

EXPRESSION OF INTEREST (EOI)

Consultancy: Whole Organisation Structure Review and Implementation Support

Client: Fiji Arts Council (FAC)

Location: Lot 310, Victoria Parade, Suva, Fiji

Duration: 2–3 Months

The Fiji Arts Council (FAC), the national agency mandated to promote, develop, and support the arts sector in Fiji, invites Expressions of Interest (EOI) from qualified consultants or consultancy firms to undertake a comprehensive Whole Organisation Structure Review and provide implementation support.

FAC operates as a flagship agency under the Department of Culture, Heritage & Arts within the Ministry of Public Enterprises, Multi-Ethnic Affairs, Culture, Heritage and Arts. The Council plays a critical national role, including coordinating Fiji's participation in major sub-regional and regional arts and cultural festivals. Given its expanding mandate and evolving institutional responsibilities, FAC seeks to strengthen its organisational structure, human resource capacity, remuneration framework, governance systems, and operational manuals to ensure alignment with its Strategic Plan 2023–2030 and public sector standards.

Scope of Consultancy

The assignment will be delivered in two phases:

Phase 1 – Diagnostic & Restructuring

- Review and analyse FAC's current organisational structure and staffing framework.
- Assess HR policies, job descriptions, salary scales, and reporting lines.
- Review Finance and Administration systems and manuals.
- Recommend an improved structure, updated manuals, revised salary grading, and governance enhancements.

Phase 2 – Implementation Support

- Develop a practical implementation plan.
- Provide technical assistance during transition.
- Support change management and conduct capacity-building sessions for staff and management.

Key Deliverables

- Inception Report and Work Plan
- Organisational Review Report with proposed new structure
- Updated Job Descriptions and Salary Grading Framework
- Revised HR and Finance Manuals with SOPs
- Implementation Plan
- Capacity Building Workshops
- Final Consultancy Report

Required Qualifications

Interested consultants/firms should demonstrate:

- Proven experience in organisational design and restructuring (public sector experience preferred).
- Expertise in HR policy development, job evaluation, and salary benchmarking.
- Strong knowledge of financial management systems and governance frameworks.
- Experience in developing operational manuals and change management strategies.
- Excellent facilitation and reporting skills.
- Familiarity with Fiji labour laws and the cultural/arts sector will be an advantage.

Submission Requirements

Interested consultants/firms are invited to submit:

- A technical proposal outlining methodology, approach, timeline, and deliverables.
- Organisational profile and/or CVs of key personnel.
- Evidence of similar past assignments.
- A detailed financial proposal.

All information related to this consultancy will be treated with strict confidentiality and remains the property of the Fiji Arts Council.

Submissions may be:

Hand delivered to:

The Director
Fiji Arts Council
Lot 310 Victoria Parade,
Suva

Posted to:

Fiji Arts Council
P.O. Box 2432
Government Buildings
Suva

Or emailed to:

dfac@fijiartscouncil.com.fj

All submissions must be received by March 20, 2026 at 5pm.