



Human Rights and Anti-Discrimination Commission

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Level 2 Naibati House 9 Goodenough Street, Suva. Private Mail Bag, Suva, Fiji Islands

TERMS OF REFERENCE

BETWEEN

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

AND

The Women's Rights Dialogue Facilitator ((hereinafter referred to as the “Facilitator”)

1. Background

The Commission is intending to hold two women’s rights dialogues in both Central and Western divisions. These will be one day dialogues, requiring full day facilitation for each of the two planned dialogues. The Commission is seeking to engage the services of a **Facilitator** to successfully implement the two dialogues in the month of October 2026.

2. Key responsibilities of the Facilitator are as follows:

(a) Program Planning

- Collaborate closely with the Project Lead (Commissioner Veena Singh) and the Director to design a comprehensive one-day dialogue program.
- Develop facilitation methodology tailored to women’s rights issues, ensuring inclusivity and cultural sensitivity specific to Fiji's context.
- Align program structure with project objectives and expected outcomes.

(b) Facilitation

- Lead and facilitate one-day women’s rights dialogues in two locations (Central Division and Western Division) during October 2026.
- Guide discussions to ensure balanced participation, respectful engagement, and constructive dialogue.
- Manage time effectively, keeping sessions focused on key themes and outcomes.

(c) Participate in planning and reflection processes

- Engage in team briefings, planning sessions, and reflection meetings as part of the Monitoring, Evaluation, Accountability, and Learning (MEAL) framework.

- Provide strategic input into facilitation processes and contribute to shaping the final Outcomes Document.
- Reflect on facilitation approaches to strengthen future dialogues and ensure lessons learned are captured.

3. Scope of Work

The Facilitator will facilitate one day dialogues on women's rights in Central and Western Division.

4. Project Duration and Modality of Work

Engagement Period: October 2026 (total of 8 days)

Modality: Based at Suva office, with travel to Western division

5. Remuneration

The Facilitator will be paid \$16,0000, inclusive of tax, for this work

6. Qualifications and Experience

- Degree in Law, Gender Studies, Human Rights, Social Sciences, or related field.
- Specialized Training in facilitation, mediation, or conflict resolution.
- Knowledge of Fiji's Constitution and legal framework on human rights, gender equality, and governance.
- Understanding international human rights instruments (CEDAW, ICCPR, SDGs, Beijing Platform for Action).
- Strong communication skills: both oral and written, with the ability to engage diverse audiences.
- Cultural competency: sensitivity to Fiji's multicultural context, including indigenous and faith-based perspectives.
- Minimum 7–10 years of professional experience in women's rights, gender equality, or human rights advocacy.
- Proven track record of facilitating national or regional dialogues, workshops, or forums involving civil society, government, and community stakeholders.
- Experience working with NGOs, CSOs, and international organizations on gender-related programs.
- Leadership in multi-stakeholder processes: guiding discussions, building consensus, and ensuring inclusive participation.
- Policy engagement: advising or contributing to national strategies, legislation, or institutional reforms on gender equality.
- Capacity building: mentoring women leaders, activists, and community representatives.
- Monitoring and evaluation skills: ability to assess dialogue outcomes and recommend actionable steps.

- Experience in the Pacific Islands context, with understanding of local community dynamics.
- Ability to work under pressure and meet deadlines while maintaining accuracy.
- Strong interpersonal skills and commitment to gender equality and human rights values.

7. Confidentiality

The Facilitator shall not, other than with the prior written consent of the Commission, during or after the termination, determination or expiry of this Agreement disclose directly or indirectly to any person, firm, company or third party and shall only use for the purposes of this Agreement, any information relating to the Services, the Commission, its business, customers, or any other information of whatever nature which the Commission or its nominee may deem to be confidential and which the Facilitator has or shall hereafter become possessed of.

8. Rights in Data and Intellectual Property

- All reports, data, ideas, information, and other products of the Services delivered by Facilitator to the Commission hereunder or developed by the Facilitator shall be the sole and exclusive property of the Commission and shall be deemed “work made for hire” with the Commission receiving ownership of copyright therein. The Facilitator hereby assigns all such rights to the Commission.
- The Commission acknowledges and agrees that the Facilitator retain all ownership rights in any of Facilitator’s pre-existing and proprietary property acquired by the Facilitator or developed by Facilitator prior to the Effective Date that does not include or reflect customization for the Commission, or contain any information provided by the Commission to the Facilitator and is clearly marked as copyright protected or confidential (the “Facilitator’s Materials”).

9. Agreement

This Terms of Reference outlines the roles, responsibilities, and expectations of the Commission and the Facilitator for the successful completion of the Women’s Rights Dialogues.

Parties hereby agree to the above terms of reference.



Director

For and on behalf of the Human Rights and

(The Women's Rights
Dialogue Facilitator)

Anti-Discrimination Commission

Name: Loukinikini Lewaravu

Date: 21/09/2026

Name:

Date: