

**Colleges:**

College of Agriculture, Fisheries & Forestry
College of Business, Hospitality & Tourism Studies
College of Engineering, Science & Technology
College of Humanities & Education
College of Medicine, Nursing & Health Sciences
National Training & Productivity Centre

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April 10, 2026

PIHRS 2026 WRITING INTENSIVES/WORKSHOPS

Workshop Facilitator/Mentor Terms of Reference

1. Purpose

To support the delivery of PIHRS 2026 Writing Intensives by providing expert guidance, mentorship, and technical review to participants, ensuring the production of high-quality research outputs.

2. Role Overview

Facilitators will:

- Guide participants through structured writing processes
- Provide technical and strategic feedback
- Support refinement of manuscripts, proposals, and grant applications
- Foster peer-learning environments

3. Key Responsibilities

Pre-Workshop

- Review workshop objectives and materials
- (Optional) Review selected participant drafts in advance

During Workshop

Facilitators will:

1. Deliver short, focused input sessions (NOT lectures)
2. Provide hands-on mentoring
3. Lead:
 - Small group discussions
 - One-on-one feedback sessions
4. Support participants to:
 - Strengthen clarity and structure
 - Improve scientific rigor
 - Align outputs with journals or funders
5. Encourage peer feedback and collaboration

Post-Workshop (Optional but encouraged)

- Provide limited follow-up feedback (where feasible)
- Support participants toward:
 - Manuscript submission
 - Grant submission

4. Expected Outputs

Facilitators will contribute to:

- Manuscripts ready for submission
- Concept notes ready for funding calls
- Research proposals
- Grant applications

5. Time Commitment

- Participation during:
 - Sep 3, 2026 (2:00 PM – 5:00 PM)
 - Sep 4, 2026 (8:30 AM – 4:00 PM)
- Optional pre/post engagement

6. Facilitation Approach

Facilitators are expected to:

- Be constructive, not overly critical
- Provide clear, actionable feedback
- Be culturally aware and supportive of Pacific researchers
- Encourage inclusive participation
- Focus on outputs, not theory

7. Profile of Facilitators

- Experienced academics or researchers
- Strong publication and/or grant track record
- Experience supervising or mentoring researchers
- Familiarity with Pacific or LMIC research contexts (preferred)

8. Recognition

Facilitators will:

- Be acknowledged in PIHRS programme
- Receive official letter of appreciation
- Be recognised as contributors to Pacific research capacity strengthening



Dr Donald Wilson
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Associate Dean Research and Director
Fiji Institute of Pacific Health Research (FIPHR)
CMNHS/FNU