Social Protection (MoWCSP)
 - Ministry of Health & Medical Services (MoHMS)
- The design must confirm these ministries' engagement in shaping project interventions and outline strategies for continued collaboration and institutionalization.

4.6 GEDSI Integration

Ensure that Gender Equality, Disability, and Social Inclusion (GEDSI) is a central pillar of the design process. This includes:

- Collecting and analyzing disaggregated data
- Identifying barriers to gender equality, inclusion and participation
- Proposing targeted interventions to address exclusion and inequality.
- Collaborating with regional GEDSI advisors to ensure quality and consistency and adherence to organisational and sector-wide GEDSI standards.

4.7 Justification for HIV/AIDS and Addiction Interventions

Clarify the rationale for including components related to HIV/AIDS awareness and addiction, showing:

- Relevance to the broader child protection and community resilience agenda
- Alignment with national strategies and support from relevant government agencies
- Mapping of existing programs to avoid duplication and identify partnership opportunities.

4.8 Outcome Alignment and Results Logic

Clearly link Fiji's national-level outcomes to the TUPU RANGAPŪ PROJECT— "Growing Together in Partnership" program-level logic. For example, ensure that Outcome 2— "communities have reduced risk of violence, exploitation, substance abuse and HIV/AIDS"—feeds into the TUPU RANGAPŪ PROJECT— "*Growing Together in Partnership*" long-term outcome on protection from violence (LTO3). Articulate these pathways in the results framework and theory of change for the proposed range of interventions.

4.9 Feasibility and Delivery Capacity

Assess the practicality of implementing the proposed interventions within the available budget, time, and human resource capacity. Ensure in-country partners can effectively deliver all planned outputs and identify where capacity-strengthening may be required.

4.10 Sustainability and Exit Strategy

Develop clear, actionable strategies for sustaining project outcomes beyond donor funding. This may include:

- Capacity-building of local governance systems
- Integration into government structures
- Long-term financing options such as through National budget allocation
- Community-led mechanisms for continuity

5. Consultant Responsibilities

The consultant will undertake the following tasks in collaboration with SC Fiji and SCNZ:

5.1 Review and Align with Key Documents

The consultant will thoroughly review and apply the content of the following foundational documents:

- MFAT’s feedback on the TUPU RANGAPŪ PROJECT— *“Growing Together in Partnership”* Concept Note
- MFAT Financial Guidelines
- MFAT MERL Guidance
- TUPU RANGAPŪ PROJECT— *“Growing Together in Partnership”* Design Document Considerations
- SC Fiji’s Theory of Change and TUPU RANGAPŪ PROJECT— *“Growing Together in Partnership”* Framework Narrative
- MFAT Post Strategy for Fiji

5.2 Facilitate Inclusive, Evidence-Based Consultations

Conduct and document strategic consultations, including:

- Key Informant Interviews with government stakeholders
 - Community Focus Group Discussions (FGDs)
 - Child-friendly and youth consultations
 - Engagements with women, persons with disabilities, and SOGIESC communities
 - Roundtables with NGOs and development partners
- Findings should be integrated into the Background Analysis and Proposal Design, not submitted as separate reports.

5.3 Collaborate with Technical Advisors

Work closely with SC Fiji and SCNZ regional Technical Advisors for:

- Gender Equality, Disability, and Social Inclusion (GEDSI)
 - MERL
 - Child Protection
 - Livelihoods
- to strengthen technical depth and coherence across all proposal components.

5.4 Deliver Two Core Outputs

The consultant is responsible for the delivery of the following final products:

5.4.1 Background Analysis Report

A concise synthesis (10–15 pages) of consultation findings, risk analysis, stakeholder priorities, and context alignment—providing justification for the TUPU RANGAPŪ PROJECT— *“Growing Together in Partnership”* proposal and recommended interventions.

5.4.2 Full Proposal Package with Annexes

A complete, donor-ready proposal document that includes all required annexes (as per MFAT and SCNZ templates), such as:

- Results Framework and Logframe (aligned to MFAT MERL Guidance)
- MEAL Plan and Indicators
- GEDSI Analysis
- Risk and Assumptions Matrix
- Stakeholder Mapping
- Sustainability and Exit Strategy
- Implementation Timeline
- Draft Budget and Financial Breakdown (aligned to MFAT financial requirements)

6 Responsibility of Save the Children Fiji:

- 6.1** SC Fiji will ensure the consultant has access to all the information as required and liaison with key internal and external stakeholders.
- 6.2** SC Fiji will assist the consultant with the logistics support and venue hire and catering cost for the validation workshop.

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 regarding gender and child protection considerations.

8 Reporting and Coordination

- The consultant will report directly to the **Program Manager** 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 SC Fiji CEO and Programs Manager and participate in debrief sessions.

