


VSA Assignment Description

Assignment Title	E-Volunteer Business Advisors (Multiple Positions)
Country	Fiji, Kiribati, PNG, Samoa, Tonga, and Vanuatu
Location of Partner Organisation	Fiji
Partner Organisation	Global Green Growth Institute (GGGI)
Duration	6 months (with the potential for extension), part-time
Sustainable Development Goals	

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1. Partner Organisation Overview

The [Global Green Growth Institute](#) (GGGI) is an international intergovernmental organization founded to support and promote a model of economic growth known as green growth, which targets key aspects of economic performance such as poverty reduction, job creation, social inclusion, and environmental sustainability. GGGI works with 43 member countries around the world, building their capacity to develop green growth policies to positively impact the lives of their citizens. GGGI partners with countries, multilateral institutions, government bodies, and the private sector to help build economies that grow strongly and are more efficient and sustainable in the use of natural resources, less carbon intensive, and more resilient to climate change.

The regional [Pacific Green Entrepreneurs Network \(PGEN\)](#) is a 3-year project funded by the Qatar Fund for Development and implemented by GGGI. The Network aims to support green and inclusive job growth by supporting entrepreneurs (particularly women and youth) to develop their green and sustainable businesses, and whose business models include solutions aimed at contributing to their country's climate and sustainable development goals in 6 Pacific Island countries – Fiji, Kiribati, Papua New Guinea (PNG), Samoa, Tonga, and Vanuatu.

PGEN runs the Pacific Greenpreneurs Incubator program and plans to run an Accelerator program in early 2023, as we believe that green entrepreneurs are uniquely positioned as drivers of innovation, holding the keys to unlocking a transition to a green and sustainable future for our planet. Our Greenpreneurs programs aim to catalyse green businesses to showcase ***Pacific solutions to Pacific problems*** on a national, regional and global scale.

The Incubator targets innovative early-stage green micro, small, and medium enterprises (MSMEs) with demonstrated growth potential that are still in pursuit of a scalable and repeatable business model through training, coaching, a mentorship program, in-person events, and networking opportunities. Successful entrepreneurs will have the opportunity to participate in a business competition to secure grant seed fund capital of USD\$5,000. The Accelerator program aims to support Incubator graduates and other high-potential green enterprises in the growth stage through a structured program for providing links with investors, individualized coaching support, in-person events, and networking opportunities and will also offer repayable grants in amounts up to USD\$50,000.



2. Assignment Overview

Lessons learnt from the first Incubator program and stakeholder consultations have emphasized the importance of individualized coaching and mentoring support in unlocking the growth potential of green enterprises. Experienced local coaches with both lived subject matter expertise in key business and understanding of the local context have proven to be hard to find, but have the potential to be transformational for Greenpreneurs.

As a result of first-year learnings from the program, PGEN is seeking business advisors, ideally with their own lived experience as entrepreneurs in the Pacific region to provide individualized coaching and business advisory support to Greenpreneurs at different stages of their entrepreneurial journey.

A pool of VSA e-volunteers (in areas such as marketing and communications, finance, human resources, business compliance, partnerships, and exporting requirements), particularly those with connections to the Pacific diaspora in Fiji, Kiribati, PNG, Samoa, Tonga, and Vanuatu, and who are willing to provide one-on-one business advisory support to green MSMEs have the potential to have a transformational effect on purpose-driven small businesses in the Pacific.

3. Goal/Outcomes/Outputs

Goal

Pacific green entrepreneurs (“Greenpreneurs”) think innovatively and act ambitiously to grow and scale up their green enterprises, and act as catalysts for green businesses to produce ***Pacific solutions to Pacific problems*** in order to address climate and environmental problems on a national, regional, and global scale.

Outcome 1

Growth-stage Pacific Greenpreneurs have the confidence and business acumen to scale their green enterprises and create sustainable green jobs in the Pacific region.

As part of a multi-disciplinary team of volunteers:

- Provide one-on-one tailored, context-specific and actionable technical business advice in area/s of expertise to green enterprises participating in the Pacific Greenpreneurs Accelerator program.
- Provide advice to address areas of their business identified for improvement.
- Support them on the journey to become investment-ready.

Outcome 2

Early-stage Pacific Greenpreneurs build robust sustainable business plans to develop purpose-driven, viable, and feasible green enterprises with the potential to create sustainable green jobs in the Pacific region.

