

# Assignment Description

<b>Assignment title</b>	Provincial Water Sector Adviser (Shefa)
<b>Country</b>	Vanuatu
<b>Location</b>	Port Vila, Efate
<b>Partner organisation</b>	Department of Water Resources (DoWR)
<b>Duration</b>	Two years



Sustainable Development Goals

41002 (P)

## 1. Assignment goal

The Provincial Water Office (PWO) in Shefa has strengthened capacity enabling them to deliver the 'National Implementation Plan for Safe & Secure Drinking Water' (NIP), assisting communities to achieve safely managed drinking water contributing to Vanuatu's goal of 100% access by 2030.

This role is a continuation of an assignment with similar outcomes that was filled between February 2019 and July 2020. Learnings and resources compiled by the previous volunteer will be made available to the incoming volunteer to assist in meeting the outputs below.

## 2. Assignment outcomes

### Outcome 1

The PWO in Shefa to assist communities to implement a Drinking Water Safety and Security Plan (DWSSP), and access resources to achieve safely managed drinking water.

### Outputs

Support and strengthen Provincial Water Office staff in Shefa to:

- Encourage communities to engage with the Community Water Committees and DWSSP process
- Administer and coordinate community requests for support to develop and implement DWSSP, allocating provincial expertise and support from NGOs or other technical expertise
- Provide DWSSP and technical training to communities that have requested DWSSP assistance
- Monitor and report on contractors performing DWSSP workshops in communities
- Compile and risk rank community DWSSP improvements that require government assistance (from the Capital Assistance Programme (CAP) - a financing mechanism for community water infrastructure)
- Administer and coordinate interactions with DoWR for DWSSP approvals, community water supply committee registration, requesting government assistance, procurement of materials/contractors/transport or materials, workplace health and safety, construction, construction monitoring, tracking and reporting on spend and progress
- Support liaison with relevant Provincial or Community level representatives for any community initiative related to sanitation improvements, such as the Provincial Public Health Office (Environmental Health Officer, Village Health Workers / Nurses) or Provincial compliance Officers and Area secretaries.
- Support liaison with Ministry of Health in regards to health clinic DWSSP program
- Support liaison with Ministry of Education in regards to school WASH in Schools Improvement Plan (WinS) program

### Outcome 2



The PWO in Shefa provide accurate and effective Water, Sanitation and Hygiene (WASH) related technical advice and assistance to communities and service providers (e.g. NGOs, private sector), including advice on infrastructure maintenance and repair.

## Outputs

Work with Provincial Water Office staff in Shefa to:

- Develop community water supply designs including completing basic surveying for water systems, mapping, using standard drawings and developing material lists and quotes for water systems (direct and indirect gravity, rainwater, groundwater etc.) Strengthen PWO staff capability in field data collection e.g. flow rate measurements, rainwater harvesting potential, borehole pump tests, etc.
- Strengthen the PWO staff water quality testing capability and support the implementation of a provincial drinking water quality management programme
- Build capacity in the PWO staff to provide advice on water infrastructure operations and maintenance
- Support Provincial Health representative (Provincial Environmental Health Officer, Village Health Worker Coordinator or Health Promotion officer, in coordination with the Provincial Health administrator) regarding the sanitation and hygiene guidelines training and WASH in Healthcare Facilities.
- Support Ministry of Education WASH in Schools efforts with technical assistance if requested.

## Outcome 3

The Shefa PWO staff have effective programme management and administrative capacity to plan and implement a provincial drinking water safety and security programme, including rollout of DWSSPs.

## Outputs

- Support PWOs to effectively deliver on core administrative, financial and business planning functions
- Improve programme management processes, including programme planning for implementing the NIP and plan the rollout of DWSSPs and water projects at a provincial level
- Build contract management and construction supervision capacity
- Provide feedback on the DWSSP and NIP implementation process and documentation for improvements at a national level
- Support liaison with relevant Provincial Health representative (e.g. Environmental Health Officer) regarding any sanitation-related improvements requiring external funding.

## Outcome 4

The Shefa PWO and EWB mutually benefit from a strong partnership based on shared reflections and learnings

## Outputs

- Participate in planning, monitoring and evaluation, communication and reporting activities of EWB WASH team in country and internationally. These activities include the EWB Vanuatu program monthly meetings and the WASH quarterly reflections. There are also options to contribute to articles for EWB website and to the bimonthly EWB WASH meeting.
- Implement learnings from EWB-led reflections.
- Shared learning and collaboration with the VSA/EWB Water Sector Advisers in other provinces for synchronicity at a national level.

As needs on the ground may change over time, the volunteer is encouraged to review and update the assignment description on arrival in consultation with the partner organisation, EWB programme manager and VSA programme manager.



