

VSA Assignment Description

Assignment title	Sustainable Business and Funding Advisor
Country	Fiji
Location	Suva
Partner organisation	International Planned Parenthood Federation (IPPF)
Duration	6 months (extendable)



Sustainable Development Goals

41342

1. Partner Organisation Overview



The International Planned Parenthood Federation is a locally owned, globally connected civil society movement. They work to ensure people are free to make choices about their sexuality and well-being, in a world without discrimination. They prioritise working with women and girls, the poor and vulnerable, youth and in humanitarian emergencies.

The IPPF Sub-Regional office of the Pacific (SROP) is part of the East, South-East Asia and Oceania Regional office and is responsible for providing support and guidance for Pacific IPPF Member Associations (MA). This IPPF region is the largest and the most diverse, covering China to Tuvalu.

SROP's role is to provide support and guidance to 9 Pacific MAs (Cook Islands, Fiji, Kiribati, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu) in delivering quality services. SROP facilitates and assists the nine aforementioned member associations with resources and technical expertise, ensuring they can deliver quality comprehensive sexual and reproductive health (SRH) services. The SROP office seeks to promote the efforts being carried out by the MAs for the purpose of profile raising and policy advocacy on sexual and reproductive health and rights (SRHR) issues affecting the Pacific Region.

The SROP office also facilitates partnerships between its MAs and government agencies, non-governmental organisations, civil society, and UN agencies in the field of SRHR within and across the region.

You can find more about IPPF [here](#) and the IPPF 2019-22 Pacific Strategy [here](#).

2. Assignment Overview

The volunteer position will play a critical role in building the long term financial sustainability of the Member Associations in the 9 Pacific Island Countries ([Cook Islands](#); [Fiji](#); [Kiribati](#); [Papua New Guinea](#); [Samoa](#); [Solomon Islands](#); [Tonga](#); [Tuvalu](#); [Vanuatu](#)). The volunteer will be responsible for assisting the MAs to explore funding opportunities both through asset management, local fundraising, fee for services and donor funding as appropriate to the need and capacity of the MAs. The role will also provide Pacific regional support for improved policies and processes specific to the Pacific.

Overall, the volunteer will support IPPF's goal to ensure people are free to make choices about their sexuality and well-being, in a world without discrimination. It also supports the IPPF goal to advance equity for all through improving lifesaving SRHR in nine Pacific countries.

The volunteer will also assist the SROP office (Suva) to support the capacity development of the 9 MAs to become self-sufficient and sustainable. Hence, the volunteer will require knowledge and awareness of organisational financial sustainability across a range of modalities, relevant to the Pacific context where possible.

In the absence of visibility on access to many countries in the region and ongoing travel restrictions due to Covid-19, the role is likely to be carried out entirely from Suva, Fiji.



3. Assignment goal

IPPF Member Associations and the Sub-Regional Office of the Pacific (SROP) are financially sustainable organisations with secure sources of future funding.

4. Assignment outcomes

Outcome 1

IPPF Member Associations (MAs) have access to available and up to date funding opportunities and have plans in place to achieve ongoing financial sustainability.

Outputs

In conjunction with local staff within each member association, and in consultation with other IPPF regional and global staff:

- Develop processes, templates and guidelines for MAs and IPPF SROP to undertake resource mobilisation mapping
- Research and update information held by IPPF regarding prospective and current donors, funders, private sector donors and high net worth individuals, donor priorities, policies, trends and funding options across the Pacific
- Ensure all relevant staff have access to the updated information
- Develop plans to support the achievement of ongoing donor funding applications and local income generation activities

Outcome 2

High-quality donor funding applications are produced that meet donor requirements.

Outputs

In conjunction with local staff within each member association:

- Develop procedures and processes for researching, analysing and responding to calls for funding applications
- Complete and submit quality funding proposals (applications including tenders, expressions of interest and requests for proposals from the public and private sectors) with relevant donors
- Provide ongoing training and mentoring to develop high-quality funding proposals (including developing, reviewing and editing log frames, budgets and narrative text) that meet donor requirements
- Explore available social enterprise opportunities
- Support colleagues to meet annual project funding income targets

Outcome 3

IPPF MAs effectively manage donor and supporter relationships.

Outputs

In conjunction with local staff within each member association:

- Assess the knowledge and skills regarding effective relationship management (such as writing reports, mailings, documentation, and other fundraising tools) for current and future donors and supporters and identify any gaps
- Provide ongoing training and mentoring to address these gaps and build the confidence of staff

Outcome 4

IPPF SROP has an ongoing financial sustainability strategy in place and annual restricted income targets are being achieved by the MAs.

In conjunction with local staff and volunteers:



- Review goals and strategies, and suggest improvements to ensure that annual restricted income targets are achieved
- Assess the knowledge and skills regarding ongoing income generation activities and identify any gaps
- Provide ongoing training and mentoring to address these gaps

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 reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Reporting and working relationships

The volunteer will report to the Director, Programmes and Operations, Pacific. They will be working with other members of the Partnerships for Health and Rights management team at the Sub-Regional Office in the Pacific and with Executive Directors and other staff of the Member Associations across the Pacific.

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

6. Capacity building

The volunteer will play a critical role in building the long-term sustainability of the Member Associations in the 9 Pacific Island Countries. The volunteer will be responsible for assisting the MAs to explore funding opportunities both through asset management, local fundraising, fee for services and donor funding as appropriate to the need and capacity of the MAs. The role will also provide Pacific regional support for improved policies and processes specific to the Pacific.

Working collaboratively and in partnership, SROP staff and the volunteer will develop, implement and coordinate the IPPF Sub Regional Office for the Pacific's financial sustainability strategy; provide technical leadership on the SROP financial sustainability initiatives; build and strengthen the capacity of Member Associations (MAs) in expanding resource base and diversification of resource streams through the development of supportive processes, policies and strategies. They will also support MAs to develop appropriate partnerships to facilitate organisational sustainability.

7. Person specifications (professional)

Essential

- Relevant experience working in grants, and fundraising, preferably for commercial organisations or not-for-profits.
- Proposal development and donor reporting at national or regional levels.
- Strong communication and interpersonal skills.
- An ability to explain complex ideas in a clear, concise way.

Desirable

- 2 years plus experience in developing and managing successful marketing or fundraising campaigns
- Experience working with a media or events management organisation, business institution, marketing, or international organisations.
- Sound understanding of funding structures and processes of bi-laterals, multi-laterals, foundations and trusts, such as the European Commission, USAID, DFAT and NZ MFAT.
- Experience in the health sector, preferably sexual and reproductive health rights.



8. Person specifications (personal)

Essential

- Supportive of IPPF's policies on safe abortion and a woman's right to choose
- Rights-based and gender-sensitive perspective
- Ability to think and operate strategically

Desirable

- Strong networking and public relations skills

9. 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

10. Country Context

For more information about living and working in Fiji see the VSA website [here](#).

Additional information

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.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. Volunteers will receive an establishment grant of NZ\$375 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\$550 per couple.
2. 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.
3. The volunteer will receive a monthly living allowance of FJD 1,445.

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.

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