As part of a multi-disciplinary team of volunteers:

- Provide ongoing mentoring, guidance, and business connections to assigned green enterprises participating in the Pacific Greenpreneurs Incubator.
- Provide support in developing sound business plans and pitches for implementation (and funding).
- Participate in regional ‘Masterclasses’ to share specific expertise or personal journeys as entrepreneurs in the role of Guest speaker with Incubator and/or Accelerator participants.

Outcome 3

Local Business support organisations in the Pacific region have the confidence and technical ability to provide business advice and support to green enterprises in their countries.



As part of a multi-disciplinary team of volunteers:

- Provide training and coaching support to GGGI partner business support organisations in Fiji, Kiribati, PNG, Samoa, Tonga, and/or Vanuatu with the purpose of building locally based staff capacity to provide future coaching support to green enterprises in the Pacific¹.

4. Reporting, Working Relationships and Capacity Building

The volunteers will work together as part of a multi-disciplinary team who are responsible for providing practical and effective business advisory services and capability across several areas including sales and marketing, finance and accounting, business development, business strategy, compliance, and health and safety.

Volunteers will primarily build the capacities of individual entrepreneurs and their enterprises, however, there is potential to strengthen the capacity of staff within GGGI's local business support organisation partners in various countries to institutionalise and build sustainability of technical support.

Volunteers will be provided with an orientation on the PGEN initiative, and full access to PGEN's training curriculum and modules via the online training portal.

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with the Individual 'Greenpreneurs' – purpose-driven green enterprises based in Fiji, Kiribati, PNG, Samoa, Tonga, and Vanuatu.

The volunteer and Global Green Growth Institute (GGGI) including PGEN Project Manager/delegate 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 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. Selection Criteria/Position Requirements

Person Specifications (Professional)

Essential

- A minimum of 3 years of professional experience in the private sector (in the Pacific context) and in one or more of the following fields:
 - Marketing and communications (including branding, pitching, digital marketing, and/or e-commerce) for start-ups or MSMEs
 - Business development for start-ups or MSMEs
 - Finance & Accounting for start-ups or MSMEs
 - Business strategy and business continuity planning for start-ups or MSMEs

¹ GGGI is currently working with Emstret (PNG), Samoa Business Hub, Tonga Youth Employment & Entrepreneurship and Vanuatu Chamber of Commerce & Industry.



- Human Resources for start-ups or MSMEs
- Business compliance, market connections, and/or export regulations for start-ups or MSMEs
- Fluency in written and spoken English

Desirable

- Knowledge and experience of the local context and key stakeholders to the entrepreneurial ecosystem in the Pacific, particularly in Fiji, Kiribati, Papua New Guinea, Samoa, Tonga, and/or Vanuatu
- Working experience as an entrepreneur in the private sector in Fiji, Kiribati, Papua New Guinea, Samoa, Tonga, and/or Vanuatu, preferably in management consultancy, marketing, business development and consulting or related fields
- Experience in implementation of capacity development programs for start-ups or MSMEs
- Experience as a business coach/mentor or business advisor for start-ups or MSMEs
- Fluency in official/local languages of one or more of the following countries (besides English): Fiji, Kiribati, PNG, Samoa, Tonga, and/or Vanuatu

Person Specification (Personal)

Essential

- Strong passion for supporting purpose-driven enterprises in the Pacific region to grow and flourish
- Excellent cultural awareness of the relevant Pacific Island countries (Fiji, Kiribati, Papua New Guinea, Samoa, Tonga, and/or Vanuatu)
- Excellent active listening skills
- Excellent communication (both written and oral) skills
- Willingness to share appropriate knowledge, advice and lessons learned
- Creative problem solver, able to identify roadblocks, and find and implement solutions
- Excellent personal organisational skills
- Open-minded and innovative thinker, able to see opportunities across different sectors/disciplines
- Builds respectful relationships, rapport and resolves conflict easily

Desirable

- Prior experience working with national private sector organisations/Chamber of Commerce
- Strong existing networks with entrepreneurship ecosystem actors (such as entrepreneurs, relevant market actors, private sector organisations, financial institutions/investors, business support organisations, and Governments) in Fiji, Kiribati, Papua New Guinea, Samoa, Tonga, and/or Vanuatu

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 these countries, visit these VSA website links: [Fiji](#), [Kiribati](#), [Papua New Guinea](#), [Samoa](#), [Tonga](#) and/or [Vanuatu](#).

Additional Information

Residency status

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

Final appointment

Final appointment will be subject to satisfactory VSA clearances, and partner organisation acceptance.

Children's Act

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

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.

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

