

Terms of Reference

Events Specialist - Pacific Housing Forum Consultant

Event: Pacific Housing Forum

Date: 21 May 2026

Venue: Holiday Inn, Fiji

Engaging Organization: Habitat for Humanity Fiji

1. Background

Habitat for Humanity Fiji is convening the Pacific Housing Forum as a high-level regional and national dialogue focused on resilient housing, climate adaptation, and disaster recovery in Pacific Island contexts. The Forum builds on the New Zealand Ministry of Foreign Affairs and Trade (MFAT) funded Pacific Housing Forum held in 2024 and aligns with Fiji's National Development Plan and Fiji's National Housing and Pacific-led resilience priorities around housing.

The Forum is intended to reflect Pacific ways of engagement—relational, inclusive, culturally grounded, and consensus-oriented—while bringing together government, communities, technical experts, private sector actors, and development partners to strengthen collaboration and action on resilient housing.

Habitat Fiji seeks to engage a Pacific-experienced consultant to moderate, and facilitate the Forum to ensure meaningful participation, strong knowledge exchange, and practical, actionable outcomes.

2. Purpose of the Consultancy

The purpose of this consultancy is to design, organise, and facilitate the Pacific Housing Forum on 21 May 2026, using Pacific-appropriate facilitation approaches to:

- Enable inclusive and respectful dialogue
- Capture collective wisdom and technical expertise
- Support agreement on shared priorities, actions, and commitments

3. Objectives of the Pacific Housing Forum

The consultant will support Habitat Fiji to:

- Facilitate Pacific-led dialogue on resilient housing and climate resilience
- Support knowledge-sharing on Build Back Safer and resilient construction practices
- Align housing resilience initiatives with Fiji's National Housing Policy and post-disaster recovery frameworks
- Contribute to the development of a practical Monitoring & Evaluation (M&E) framework for resilient housing outcomes
- Build stakeholder consensus on next steps, roles, and shared ownership of a multi-year resilient housing initiative

4. Scope of Work

A. Pre-Forum Design and Preparation

- Work with Habitat Fiji to refine the Forum theme, agenda, and session objectives
- Review relevant background documents and sector priorities
- Design a culturally appropriate facilitation approach grounded in Pacific values (talanoa-style dialogue, inclusivity, consensus-building)
- Develop session plans, guiding questions, and facilitation tools
- Support coordination with speakers and key stakeholders
- Coordinate branding and visibility materials
- Support media engagement where required

B. Forum Delivery (21 May 2026)

- Serve as Lead Facilitator and Moderator for the full Forum
- Guide discussions to ensure balanced participation across government, community, private sector, and development partners
- Manage time, flow, and transitions across sessions
- Facilitate agreement on key messages, actions, and commitments
- Ensure that all documentation—including photographs, attendance records, and meeting proceedings—is accurately recorded and securely maintained.

C. Post-Forum Reporting

- Consolidate Forum outcomes, priorities, and commitments
- Produce a concise **Pacific Housing Forum Outcomes Report**, including:
 - Key discussion themes and insights
 - Agreed actions and stakeholder commitments
 - Recommendations for next steps and follow-up
- Conduct a debrief with Habitat for Humanity Fiji post event

5. Key Deliverables

1. Confirmed Forum agenda and facilitation design
2. Facilitation tools and run sheet
3. Successful facilitation and moderation of the Pacific Housing Forum
4. Pacific Housing Forum Outcomes Report (within 10 working days post-event)

6. Workplan and Timeline

Phase	Key Activities	Timeline
Design & Preparation	Inception meeting, agenda and facilitation design	Weeks 1–2
Readiness	Stakeholder coordination, facilitation tools	Weeks 3–4
Forum Delivery	Facilitation and moderation	21 May 2026
Reporting	Outcomes report and debrief	Within 10 working days

7. Required Consultant Experience

The consultant must demonstrate:

- Proven experience facilitating Pacific or Pacific Island forums, talanoa dialogues, or high-level roundtables
- Strong understanding of housing, climate resilience, disaster recovery, or community development in Pacific contexts
- Cultural competence and ability to work respectfully with diverse Pacific stakeholders
- Excellent moderation, facilitation, and synthesis skills
- Strong written communication and reporting ability

8. Management and Reporting

The consultant will report to the Negotiated Partnership Project Manager. Habitat for Humanity Fiji will provide strategic oversight, access to documentation, and logistical support as required.

11. Confidentiality

All outputs and information produced under this consultancy remain the property of Habitat for Humanity Fiji and must be treated as confidential unless otherwise agreed in writing.

12. Policy Sign of section

13. Procurement and Submission