

TERMS OF REFERENCE

Engagement of Policy Writer and Reviewer

1. Background

Habitat for Humanity Fiji is seeking the services of a qualified and experienced Policy Writer and Reviewer (Consultant) to undertake a comprehensive review, update, and development of organizational policies and procedures aligned with Fiji's legislative requirements, donor regulations, and international NGO best practices. The consultant will work closely with Management and key stakeholders to ensure policies are practical, compliant, and fit for purpose.

2. Scope of Work

The consultant will be responsible for the following:

A. Policy Review & Gap Analysis

- Conduct a comprehensive review of all existing organizational policies.
- Identify gaps, inconsistencies, outdated provisions, and compliance risks.
- Benchmark policies against best practice standards and relevant legal frameworks in Fiji.
- Submit a Policy Gap Analysis Report with recommendations.

B. Policy Development & Revision

- Update and revise existing policies where required.
- Develop new policies to address identified gaps.
- Ensure alignment with: Fiji regulatory laws, donor compliance requirements and governance and safeguarding standards.
- Risk management and internal control frameworks.
- Standardize policy structure, formatting, numbering, and version control.

C. Consultation & Validation

- Conduct consultations with Management and key staff.
- Present draft policies for feedback and validation.
- Incorporate feedback and finalize policies.

D. Documentation

- Provide all documents in editable format.
- Provide guidance on implementation, if required.
- Present final policies to Management and/or Board (as requested).

3. Required Qualifications & Experience

The selected consultant must demonstrate the following:

- Proven experience in policy writing, development, and review, particularly with NGO's, donor funded organizations or in the development sector.
- Strong knowledge of Fiji legislative and regulatory requirements.
- Excellent analytical, drafting, and editing skills.
- Strong stakeholder engagement and facilitation skills.
- High level of professionalism, integrity, and confidentiality.

4. Duration & Reporting

The engagement will initially be for three (3) months, with an option to extend based on organisational needs.

The consultant will:

- Report directly to the designated Habitat for Humanity Fiji focal person.
- Provide periodic progress updates (bi-weekly or as agreed).
- Submit draft documents for review.

5. Application Process

Interested consultants should submit the following:

- A proposal outlining their approach, methodology, and experience to the TOR.
- Profiles or CV outlining experiences.
- A financial proposal including proposed professional fees (inclusive of all taxes and costs).
- References from previous engagements of a similar nature.

6. Submission Deadline

Proposals should be submitted via email to recruit@habitatfiji.org.fj by 15th March 2026.

Habitat for Humanity Fiji reserves the right to accept or reject any proposal based on its evaluation criteria.