

VSA Assignment Description

Assignment title	Provincial Water Sector Adviser
Country	Vanuatu (any Province)
Location	Vanuatu
Partner organisation	Department of Water Resources (DoWR)
Duration	6 months (E-volunteering); 12-18 months Standard



Sustainable Development Goals

1. Glossary of Acronyms used in this document:

- DWSSP: Drinking Water Safety and Security Planning
- DoWR: Department of Water Resources
- EWB: Engineers Without Borders
- MoH: Ministry of Health
- NIP: National Implementation Plan
- PWO: Provincial Water Office
- PSEAH: Prevention of Sexual Exploitation, Abuse and Harassment

2. Assignment goal

The Provincial Water Office (PWO) in Vanuatu 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.

3. Assignment outcomes

This is a Blended Assignment combining initial remote support from New Zealand and then an in-country placement when the border opens, with two outcome sections, one for each phase.

2 a) E-volunteering (remote) component

Outcome 1: Approximately 2 - 4 weeks

A good working relationship is developed with counterparts

Outputs

Establish and build good relationships with counterparts in the Provincial Water Office (PWO) by working through, but not limited to, the following

- Professional and personal story sharing
- Basic Bislama lessons
- Vanuatu & NZ Cultural awareness
- Expectations (personal and professional)
- Communication

Note: It is important to spend time on this activity without getting too technical, as it will set the foundation for the assignment. Rapport and trust building in the early stages by getting to know each other will go a long way in setting a good foundation. Previous experience of e-volunteers has shown that getting too technical too quickly, or asking too many technical questions early on, has meant that counterparts have been dis-engaged from the process. Allow several weeks to establish the relationship and build rapport.

Outcome 2: Approximately 6 - 8 weeks

The capacity of the Provincial Water Officers to deliver the Drinking Water Safety and Security Planning (DWSSP) process is enhanced:

- Provide technical support and advice for PWO staff. Suggestion of weekly or fortnightly Zoom – or equivalent - catch ups organised by the volunteer after discussion with their counterparts.
- Provide education and training support for PWO through online workshops. Identification of at least 2 topics of priority for the volunteer to train counterpart in.
- Liaise with the UNICEF team and support DoWR (and Ministry of Health) staff to incorporate the new findings and material, currently being implemented to improve the DWSSPs packages.

Outcome 3: Approximately 6 – 8 Weeks

Department of Water Resources Engineering graduates and technicians have access to a professional development programme specifically designed for their needs

Outputs

- Co-design (with DoWR staff) a professional development online programme to teach engineering graduates and technicians the skills necessary to use the Design and Constructions Standards for Rural Water Supply in Vanuatu
- Co-design (with DoWR staff) a professional development online programme to teach engineering graduates and technicians the skills necessary to project manage a small project
- Ensure that cross cutting issues such as Child Protection issues and PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) are incorporated into the content of the course.

Outcome 4: Approximately 4 months

The Efate 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.

2 b) In-country Component: 12 - 24 months

Outcome 1

The Torba PWO establishes and supports Community Water Committees 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 Vanuatu 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
- Compile and prioritise 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, 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.

Outcome 2

The PWO provides 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 Vanuatu to:

- Develop community water supply designs including completing basic surveying for gravity fed water systems
- Strengthen PWO's flow rate testing capability
- Develop the PWO's water quality testing capability and implement a provincial drinking water quality management programme
- Build capacity in the PWOs 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 PWO has effective programme management and administrative capacity to plan and implement the National Implementation Plan for Safe and Secure Water (NIP).

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 at a provincial level
- Build contract management and construction supervision capacity
- Support liaison with relevant Provincial Health representative (e.g. Environmental Health Officer) regarding any sanitation-related improvements requiring external funding

Outcome 4

The PWO and Engineers Without Borders (EWB) Vanuatu Office 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 programme 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.

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.



4. Reporting and working relationships

This assignment is a partnership assignment between VSA, Engineers Without Borders New Zealand (EWBNZ), 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. EWBNZ will provide professional support for the volunteer and the DoWR – including support to complete initial environment and risk surveys, ongoing technical advice and support, access to EWBNZ Technical Support Hub, and support for any adjustments to the assignment outcomes/outputs over time.