### 3. Reporting and working relationships

This assignment is a partnership assignment between VSA, the joint Engineers Without Borders Australia (EWB Australia) and Engineers Without Borders New Zealand (EWBNZ) program, and the Department of Water Resources (DoWR). The volunteer and DoWR will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, and personal support. Through its joint programme in Vanuatu, EWB Australia and EWBNZ will provide both in-country professional support for the volunteer and the DoWR – including support to complete initial environment and risk surveys, ongoing technical advice and support, and support for any adjustments to the assignment outcomes/outputs over time – and remote support from EWBNZ, including access to the Technical Support Hub, opportunities to engage in international forums and management support.

The volunteer will mainly work with the Provincial Water Supervisor in Shefa, Community Development Officer in Shefa, Rural Water Technician in Shefa. The volunteer will report to the DoWR's Manager of Operations and Projects. The volunteer will be accountable to the Director of the DoWR.

### 4. Capacity building

Working alongside staff the volunteer will provide:

- On the job mentoring and advice, based in the Shefa office in Port Vila
- Identify areas of need, develop and deliver on-site training to each of the Provincial Water Supervisor and Community Development Officer
- Attend and contribute expertise to combined training/workshops and WASH Cluster meetings in Port Vila and for the wider Shefa region.
- Provide Shefa PWO staff with access to Engineers Without Borders New Zealand (EWB) Technical Support Hub.

### 5. Person specifications (professional)

#### Essential

- Bachelor's degree in engineering (civil or natural resources) or advanced plumbing certificate/experience or a Bachelor's in construction management or a related field
- At least three years' experience in water infrastructure design and construction contract administration, supervision or management
- Experience in providing on-the-job training and mentoring

#### Desirable

- Experience in drinking water system design, including water source assessments, water quality, treatment and distribution systems
- Experience in project management, including programme planning, budgeting and monitoring
- Previous experience of water safety planning
- Working knowledge of water resource management and conservation
- Working knowledge of the design, construction, operation and maintenance of a range of water supply systems
- Experience working with a diverse range of stakeholders towards a common goal

### 6. Person specifications (personal)



## Essential

- Excellent communications skills and a participatory approach to working with others
- Willingness to learn Bislama
- Willingness to live and travel to remote locations and work in challenging, rural environments, sometimes for long periods of time
- Ability to work in a team and to also be a self-starter

## Desirable

- Previous experience working and living in a developing country

## Additional information

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### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

### Partner organisation

The volunteer's partner organisation will be the Department of Water Resources.

### Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

### Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

### Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

### Fundraising

Volunteers are encouraged to fundraise at least \$2000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

### Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

### Volunteer package

The volunteer's package includes the following:

- **Reimbursements and grants**

1. Volunteers will receive an establishment grant of NZ\$1000 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,500 per couple.
2. For two year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. A resettlement grant of NZ\$250 will be paid for each month the volunteer is on assignment, for up to a maximum of 24 months. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of VUV 105,990

- **Accommodation**

Basic, comfortable furnished accommodation will be sourced by VSA.

- **Airfares and baggage allowance**

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

- **Insurance**

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

- **Utilities**

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.



Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract prior to departure.

#### Attachments

Appendix 1: Background to the assignment

Appendix 2: Living situation

Appendix 3: Vanuatu



## Appendix 1: Background to the Assignment

### Assignment focus

This assignment is a result of a partnership between Engineers Without Borders New Zealand (EWBNZ) and VSA. The three-year partnership between EWBNZ and VSA was signed in July 2017. This partnership is about contributing to both VSA and EWBNZ's activities in the Pacific and beyond, and taking a flexible approach in order to evolve other ways of working collaboratively in development in the Pacific. For this particular assignment EWBNZ will provide technical input to develop the assignment scope and assist in the selection and pre-departure briefing of the volunteer. EWBNZ will advertise the position through the EWBNZ networks and provide technical assistance to the volunteer and DoWR, through mentors and the Technical Support Hub. VSA will undertake the briefing, deployment and debriefing of the volunteer, in line with standard VSA process.

This role is a continuation of an assignment with similar outcomes that was filled between February 2019 and July 2020. Learnings and resources compiled by the previous volunteer will be made available to the incoming volunteer to assist in meeting the outputs below.

Despite significant donor investment in the WASH sector, the Government of Vanuatu has lacked capacity to coordinate and oversee the multiple stakeholders involved, resulting in fragmented project delivery, duplications, overly complex water systems and often poor outcomes for communities. The Department of Water Resources (DoWR) is being supported by the New Zealand Government and UNICEF to address the challenges of coordinating the sector. As part of this support, a 'National Implementation Plan for Safe & Secure Drinking Water' (NIP) is being finalised and will provide a framework for achieving 100% access to safely managed drinking water by 2030.

