



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 Rapporteur (hereinafter referred to as the “Rapporteur”)

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 rapporteuring for each of the two planned dialogues. The Commission is seeking to engage the services of a **Rapporteur** to successfully rapporteur the two dialogues in the month of October 2026.

2. Key responsibilities of the Rapporteur are as follows:

(a) Rapporteuring

- Take comprehensive and accurate notes during each of the two planned dialogues scheduled for October 2026.
- Capture key points, interventions, and thematic issues raised by participants.
- Ensure neutrality and objectivity in documenting discussions.

(b) Produce Outcomes Document

- Draft a consolidated Outcomes Document that highlights the main discussions, agreements, and recommendations from both dialogues.
- Structure the document to reflect thematic areas, stakeholder perspectives, and actionable next steps.
- Work closely with the facilitation team to validate accuracy and completeness before finalization.

(c) Participate in MEAL processes

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

- Provide strategic input to strengthen the quality and relevance of the final Outcomes Document.
- Contribute to lessons learned and recommendations for future dialogues.

3. Scope of Work

The Rapporteur will rapporteur 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 6 days)

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

5. Remuneration

The Rapporteur will be paid a daily rate of \$600 per day inclusive of tax.

6. Qualifications and Experience

- Excellent written communication skills, with ability to synthesize complex discussions into clear, concise reports.
- Strong organizational skills and attention to detail.
- Familiarity with Fiji's human rights and gender equality frameworks, as well as international conventions (e.g., CEDAW, SDGs).
- Proficiency in Microsoft Office Suite and documentation tools.
- Minimum 3–5 years of experience in documentation, rapporteuring, or knowledge management for dialogues, forums, or workshops.
- Demonstrated ability to produce high-quality reports and outcome documents that capture key discussions and recommendations.
- Experience working with civil society organizations, women's rights groups, or government agencies.
- Proven track record of note-taking and synthesis in multi-stakeholder settings.
- Experience contributing to Monitoring, Evaluation, Accountability, and Learning (MEAL) processes.
- Ability to work collaboratively with facilitators, logistics teams, and project staff.
- Experience in the Pacific Islands context, with sensitivity to cultural and community dynamics.
- Strong interpersonal skills and ability to maintain neutrality and objectivity in documentation.
- Commitment to gender equality, inclusivity, and human rights principles.
- Ability to work under pressure and meet deadlines while maintaining accuracy.

7. Confidentiality

The Rapporteur 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 Rapporteur 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 Rapporteur to the Commission hereunder or developed by the Rapporteur 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 Rapporteur hereby assigns all such rights to the Commission.
- The Commission acknowledges and agrees that the Rapporteur retain all ownership rights in any of Rapporteur’s pre-existing and proprietary property acquired by the Rapporteur or developed by Rapporteur 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 Rapporteur, and is clearly marked as copyright protected or confidential (the “Rapporteur’s Materials”).

9. Agreement

This Terms of Reference outlines the roles, responsibilities, and expectations of the Commission and the Rapporteur 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: Loukiniki Lewaravu

Date: 21/09/2026

(Women's Rights Dialogue
Rapporteur)

Name:

Date: