

TERMS OF REFERENCE

Mapping and Profiling Consultant

Assignment:	Mapping and Profiling Consultant
Reports Primarily:	Grants Enabler
Engagement Type:	Consultancy / Consulting Team
Location:	Virtual / Pacific-based
Assignment Period:	October 2026 – February 2027
Budget:	NZD 55,000
Application Deadline:	5pm UTC +12, Friday 4 September 2026

Overview

The purpose of this consultancy is to undertake a mapping and profiling exercise that builds on PFF's existing baseline data and the key priorities identified by partners through the survey.

The consultant will review and analyse the information already available and use this as a foundation for developing a more comprehensive picture of the current partner landscape. This will include considering the priority needs identified by partners, existing areas of expertise, gaps, barriers, opportunities for learning, and areas where further support may be needed.

The exercise is intended to be practical and forward-looking. The consultant will bring the existing findings together and provide recommendations on possible ways forward. These recommendations will support PFF and the Training Consultant to consider how PFF can deliver meaningful training and accompaniment support.

The mapping and profiling findings will help PFF to better understand the landscape in which partners are working and to respond more effectively to the accompaniment needs that partners have identified.

Background

The Pacific Feminist Fund (PFF) is a non-government organisation that aims to support and amplify the work of Pacific feminists and the feminist movement across the Pacific region. This responds to research which found that less than 1% of donor funding is reaching women's organisations in the Pacific through direct funding.

PFF provides grants and support for women's groups and feminist movements to amplify their work; builds and shares knowledge of Pacific feminist ways of working; and seeks to influence funding decision-making to increase the flow of resources to women's groups and feminist movements in the Pacific region. PFF was established not only to increase the flow of funding to Pacific feminist movements, but also to transform the way funding relationships are conceived, practised and experienced by Pacific feminists.

PFF formally launched at the third Pacific Feminist Forum in May 2023. At the inception of the Pacific Feminist Fund, partners across the region were clear that funding alone would never be enough. Alongside grantmaking, partners identified the need for capacity strengthening, shared learning, and relationship-based support. This gave rise to PFF's accompaniment¹ approach, which is grounded in solidarity, partnership, and walking alongside organisations rather than leading them.

In 2025, PFF began funding through the Equality Collaboration² and adopted its accompaniment framework to guide how partners are supported throughout their funding journey. The framework provides a strong foundation for working alongside partners in ways that are responsive to their needs and priorities.

As part of this commitment, PFF conducted a survey to better understand partners' accompaniment and capacity-strengthening needs. The survey generated valuable baseline information and identified five priority areas where partners would benefit from additional support, learning, and development opportunities.

Building on these findings, PFF sees an opportunity to further explore the broader landscape in which partners operate, including existing expertise, strengths, gaps, barriers, and opportunities for support. To support this work, PFF is seeking a Mapping and Profiling Consultant to develop a more holistic understanding of the partner ecosystem, helping ensure future accompaniment and capacity-strengthening efforts remain grounded in partner priorities and responsive to their contexts.

¹ Accompaniment refers to support services available to partners that are complementary to their core grant funding. These services may take the form of support for partners with similar interests or needs that address common or contextual challenges.

² The Equality Collaboration is a partnership between DFAT, Women's Fund Asia (WFA) and the Pacific Feminist Fund (PFF) to support LGBTQIA+ civil society in Southeast Asia and the Pacific.

Our Purpose

Through cultivating Pacific feminist ways, we will increase and diversify funding for, and amplify the work of, Pacific feminists and the Pacific feminist movement.

Our Vision

Diverse Pacific women, girls and people of gender non-conforming Pacific identities, advance their human rights and gender equality in a time of climate crisis.

Our Values

We are of, by and for the Pacific feminist movement. We relate to each other with trust, kindness and integrity. With them we courageously disrupt power, we learn together, and are accountable to each other.

Our Key Strategies

Strategy 1: Cultivating Pacific feminist ways of working – governance, organisational development, and grantmaking and accompaniment practices – to nourish Pacific feminist ways of being, knowing and doing.

Strategy 2: Exploring Pacific feminist ways of grantmaking and accompaniment.

Strategy 3: Influencing, disrupting and increasing the resourcing of Pacific feminist and the Pacific feminist movement.

Purpose and Scope of Consultancy

The purpose of this consultancy is to build on PFF's existing baseline information and the accompaniment priorities identified by partners. The mapping and profiling exercise will bring these existing findings together to develop a clearer understanding of partners' needs and what support is required.

The consultant will review and analyse the available information, undertake the mapping and profiling exercise and, where appropriate, engage with partners to further understand and validate the findings. The exercise will identify key strengths, gaps, barriers, opportunities for learning, and areas where additional tailored support is needed.

A key outcome of the consultancy will be a set of practical and forward-looking recommendations to guide possible ways to respond to the priorities identified by partners. These may include opportunities for training, capacity strengthening, peer learning, networking, and other forms of support.

Key Tasks and Responsibilities

The Mapping and Profiling Consultant will work closely with PFF to build on the existing baseline information and partner survey findings. Key tasks and responsibilities will include:

1. Review and analyse existing baseline information, partner profiles, and the training needs identified through the survey.
2. Undertake a focused mapping and profiling exercise to identify partners' key areas of work based on the five priority needs that partners have identified.
3. Identify key themes, strengths, gaps, barriers and areas where additional or more tailored accompaniment support is needed.
4. Facilitate conversations and engage with partners to complement and validate the information gathered.
5. Synthesise the findings into clear and practical analysis that highlights priority areas for consideration.
6. Develop practical recommendations and possible ways forward, including opportunities for training, capacity strengthening, peer learning, networking and other forms of accompaniment support.

7. Present the key findings and recommendations and contribute to discussions on potential next steps.

Expected Deliverables and Outputs

The consultant is expected to deliver the following:

1. **Inception Plan and Methodology** – A brief outline of the proposed approach, methodology, key activities and timeline for the mapping and profiling exercise.
2. **Mapping and Profiling Report** – A concise report presenting key findings, including partner needs, capacities, areas of expertise, gaps, barriers and opportunities, with clear analysis.
3. **Recommendations and Way Forward** – Practical recommendations to guide PFF’s future accompaniment approach to training, capacity strengthening, peer learning and learning opportunities.
4. **Presentation of Findings** – A presentation of the key findings and recommendations with space for discussion and consideration of potential next steps.

Consultant Audience

The Consultant will primarily present the findings to PFF’s team, the Training Consultant, and other key partners identified by PFF.

Consultant Approach

The Consultant will be grounded in the principles set out in PFF’s Pacific Feminist Approach to Learning and Accountability:

- We are grounded in Pacific feminist ways of storytelling
- We care about caring, we are reciprocal and relational
- We value the known and unknown
- We celebrate and unpack commonalities and differences

Within the constraints of the timeline and budget, the Consultant should be participatory, feminist, culturally grounded, strengths-based, adaptive, learning-oriented and respectful of diverse ways of knowing. The Consultant should also apply a human rights and feminist approach throughout the assignment.

Deliverables and Timelines

The consultancy is expected to be completed over an agreed period with PFF, with the work structured around the following key deliverables and milestones. The timeline may be refined in consultation with PFF at the commencement of the contract.

The Consultant has the following key deliverables:

1. Developing Workplan and Methodology.
2. Mapping and Profiling of each partner.
3. Facilitate conversations with partners and validate data.
4. Draft Mapping and Profiling Report.
5. Present Recommendations and Way Forward.
6. Final Report.

Activity	Contract Deliverables	Timelines // Due Dates
Recruitment and Appointment of Consultant	Advertising, recruitment & contracting	Advertise: 17 August – 4 September 2026 Shortlisting, interviews and reference checks: 7 – 30 September 2026 Contracting: 5 – 9 October 2026
Review baseline data, partner information, survey findings and identified training and capacity-strengthening	1. Draft Inception and Methodology Plan outlining the mapping methodology, assessment process, data collection tools, timeline and consultation plan.	Draft Plan and Methodology due: 6 November 2026

Activity	Contract Deliverables	Timelines // Due Dates
priorities		
Confirm and present the approach, methodology and workplan with PFF	2. Final Workplan and Methodology following feedback and revisions.	Feedback and revisions process: 9 – 20 November 2026 Final Workplan and Methodology due: 30 November 2026
Mapping and Profiling Analysis Report	3. Check-in calls with partners to gain further insights and validate data. 4. Mapping and Profiling Analysis providing a situational analysis of each partner's current processes, systems, strengths, gaps, needs, barriers, learning opportunities, readiness and organisational context based on the five key priorities identified. 5. Develop a peer-to-peer learning structure based on learning stage, organisational needs and readiness, including grouping partners in learning cohorts.	1 December 2026 – 29 January 2027 (9 weeks)
Undertake the mapping and profiling exercise, drawing on existing data and mapping partners' journeys	Map partners' journeys across: financial management and budgeting; governance and policy development; leadership and organisational management; monitoring and evaluation; and strategic planning.	Team debrief: Week of 1 February 2027
Draft Report	6. Draft Report presenting findings to PFF and the Training Consultant, including partner profiles, key findings, peer-to-peer learning opportunities and recommendations needed to design and deliver tailored training.	Draft Report due: 5 February 2027 Feedback process with PFF completed by: 19 February 2027
Final Report	7. Final Report incorporating feedback, findings and recommendations.	Final Report due: 26 February 2027

The above timeframes are intended to provide a general approach to the consultancy. Where feasible, the consultancy may be completed within a shorter timeframe, provided that the quality, depth and intended results of the assignment are maintained.

Budget

There is a total budget of NZD 55,000 allocated to the Consultant. This exercise will be conducted virtually; the budget is allocated entirely to consultancy fees and other expenses.

Review Management

The primary contact for the consultant will be PFF's Grants Enabler, Lillian Delana. A small working group may be established to support the Consultant with participation from our L&A Team and PFF Grants Lead. The Final Report will be signed off by the PFF Lead.

Review Formalities

- The evaluation is being commissioned by PFF, and the selected consultants will be accountable for their performance to PFF.
- All outputs remain the intellectual property of PFF.
- PFF is committed to accountability to our Grantee Partners and the Pacific Feminist movement, which will guide further external distribution of summary findings as determined by PFF.

What We Are Looking for in a Consultant/Group of Consultants

We are looking for an experienced consultant or group of consultants to conduct our Mapping and Profiling consultancy. It is important that you have:

- Experience in the Pacific context.
- Demonstrated experience working with feminist, LGBTQIA+, human rights, social justice or movement-building organisations and networks.

- Applications from LGBTQIA+ and SOGIESC-diverse people are strongly encouraged. Lived experience is highly valued alongside professional experience and expertise. Applicants must not be employed by Equality Collaboration grantee organisations.
- Proven experience conducting analytical, research-driven assignments, particularly in mapping, profiling or landscape analysis.
- Skills in turning raw data into meaningful findings, summary analysis and recommendations.
- Cultural sensitivity and the ability to work respectfully and effectively with diverse SOGIESC+ groups, especially in Pacific contexts.
- Capabilities in systems thinking and feminist organisational development.
- An innate and generous curiosity.

Transparency on Selection Criteria

We will use the following weightings to guide selection of consultant/s to interview:

Assessment Details

- **Methodology and Technical Approach (40%):** Clarity, feasibility, innovation, and alignment of the proposed approach with the assignment objectives.
- **Relevant Experience and Team Composition (30%):** Demonstrated experience in similar assignments, relevant technical expertise, and the suitability of proposed team members.
- **Budget (20%):** Competitiveness, realism, and overall value offered by the proposed budget.
- **Interview (10%):** Performance during the interview, including understanding of the assignment, communication skills, and ability to respond to questions.

Criteria	Percentage
Methodology and Technical Approach	40%
Relevant Experience and team composition	30%
Budget	20%
Interview (for shortlisted consultants)	10%

Only proposals that satisfactorily meet the minimum technical requirements will be considered for shortlisting and interview. Final selection will be based on the combined weighted score across all evaluation criteria.

To Apply

Please submit a brief proposal which includes:

- Your initial, high-level thoughts on how you would approach the consultancy, grounded in the information provided in the TOR.
- CV and links to relevant past work.
- Two professional references.
- A fully costed budget. Consultant fees should be commensurate with each of the nominated team members' years of relevant work experience.
- A reflection on any conflicts of interest that may arise in undertaking this assignment, and proposals to manage them.

Email proposals to Lillian Delana on lillian@pacfemfund.org by 5pm (UTC +12) on Friday 4 September 2026