The volunteer will work with the Provincial Water Supervisor and Community Water Development Officer. The volunteer will report to the DoWR's Strategy and Planning Adviser. The volunteer will be accountable to the Director of the DoWR.

5. Capacity building

Working alongside staff the volunteer will provide:

- On the job mentoring and advice, based in the required Provincial Water Office.
- Develop and deliver on-site training to each of the two central provincial water offices.
- Coordinate combined training/workshops for visiting PWOs from central provinces.
- Provide PWOs with access to Engineers Without Borders New Zealand (EWB) Technical Support Hub.

6. Person specifications (professional)

Essential

- Bachelor's degree in engineering, advanced plumbing certificate/experience, 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

7. Person specifications (personal)

Essential

- Excellent communications skills and a participatory approach to working with others
- Willingness to learn Bislama
- Willingness to travel to remote locations by boat and work in challenging, rural environments
- 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

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:

E-Volunteer package

The volunteer's package includes the following:

Reimbursements

Volunteers will receive a monthly honorarium of NZ\$90 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.

Standard package

- **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 that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 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, 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 107,580
5. A location grant of NZ\$500 will be paid at 6 months service (for a one-year assignment) and 18 months for a two-year assignment. The volunteer must leave the immediate location of assignment to receive the location grants.

- **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 to evolve other ways of working collaboratively in development in the Pacific. For this 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.

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 newly formed 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 five Provincial Water Offices (each with 2 staff responsible for rural water) and a headquarters in Port Vila. Northern Sector: Sanma (based in Luganville), Torba (based in Sola). Central Sector: 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.

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.

The DoWR currently has several 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 DoWR will provide a shared office with a dedicated desk space and computer for the volunteer within the DoWR office in Sola. The building is being renovated, due for completion at the end of 2019. There are no safety concerns with the area.

The volunteer will be expected to travel to islands within the TORBA Province. Up to 50% of the volunteer's time can be spent in small communities with very limited facilities.

Appendix 2: Living Situation

Living

Sola, Vanua Lava

The province of Torba consists of the Banks islands and Torres islands comprising 13 inhabited islands and a number of uninhabited islets. Torba has the smallest population of Vanuatu's six provinces, with the population estimated at just over 10,000 residents. 17 languages are spoken across Torba. While these islands are the remotest of the country, many describe them as the most beautiful and happiest. The lifestyle is generally relaxed but logistics are expensive.

The islands of Vanua Lava and Gaua are the most populous with around 2,500 residents each. There is plenty to explore on Vanua Lava: mountains, a volcano, crocodiles, reefs, rivers, waterfalls and forests. Visitors to the island are few. South American fire ants have been accidentally introduced via Solomon Islands and are now an established pest. It is thought that crocodiles swam to Vanuatu from the Solomon Islands after getting lost during a cyclone. One crocodile was relocated to Vanua Lava from Maewo in 2003 by the late Steve Irwin.

Vanua Lava hosts the province headquarters in Sola. Sola has shops and guesthouses, a post office, National Bank of Vanuatu, police (and Immigration), customs, and other government departments to assist in servicing the province. The medical clinic is relatively good, and the nurse is helpful.

Mobile phone communications arrived to Vanua Lava in 2009 or 2010. They have both Digicel and TVL. The TVL tower is on Mota Lava and provides good coverage of east Vanua Lava. Digicel is on the hill above Sola and provides more limited coverage. There is also mobile phone coverage on west Vanua Lava. At times there can be a shortage of fresh fruit and vegetables. While there is a market house already established it is used irregularly by market vendors who tend to come and go based on what surplus goods they may have for sale at the time.

Further information

<https://www.nab.vu/document/vcap-torba-province-area-profile>

All areas outside of Vila experience problems with malaria. The volunteer will be required to take malarial prevention medication while on assignment.

Appendix 3: Vanuatu



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>

Map courtesy of wikipedia.org

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.