



TERMS OF REFERENCE

BETWEEN

The Fiji Human Rights and Anti-Discrimination Commission (hereinafter referred to as the “Commission”)

AND

The Research Assistant (hereinafter referred to as the “Assistant”)

1. Background

The experiences of children with disabilities in Fiji have been sparsely documented, mostly relating to socio-economic issues such as education, poverty, water, sanitation, and hygiene (WASH), access to justice, developmental health, etc. While research and studies have been carried out on children, a comprehensive assessment of the protection and promotion of the rights of children with disabilities is lacking in Fiji.

Children and young people are one of the most vulnerable groups exposed to rights violations because they are not in a position of self-sufficiency and maturity to exercise their rights and therefore depend on adults. Children with disabilities face additional barriers and are at higher risk of human rights violations compared to children without disabilities¹.

The Commission is therefore of the view that there is an urgent need to conduct a broad assessment of the status of the protection and promotion of human rights of children with disabilities in Fiji, to inform the State of its responsibility as the duty bearer to ensure the full and equal enjoyment of all human rights and fundamental freedoms by children with disabilities.

In line with the Commission’s Strategic Plan 2022-2027, Strategic Priority 1 ‘Protection & Promotion of the human rights of the most vulnerable amongst Fiji’s communities’, the Commission has decided to conduct a baseline study focusing on the status of the protection and promotion of the rights of children with disabilities in Fiji. The assessment aims to highlight successes and challenges and identify opportunities to better promote and protect the rights of children with disabilities.

2. Objectives of the Baseline Study:

- Identify achievements or what is working well in efforts to protect and promote the rights of children with disabilities in Fiji.
- Identify challenges and gaps in efforts to protect and promote the rights of children with disabilities in Fiji.

¹ <https://www.unicef.org/kosovoprogramme/press-releases/worlds-nearly-240-million-children-living-disabilities-are-being-denied-basic-rights>



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- Identify opportunities and recommendations on strategies to better protect and promote the rights of children with disabilities in Fiji.

3. Expected Outputs of the Baseline Study:

- Baseline Study Report on the current status of the protection and promotion of the rights of children with disabilities in Fiji.
- Baseline evidence for monitoring and evaluating future interventions specific to the protection and promotion of the rights of children with disabilities in Fiji;
- Engaging with key stakeholders in producing the Baseline Study.
- List of strengths and achievements in efforts to protect and promote the rights of children with disabilities in Fiji.
- List of gaps and challenges in efforts to protect and promote the rights of children with disabilities in Fiji.
- List of opportunities and recommendations to better protect and promote the rights of children with disabilities in Fiji;

4. Expected Outcomes of the Baseline Study:

- The Baseline Study is recognized and used by various stakeholders to inform policies and strategies to better protect and promote the rights of children with disabilities in Fiji;
- Strengthened networks and collaborations amongst key disability stakeholders.

5. Research Assistant Scope of Work

The Research Assistant will support the planning, coordination, and implementation of research activities for the Baseline Study. This includes logistical coordination, transcription, community follow-ups, and administrative support to ensure an inclusive and ethically sound research process. Key responsibilities of the assistant are as follows:

- **Research Support**
 - Assist in preparation of research tools and background documentation.
 - Support the setup and coordination of interviews, FGDs, and workshops.
 - Transcribe audio recordings from interviews and consultations.
 - Ensure secure handling and organisation of research data.
- **Logistical Support**
 - Coordinate logistics for field visits (transport, accommodation, venues).
 - Assist admin staff with printing, packaging materials, and equipment prep.
 - Maintain records of field activities and logistics expenditures where required.
- **Stakeholder and Community Coordination**



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- Liaise with local organisations, service providers, and communities to confirm appointments and share information.
 - Follow up on consent forms, scheduling, and ongoing communications.
 - Support inclusive and respectful engagement with children and persons with disabilities.
- **Other Duties**
 - Participate in team briefings and reflection meetings.
 - Carry out other research-related tasks as assigned by the Research Advisor or the Project Steering Committee.

6. Project Duration and Modality of Work

The Research Assistant will be engaged for **60 days** of face-to-face work, based at the Commission's office. The total remuneration is FJD 3,000, based on deliverables.

7. Qualifications and Experience

The Research Assistant will provide a resume with names of three referees and contacts and possess the relevant qualifications and experience necessary to support the Baseline Study on the Rights of Children with Disabilities in Fiji. Candidates must have met the selection criteria set by the Commission and demonstrate the following:

Essential:

- Demonstrated experience in research support, community engagement, or administrative roles.
- Strong written and verbal communication skills.
- Respectful, inclusive, and ethical approach, particularly when engaging with children and persons with disabilities.
- Proficiency in Microsoft Office and digital tools (e.g. email, spreadsheets).
- Fluency in English; ability to speak iTaukei and/or Fiji Hindi is an advantage.
- Strong sense of confidentiality, including appropriate use of social media.
- Willingness and ability to travel within Fiji (Central/Eastern, Northern, and Western divisions).
- Cultural sensitivity, flexibility, adaptability, and a good sense of humour.

Preferred:

- Experience with transcription, data entry, or handling qualitative data.
- Previous involvement in community-based research or work related to human rights and social issues.
- Knowledge of local contexts and lived experience in Fijian communities.



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- Students, new graduates, and unemployed individuals with a passion for learning and contributing to meaningful work are encouraged to apply.
- Passionate about working with communities on disability, child rights, and human rights issues.

**We welcome applicants with lived experience with disability or caregiving for persons with disabilities.*

8. Values

The Commission strongly encourages applications from people with lived experiences of disability, women, young people, and individuals from diverse backgrounds. Respect for human dignity, ethical integrity, and a rights-based approach are essential to this role.