

# VSA Assignment Description

<b>Assignment Title</b>	Country Coordinator – Pacific Digital Economy Programme (PDEP)
<b>Country</b>	Vanuatu
<b>Location of Partner Organisation</b>	Port Vila
<b>Partner Organisation</b>	United Nations Capital Development Fund
<b>Duration</b>	12 months, with the option to work for 24 months, if preferred, by the candidate.
<b>Sustainable Development Goals</b>	

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## 1. Partner organisation overview

The UN Capital Development Fund makes public and private finance work for the poor in the world's 46 least developed countries (LDCs). UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development.

UNCDF's financing models work through three channels: (1) inclusive digital economies, which connects individuals, households, and small businesses with financial eco-systems that catalyse participation in the local economy, and provide tools to climb out of poverty and manage financial lives; (2) local development finance, which capacitates localities through fiscal decentralization, innovative municipal finance, and structured project finance to drive local economic expansion and sustainable development; and (3) investment finance, which provides catalytic financial structuring, de-risking, and capital deployment to drive SDG impact and domestic resource mobilization.

## 2. Assignment overview

In its first phase, PFIP enabled formal access to appropriate and affordable financial services to approximately 600,000 people in six countries. In 2014, a second phase was launched with US\$ 33.8 million in funding, allowing the programme to reach over two million Pacific Islanders by 2019. The Programme achieved this objective by supporting financial service providers (FSPs) to innovate with products and services for mass market customers, supporting governments to create an enabling policy environment for financial innovation, and empowering consumers. By 2019, the primary countries of focus of Pacific Financial Inclusion Programme were Fiji, Papua New Guinea (PNG), Samoa, Solomon Islands (SOI), Tonga and Vanuatu, with new projects in developing in Timor-Leste and Kiribati.

While results from both phases have been significant, underutilization and lack of last-mile coverage remain critical barriers to the realization of the full potential of financial inclusion. Furthermore, there is still headway to be made in proving the business case of products developed for low-income segments. National Financial Inclusion Taskforces and Central Banks need support as they grapple with a rapidly changing environment, propelled by the revolution in data and digital technology, in many ways amplified by the COVID-19 pandemic and look to the global community for guidance. Whereas considerable progress in financial inclusion has occurred, vast swaths of the Pacific (especially women).



remain unbanked and are at risk of being excluded from the rapidly developing digital economy and the opportunities this brings when linked to the 'real' economy.

A country coordinator is required to support the development and implementation of the Programme. The purpose of this role is to engage, coordinate, project manage, monitor, and evaluate relationships with key stakeholders to develop a comprehensive understanding of all of the benefits of the Programme for all relevant stakeholders, by assisting to build inclusive digital economies. Specifically, the country co-ordinator will develop and build partnerships with key Government departments, private sector, community groups, NGOs, as well as international partners. In Vanuatu, there is limited technical capacity and resources with a knowledge of digital financial services and how these improve lives of households. The placement of a VSA resource for the Pacific Digital Economy Programme will assist in establishing a strong foundation for the initiative, build capacity and networks as well as identify suitable local resources for capacity building. He or she will be required to work closely with Government partners, Reserve bank of Vanuatu as well as the private sector and as such local capacity can be developed.

### 3. Goal/outcomes/outputs

#### Goal

Success will be defined as the execution of the prescribed activities under the Vanuatu work plan under the Programme. The main success factor will be the increase in access to digital financial services (especially for women) in the Vanuatu market and improved capacity and understanding amongst the national stakeholders on e-commerce and related activities that enable a vibrant digital ecosystem.

#### Outcome 1

Policy makers and regulators have improved capacity and stakeholder relationships to develop, monitor and regulate services for an inclusive digital economy.

- Support assessment and data collection to inform the National Digital Economy Strategy.
- Support capacity building of policy makers and regulators in review and amendment of policies and regulations affecting digital economy.
- Assist in the development and drafting of reports and presentations.
- Review, monitor and evaluate analytical reports and presentations from internal stakeholders and external (international) UNCDF consultants.
- Conduct programme related presentations to key stakeholders.

#### Outcome 2

Digital finance providers, mobile network operators, government and other actors are capable and committed to develop and expand infrastructure and payment offerings for an inclusive digital economy.

- Utilise coordination and relationship management skills to support and develop the scaling of new and/or existing "open banking" solutions, shared digital payment network and e-commerce platforms.

#### Outcome 3

Start-ups, corporates, and other actors have increased capacity and network to build new businesses and develop innovative digital services for an inclusive digital economy.

- Develop ecosystem enabling activities (events, exchanges etc) to facilitate matchmaking, new



opportunities, and partnerships between various stakeholders of the digital economy.

#### Outcome 4

Partners have the capacity, tools, and delivery channels to efficiently build digital and financial skills and capabilities.

- Increase capabilities and capacities of partners for delivery of DFS and knowledge of payment digital networks.

#### 4. Reporting and working relationships and capacity building

The VSA will assist the Programme through country co-ordination for implementing all projects, activities and pipeline initiatives as per the approved annual work plan for Vanuatu. The VSA will actively work with the Programme team members based in Suva, Fiji to provide relevant stakeholder support, including technical assistance to financial services providers and be the on-ground focal point of contact for all related projects.

The country coordinator will report to the Country Lead, based in Port Vila, Vanuatu, and will also be accountable to the Regional Lead, based in Suva, Fiji. He or she will commence the assignment initially as an E-Volunteer, working remotely from New Zealand for a few months, until confirmation that all visa requirements have been met. At that point, the country coordinator will join the team in Port Vila.

The volunteer and UNCDF will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice and personal support.

**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 and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.**

#### 5. Selection criteria/position requirements

##### Person specifications (professional)

##### Essential

- Degree qualified.
- Finance background (retail, commercial, business banking). Preferably a minimum of three to five years of work experience. As an alternative, VSA is prepared to consider candidates with professional experience in other industry sectors.
- Knowledge and understanding of financial services especially digital platforms that enable digital economies and financial inclusion of pacific islanders and governments.
- Desire to develop a career in international development.
- Project management and coordination skills



## Desirable

- Work experience in development finance, digital financial services, capacity building of Government partners, developing and enhancing partnerships with private sector

## Personal specification (personal)

### Essential

- Excellent ability to identify, build, maintain and manage key stakeholder relationships.
- Ability to transfer skill sets and build capacity with key stakeholders.
- Ability to critically analyse issues outlined in various reports.
- Excellent verbal and written communication skills.
- Efficiency, initiative, and an ability to multi-task, along with exceptional organisational and project management ability.
- Agility and ability to meet tight deadlines
- Team player and working in multi-cultural cross functional teams

### Desirable

- Being multi-lingual, especially French and Bislama besides English

## 6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

## 7. Country Context

For more information about Vanuatu, see <https://vsa.org.nz/about-vsa/countryregion/vanuatu/>

## 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.

### 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 \$1000 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.

**Children's Act**

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.



The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

### **E-Volunteer package**

The volunteer's package includes the following:

#### *Reimbursements and grants*

E-Volunteers will receive a monthly honorarium of NZ\$150 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment

### **In-Country Volunteer package**

The in-country volunteer's package includes the following:

#### *Reimbursements and grants*

1. Volunteers will receive an establishment grant of NZ\$750 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\$1100 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\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of VUV107,580.

#### *Accommodation*

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances, volunteers may be asked to share accommodation.

#### *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.

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