The Provincial Water Office (PWO) is a conduit between communities and the government, an effective PWO is critical to achieving Vanuatu's vision of 100% access to safely managed drinking water and sanitation. One of DoWR's most significant challenges is a lack of technical and management capacity at the provincial level. PWOs lack technical skills relating to water system design, surveying, drinking water safety and security planning, and water quality testing. There are also challenges with basic programme management, procurement, business planning and administration functioning that underpins an effective provincial office.

The Vanuatu Drinking Water Safety and Security Planning (DWSSP) approach is based on the Water Safety Plans as promoted by the World Health Organisation. The DWSSP methodology involves the DoWR (or approved WASH entity e.g. NGO) guiding communities through a step-by-step process of identifying drinking water sources, identifying risks and issues relating to water safety and security, and then establishing a way forward for communities to address those risks/issues in order to achieve safely managed drinking water.

The DoWR consists of four Provincial Water Offices (each with 2 staff responsible for rural water) and a headquarters in Port Vila. Northern Sector: Sanma/Torba (based in Luganville), Malampa (based in Lakatoro), Penama (based in Saratamata). Southern Sector: Tafea (based in Lenakel); Shefa (served by head office in Port Vila).

### Department of Water Resources

The Department of Water Resources (DoWR) is part of the Ministry of Lands and Natural Resources. Initially known as the Department of Geology, Mines and Water Resources, the DoWR was legally established in December 2016. The rationale behind this new department was to merge all of the water related activities across different ministries, which also highlights the Vanuatu Government's focus on water as a priority resource.

The purpose of the DoWR is to ensure there is sustainable and equitable access to safe water for the population of Vanuatu. Their goals are to have:

- Clear regulatory framework in place and roles between departments established to provide for transparent and accountable regulation and management of water resources
- An adequate structure with sufficient capacity to deliver on the National Water Strategy





- Water Supply infrastructures being operated and maintained by communities (with technical and management support) and have drinking water safety and security plans developed
- Available water resources and catchments identified, managed and protected
- Water quality monitoring and maintenance processes in place, meeting agreed standards
- Appropriate and sustainable water infrastructure installed to meet domestic, customary use targets and needs sustainable economic development
- An information and response mechanism in place that allows for mutual information sharing and accountability between government and stakeholders

These goals link to two long term strategies:

- Vanuatu National Sustainable Development Plan: ECO 2.2 - Ensure all people have reliable access to safe drinking water and sanitation infrastructure.
- Vanuatu National Water Strategy 2008-2018 – Vision: Sustainable and equitable access to safe water and sanitation for the people of Vanuatu to support improved public health and promote social and economic development.

### **Organisational structure**

The DoWR has a Director that has strategic oversight and a number of managers. There is a National Water Resource Advisory Committee that is mandated by the Water Resources Management Act to provide advice to the Director for the DoWR on Water Sector activities. The Advisory Committee comprises of government, NGO, private sector, and civil society representatives. Each province should also have a Provincial Water Resource Advisory Committee which has oversight at the provincial level, and then feeds into the national strategy.

The DoWR employs approximately 47 staff. Their roles include underground studies, hydrological data collection, information management, advocacy and public relations, engineering, community water systems development, project management, administration, urban water supply operations, mechanic, drilling activities, development of regulatory framework and standards, receptionist, and water quality testing. There are also a number of volunteers and NGO employees working with the DoWR on the side of technical assistance.

The DoWR currently has a number of positions still vacant. With the shortage of human resources most of the staff are trained to be multi-skilled and able to cover for other officers when required.

### **Working situation**

The Shefa Provincial Water Office is housed in the DoWR head office, located in central Port Vila approximately 10 minutes' walk from the centre of town. Public transport is plentiful in the area, and there are a number of cafes and food stalls close to the office. DoWR will provide a shared office space with a dedicated desk space and computer for the volunteer. The office will have air conditioning. Working hours are from 8.00am to 12pm and 1pm to 5pm.

While this assignment is based in Port Vila, it is likely that at times support will be required in other provinces or islands and this may also involve travel by plane and/or boat.





## Appendix 2: Living Situation

### Port Vila, Vanuatu

VSA will provide basic furnished rental accommodation in Port Vila. Houses generally have 24-hour power, gas hob, fridge, and hot and cold running water. Many houses also have security mesh/bars on the windows as a precaution against opportunistic theft. Windows are fly/mosquito screened. Town living can be noisy. Dogs and restless roosters in particular take a bit of getting used to at night. Houses in Port Vila do not typically come with a washing machine. Accommodation in Port Vila is spread out and may be some distance from your workplace. Public transport (in the form of mini-buses) is cheap and readily available.

