

Terms of Reference

Consultant: Development of Women's Fund Fiji [WFF] (1) Local Resource Mobilization & (2) Corporate Engagement Strategy

Women's Fund Fiji

1. About Us

WFF is the first national feminist fund in Fiji and the Pacific, dedicated to resourcing and supporting women's rights organizations, networks, and movements. We believe in the power of local voices, collective action, and feminist principles to create lasting change. As we grow, we are looking to strengthen how we mobilize local resources and build meaningful partnerships — in ways that align with our values and amplify the work of our grantee partners.

2. Why This Role Matters

We are seeking a consultant to develop two important strategies:

- A **Local Resource Mobilization Strategy** that explores tapping into local generosity, solidarity, and support at the national level.
- A **Corporate Engagement Strategy** that will provide strategic guidance to connecting with businesses that share WFF's vision for gender equality and social justice.

The two strategies will help the Fund build a more sustainable future — one that's rooted in local ownership and shared purpose.

3. What We're Hoping to Achieve

- Understand the current landscape of local giving and corporate social responsibility in Fiji.
- Identify opportunities to grow our local support base — from individuals to institutions.
- Build a roadmap for engaging with businesses in ways that are ethical, feminist, and mutually beneficial.
- Strengthen our internal capacity to implement these strategies with confidence and care.
- Being the leading national women's fund in the Pacific.

4. Scope of Work and Deliverables

- **Deliverable 1: Develop the Fund's Local Resource Mobilization Strategy [LRMS].**

The LRMS will be the overarching framework which will primarily centre on setting clear goals, target audiences, fundraising tools, and a monitoring tool to track progress responding to the learnings and unintended outcomes from the Funds' MEARL framework. The LRMS will be centred on advancing gender equality, social justice, and women-led community empowerment initiatives.

 - a) Conduct a mapping landscape of Resource Mobilization Opportunities in Fiji. This will include bilateral engagements, corporate partnerships, respected women philanthropists, individual gift giving, local foundations and 'give back to community/WFF' initiative by Fiji's diasporas including past and current grantee

partners. The areas of interest and passion including alignment to WFF’s mission, values and strategic alignment will be mentioned.

- b) Using the data from the Fund’s MEARL Framework, map locations where the Fund is present in, including areas that our grantee partners have done outreach work in and are present in – this includes movement building, sustainability and resilience funding support.
 - c) Populating the Fund’s innovative and bold events and activities for 7 years in alignment with the Fund’s Resource Mobilization Strategy draft (for 7 years) and Communications Strategy draft (7 years) with clear targets to raise and meet.
 - d) Interview the Fund’s Governance Board, Board of Trustees, staff, on areas to explore for the Fund’s fundraising efforts.
- **Deliverable 2: Develop the Fund’s Corporate Engagement Strategy [CES].** This will involve:
 - a) Identifying value added partnership models that is feasible, ethical, environment-friendly and is centred on advancing gender equality and social justice. This can also include conducting GEDSI trainings for corporates across Fiji and other potential income generating trainings centred on gender equality.
 - b) Approaching with an economical sectorial focus: Tourism, Services, Building & Construction, Manufacturing and Exporters, Forestry, including the MSME’s across Fiji amongst other viable sectors like renewable energy, high value agriculture, outsourcing industry, and ICT.
 - c) Developing a generic and a targeted template for the Fund to use when initiating partnerships.
 - d) Develop a checklist and a brief risk matrix for the Fund which will be centred on ethics, integrity and demonstrates the Fund’s commitment to good governance.
 - e) Facilitate conversations with potential corporate supporters to receive firsthand information and approaches which will guide the fund in meetings and dialogues.
 - f) Align the CES to the Fund’s potential events and activities to the Resource Mobilization Strategy draft (for 7 years) and Communications Strategy draft (7 years) with clear targets to raise and meet. This will include mentioning the strategic partners to ensure the successful outcomes of the initiatives.
 - **For both strategies**
 - a) Host a validation session to gather feedback and refine the strategies.
 - b) Deliver final versions of both strategies, along with a summary presentation.

5. Timeline

We expect the consultancy to run for 2 months, from December 2025 to January 2026.

Date	Deliverable
January 15 th , 2026	Submission of first draft of Local RM Strategy and Corporate Strategy
January 30 th , 2026	Submission of final clean copy of Local RM Strategy and Corporate Strategy

6. Resources for referencing will be shared with the successful consultant.

7. Who the Consultant Will Report to

The consultant will report directly to the Resource Mobilization Coordinator and work closely with our Executive Director and Communications team. The Fund values co-creation, open dialogue, and feminist leadership.

8. Who We're Looking For

We are seeking for a consultant who:

- Has proven experience developing fundraising or partnership strategies, especially in the Pacific or Global South.
- Understands the nuances of working with feminist or rights-based organizations.
- Demonstrates strong facilitation, writing, and strategic thinking skills.
- Is familiar with Fiji's philanthropic and corporate landscape (or eager to learn).
- Shares our values of inclusion, equity, and solidarity.

9. How to Apply

Interested applicants must submit application comprising of:

- A brief technical proposal outlining scope of work;
- Financial proposal including proposed budget;
- CV or profile highlighting relevant experience;
- Samples of similar work previously undertaken; and
- Contacts for two professional referees.

10. Selection criteria

Selections will be based on:

- Approach and understanding of the work (30%)
- Relevant experience and alignment with our values (30%)
- Budget and value for money (20%)
- Knowledge of the local context and feminist principles (20%)

11. Application Timelines and Submission

- Applications open on **Friday, November 21st** and close on **Tuesday, December 2nd**.
- Submission of full application to information@womensfundfiji.org
- Further information can be obtained from contacting **+679 330 1220**