



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 Logistics, Planning and Admin Coordinator – Short Term Consultant ((hereinafter referred
to as the “Consultant”)

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 logistical planning and support, in line with Commission’s finance procurement processes and policies. The Commission is seeking to engage the services of a **Logistics, Planning and Admin Coordinator** (Consultant) to successfully implement the two dialogues in the month of October 2026.

2. Scope of Services (the Services)

The Consultant will support the planning, coordination, and implementation of two women’s rights dialogues. This includes logistical coordination, events planning, and administrative support to successfully host two dialogues. Details provided below:

(a) Logistical Support

- Coordinate logistics for the two dialogues, including transport, accommodation, and allowances, ensuring compliance with the Commission’s procurement processes.
- Obtain quotations and manage vendor coordination in line with procurement guidelines.
- Collaborate with the admin team to develop invitation lists, confirm attendance, and track participation.
- Ensure materials, equipment, and consultation rooms are fully prepared and set up prior to each dialogue.
- Assist admin staff with printing, packaging, and preparing materials, as well as event setup on the day of dialogues.

(b) Stakeholder and Community Coordination

- Liaise with local women's rights groups, women's networks, and Organizations of Persons with Disabilities (OPDs) to confirm attendance.
- Finalize logistical details for participants, including travel arrangements, dietary requirements, and accessibility needs.
- Follow up on event invitations and maintain updated RSVP lists.

(c) Other Duties

- Share planning and logistical plans with the team to ensure transparency and coordination.
 - Work closely with the Facilitator(s), Rapporteur, and FHRADC staff to support smooth delivery of the dialogues.
 - Participate in team briefings and reflection meetings as part of the Monitoring, Evaluation, Accountability, and Learning (MEAL) framework.
 - Undertake any other duties related to logistics, planning, and administration for the activity.

3. Contract/Services Duration and Modality of Work

Engagement Period: September - October 2026 (total of 8 days)

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

4. Remuneration

The Consultant will be paid a daily rate of \$700 per day inclusive of tax.

5. Qualifications and Experience

- Qualification or more than 3-5 years experience in Administration, Management, Logistics, or related field.
- Strong organizational and multitasking skills, with attention to detail.
- Excellent communication skills (oral and written), including ability to liaise with diverse stakeholders.
- Knowledge of procurement processes and financial accountability.
- Minimum 3–5 years of experience in logistics, administration, or event coordination.
- Demonstrated experience in planning and managing events, workshops, or dialogues.
- Experience working with civil society organizations, community groups, or government agencies.
- Proven ability to manage transport, accommodation, allowances, and vendor coordination.
- Experience in stakeholder engagement, including liaising with women's rights groups and networks.

- Familiarity with inclusive practices ensuring accessibility, dietary needs, and cultural sensitivity.
- Track record of working collaboratively in multi-stakeholder teams and supporting program delivery.
- 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.

6. Confidentiality

The Consultant 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 Consultant has or shall hereafter become possessed of.

7. Rights in Data and Intellectual Property

- All reports, data, ideas, information, and other products of the Services delivered by Consultant to the Commission hereunder or developed by the Consultant 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 Consultant hereby assigns all such rights to the Commission.
- The Commission acknowledges and agrees that the Consultant retain all ownership rights in any of Consultants’ pre-existing and proprietary property acquired by the Consultant or developed by Consultant prior to the Commencement Date of the Consultant’s Contract that does not include or reflect customization for the Commission, or contain any information provided by the Commission to the Consultant, and is clearly marked as copyright protected or confidential (the “Officer’s Materials”).

8. Agreement

This Terms of Reference outlines the roles, responsibilities, and expectations of the Commission and the Logistics, Planning and Admin Coordinator 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
Anti-Discrimination Commission

Name: Loukinikini Lewaravu

Date: 21/09/2026

(Logistics, Planning and
Admin Coordinator)

Name:

Date: