The Fiji Public Trustee Corporation Pte Ltd (FPTCL) requires the services of a Strategic Planning Consultant (‘the Consultant’) to develop FPTCL’s Corporate Plan (CP) and Statement of Corporate Intent (SCI) for the years 2026-2028.

**Scope of Work and Focus**

The scope and focus of the assignment are to provide technical, strategic and facilitation support to enable the drafting of FPTCL’s CP and SCI for the years 2026-2028. The Consultant will also be tasked with developing an analysis framework and work plan to guide the assessment and the development of the CP and SCI. The Consultant will be required to provide a thorough and focused assessment of FPTCL’s strengths and weaknesses, as well as external opportunities and threats, with a view to identifying Key Result Areas for the 2026-2028 CP.

A key aspect of the consultancy is the preparation and facilitation of CP & SCI workshops with FPTCL’s Board, Management Team including stakeholders.

All data and the results of the workshop will be consolidated into a finalised CP and SCI document, including analysis and presentations.

**The scope of work for the Consultant will include (but will not be limited to):**

1. Review the current relevant documents.
2. Review and undertake an analysis of FPTCL’s operations and identify the strengths and challenges;
3. Review the current CP and SCI objectives and key result areas and make recommendations for renewed focus;
4. Facilitate stakeholder discussions for valuable inputs into the corporate planning process;
5. Through a consultative process with relevant stakeholders and application of appropriate tool of analysis, identify/select the final focus areas and develop the CP and SCI objectives and key result areas for the same;
6. Develop an agenda and activities for a three day corporate planning workshop;
7. Facilitate a three day corporate planning workshop;
8. Propose strategies for achieving the CP and SCI objectives with measurable targets;
9. Develop a Results and Resources Framework for the plan period;
10. Hold staff and stakeholder meetings to validate the CP and SCI Plan;
11. Draft and finalise the CP and SCI document;
12. The CP and SCI must have linkage to Fiji’s National Development Plan.

**The Consultant will be responsible for:**

* Preparation of an appropriate work plan and an assessment framework;
* Actively engage with the Management Team, staff and stakeholders;
* Regularly report on progress and consult with FPTCL’s Board and Management;
* Produce deliverables according to the requirements and timeframes of the Terms of Reference.

**Deliverables**

The following deliverables will be required:

* An analysis framework based in the Terms of Reference;
* A summary assessment report (synthesising outcomes of document review and interviews with regards to previous organisational assessment and Corporate Plan and outlining alternative strategic directions)
* Subsequent cost, stakeholder workshops, agenda and a facilitation plan;
* Statement of Corporate Intent;
* A Corporate Plan document including:
	+ Executive Summary
	+ Background
	+ Internal and External Analysis
	+ Corporate Strategies with measurable targets
	+ Business Plans to achieve corporate strategies
	+ Financial projections with scenario analysis

# **Time**

The duration of the contract is six months. The first draft CP and SCI document submission deadline is 15th September 2025 for Board and Management’s comments and the final draft by 15th October 2025. The documents are to be finalised and resubmitted after receiving the feedback from the Ministry of Public Enterprises by 31st December 2025.

# **Competencies**

* The Consultant(s) should be reputable and technically qualified with extensive expertise in the preparation, facilitation of the corporate planning process and designing of the Corporate Plan and Statement of Corporate Intent.
* Ability to facilitate effective and result oriented workshops.
* Excellent communication skills (spoken and written), high standard of accuracy, consistency and sincerity to the spirit, style, intent and nuance of the original text with a good grasp of the subject matter. Ability to communicate effectively with stakeholders.
* Ability to use all sources of references, consultations and information relevant to the text at hand.
* Ability to work under pressure and maintain adequate speed and output volume.
* Ability to meet strict deadlines.

**HOW TO SEND YOUR APPLICATION**

Applications should be marked “**Expression of Interest – Consultant Services”** and addressed to:

**Chief Executive Officer**

**Fiji Public Trustee Corporate Pte Ltd**

**83-85 Amy Street Toorak, Suva, Fiji**

Interested parties should submit their proposal before 4:00pm on Friday 23rd May 2025 through email: EOI@fptcl.com.fj. Late applications will not be accepted. All enquiries can be forwarded to Mr Kirtan Lal: kirtan.lal@fptcl.com.fj or 999 2003.