Port Vila has a lovely harbour, is easy to get about in, and is relatively safe. However, it is not advisable to travel in public transport alone after dark, and house break-ins are not uncommon. The climate is superb from about April to November when the days are warm to hot, dry and with cool evenings (temperatures range from 18 to 28 degrees Celsius). The other four months are very hot and humid (26 to 34 degrees Celsius).

Port Vila has an excellent range of shops and almost anything you can think of is available. There are good supermarkets with a huge range of provisions, although imported goods are more expensive than in New Zealand. There is a local market offering fresh seasonable local vegetables and fruit. Chinese trade stores offer a range of cheaper goods, and there are numbers of well-stocked stores that cater for more expensive tastes. There are also several French-style bakeries. There is a good range of fish, and the deep-water fish – called *poulet* – is excellent. Home-grown veal and beef are also excellent. Port Vila has a huge number of restaurants, most of which are within the price range experienced in New Zealand.

Business hours are usually 7.30am to 5.00pm Monday to Friday with 'siesta' from 11.30 am to 1.30 pm. Some shops close for lunch during siesta hours although supermarkets, banks and the post office remain open. Larger supermarkets usually remain open until 7.00pm. Some shops and supermarkets are open Saturday mornings until 12 noon. On Sunday most shops are closed and few people are seen in town.

There are large numbers of kava bars and pubs. There are many ex-pats in Port Vila, and large numbers of volunteers from Australia, the United States, Japan and New Zealand. There is a wide range of sporting activities and clubs available: diving, snorkelling, golf, fishing, triathlons, rugby, soccer, tennis and so on. Many of these are expensive.

There are numerous internet cafés in Port Vila and wireless broadband is available. There are two mobile phone providers, TVL and Digicel, both offering pre-pay top-up cards and plans. Most NZ phones are able to take the SIM cards for these providers.

The town water is safe to drink but in times of very heavy rain, it is advisable to boil before drinking. There is a very high level of calcium in the water and most volunteers choose to bring a water filter to deal with this.



## Appendix 3: Vanuatu



Map courtesy of wikipedia.org

Vanuatu comprises 86 islands, stretching in a Y-shaped archipelago from the east of New Caledonia to just below the southern-most islands of the Solomon Islands. Prior to independence in 1980, the New Hebrides, as Vanuatu was then known, was jointly ruled by Britain and France. The joint administration has left Vanuatu with a complex political and administrative legacy and this complexity is enhanced by the diversity of Vanuatu's culture and language. The politics of Vanuatu since 1980 have been very lively, with the initial post-independence stability giving way more recently to a series of coalition governments which have, at various times, crossed the Francophone/Anglophone divide.

Vanuatu has a population of 221,552 (called ni-Vanuatu, or of Vanuatu) who live on approximately 80 of the country's 86 islands. There are 81 languages actively spoken, and a nationally spoken Pidgin called Bislama, which is spoken by about 60% of the population. French and English are the official languages, Bislama the national language.

The climate is generally hot and humid although in winter the evenings can be cool. Temperatures range from 21 to 32 degrees. The rainy season is January to March. Most New Zealanders will find the climate very agreeable most of the time, although somewhat humid in the wet season.

### For more information on Vanuatu, see:

- Government of Vanuatu website: <https://governmentofvanuatu.gov.vu/>
- Economic overview: <http://data.worldbank.org/country/vanuatu>
- New Zealand Aid Programme in Vanuatu: <http://www.aid.govt.nz/where-we-work/pacific/vanuatu>

## VSA in Vanuatu

VSA has been working in Vanuatu since 1965. Our volunteers work in five out of Vanuatu's six provinces. They are helping to strengthen economic development, develop education, contribute to disaster risk reduction, correctional services and disability rights. VSA has a field office in Luganville staffed by a Programme Manager and a Country Programme Officer.

## EWBNZ and Water

EWBNZ has been working on water supply projects around the Pacific since 2006. They are helping to strengthen local engineering skills and capacity within Vanuatu. They have good technical knowledge and experience which volunteer are able to access through the Technical Support Hub.

## General Security

Volunteers are required to be security conscious and adhere to the advice of their partner organisations, VSA, and the NZ High Commission in Port Vila on security matters. If there is a major emergency or should security deteriorate, VSA has established emergency procedures and volunteers will be fully supported by the field staff in Luganville. The VSA field staff will go through the ground security measures with the volunteer on arrival in country and develop an individual security plan.

It remains good practice to secure belongings and valuables out of sight, not move about alone at night and avoid demonstrations, street rallies and public gatherings.