9 Main Tasks: Consultancy Deliverables and Timeline

Deliverable Title	Tasks Included	Description	Due Date
1. Inception & Planning	<ul style="list-style-type: none"> - Contract signing - Inception meeting - Submission of detailed work plan 	Consultant to formalize engagement, meet with SC Fiji team, and submit a work plan outlining methodology, stakeholder mapping, consultation tools, and timeline.	15 July 2025

2. Stakeholder & Community Consultations (3-day fieldwork)	<ul style="list-style-type: none"> - Key Informant Interviews (MWCSP, iTaukei Affairs, Community Policing) - FGDs with community members, women, youth, persons with disabilities, and SOGIESC groups - Child-friendly consultations - Consultations with NGOs and development partners 	Conduct all consultation activities over a three-day period. The consultant is expected to take detailed notes from each session (FGD, KII, workshops). No separate consultation reports are required but findings will inform the Background Analysis.	16–18 th July 2025
3. Validation Workshop Facilitate multi-stakeholder validation workshop.	<p>Review findings and test assumptions.</p> <p>Confirm project scope and design elements</p>	Facilitate a multi-stakeholder workshop involving community representatives, government stakeholders, NGOs, and Save the Children technical leads. Use this forum to validate all consultation findings, refine project assumptions, and confirm the overall design direction.	20 th July 2025
4. Background Analysis Report	<ul style="list-style-type: none"> - Review consultation notes - Analyze secondary data and findings based off feedback. - Align with MFAT feedback and TUPU RANGAPŪ PROJECT—<i>"Growing Together in Partnership"</i> objectives - Evaluation findings from CAEVAC are incorporated into design. - Disability and inclusion to be a focus area of strengthening through design. - Strategic alignment to Save the Children's Global Strategic Goals and/or SCNZ Strategy 2025-27 	<p>Synthesize findings into a 10–15-page report justifying the rationale for the TUPU RANGAPŪ PROJECT—<i>"Growing Together in Partnership"</i> proposal. Should include:</p> <ul style="list-style-type: none"> - Key climate and protection risks - Community and stakeholder priorities - GEDSI considerations - Institutional gaps and alignment with MFAT strategy 	22 nd July 2025
5. 1 st Draft of Full Proposal Document	<ul style="list-style-type: none"> - Consolidation of inputs from background analysis - Project budget - Coordination with SC Fiji & SCNZ TAs for technical inputs for the 1st draft of the Proposal Document with all the required Annexes. 	<p>Required Annexes All the annexes should be fully completed and aligned with MFAT requirements:</p> <p>1. Logframe - Logical framework matrix aligned to MFAT's MERL guidance</p> <p>2. Programme Logic Diagram- Visual representation of inputs, activities, outcomes, and long-term impact</p> <p>3. MERL (Results) Table- Detailed matrix of indicators, targets, means of verification, and assumptions</p> <p>4. MERL Workplan - Timeline of monitoring and evaluation activities with assigned responsibilities</p>	5 th August 2025

		5. MEAL Framework & Indicators - Overview of MEAL tools, data collection plans, disaggregation, and reporting 6. GEDSI Analysis - Comprehensive analysis of gender, disability, and social inclusion considerations, including data disaggregation and responsive design measures 7. Risk Matrix - Identification of key risks, likelihood and impact assessments, and mitigation strategies 8. Stakeholder Mapping - Identification and roles of key stakeholders including government, civil society, and communities 9. Budget Detailed - financial breakdown aligned with MFAT Financial Guidelines 10. Implementation Timeline - Month-by-month breakdown of activities and milestones across the project cycle 11. Sustainability & Exit Strategy Plan - for institutionalization, community ownership, and long-term resourcing	
6. Final proposal and project budget with all the fully completed Annexes to be received from the consultant incorporating all the feedback and revisions from SCNZ and SC Fiji			10th August 2025
All documents must be submitted in editable formats (Word, Excel, or PDF where appropriate) and will be reviewed by SC Fiji and SCNZ for feedback prior to final submission			

10 Duration of Work:

The consultant will carry out the assigned tasks between **15th July 2025 to the 5th of August 2025**. It is expected that the consultant will dedicate a total number of working days not exceeding **20 days** for the entire duration of the contract. Any additional days may be decided with the CEO based on available budget.

11 Fees and Payments Structure

The Consultant will be paid for **only on the number of days (20) engaged from 15th July 2025 to the 5th of August 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 task 1
- 10% upon completion of task 2
- 20% upon completion of task 3
- 20% upon completion of task 4

- 40% upon completion of task 5 & 6

The consultant will provide an all-inclusive quote of fees that is inclusive of all associated costs for the consultancy except for the main validation workshop venue hire and catering cost which will be paid for by SC Fiji.

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:

- All project design related documents
- Provide Technical Advisors (TA) support in the areas of Gender Equality, Disability, and Social Inclusion (GEDSI), Child Protection, Livelihoods, to strengthen technical depth and coherence across all proposal components.
- Providing venue hire and catering and cover costs for the validation workshop

12 Candidate Profile and Specifications

The ideal candidate will possess the following qualifications and experience:

Essential:

- Demonstrated experience in designing integrated development projects, with preference for experience in child protection, livelihoods, and child participation.
- Proven expertise and extensive knowledge of the development sector in Fiji, including familiarity with key actors, context, and challenges.
- Experience in designing and facilitating stakeholder consultations and stakeholder analysis processes.
- Proficiency in participatory methodologies and the ability to work in a participatory, inclusive, culturally sensitive, and gender-responsive manner.
- Strong analytical skills, including the ability to synthesise large volumes of qualitative and quantitative data within tight timeframes and translate these into practical, evidence-based recommendations.
- Excellent writing and communication skills, with a proven ability to produce high-quality reports and documentation.

Desirable:

- Strong understanding of MFAT requirements, donor compliance, and results-based program design.

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.

Signed on behalf of (Save the Children FIJI)



Position: Chief Executive Officer

Date: 10 July 2025

Name: Shairana Ali