

# VSA Assignment Description

<b>Assignment Title</b>	Policy and Organisational Development Advisor
<b>Country</b>	Tonga
<b>Location of Partner Organisation</b>	Tongatapu
<b>Partner Organisation</b>	Civil Society Forum of Tonga
<b>Duration</b>	18 months
<b>Sustainable Development Goals</b>	

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## 1. Partner organisation overview

The Civil Society Forum of Tonga (CSFT) was officially registered in October 2005. It was founded as a platform to address common issues for small Non-Government Organisations (NGOs) and Civil Society Organisations (CSOs). Its main mission is to build resilience through the empowerment of communities to lead their own development aspirations.

CSFT is a member of the Pacific Islands Association of Non-Government organisations and has a Board and paid staff members.

CSFT covers the key thematic areas of Gender, Youth, Elderly, and Disability, and is recognised by key NGOs for its coordination role.

Vision: A more resilient and sustainable Tonga that recognises people-centred development through empowering participation, locally led initiatives, inclusive partnership, equality participation & inclusive prosperity for all. CSFT endeavours to build accountable and transparent institutions that create self-reliance and opportunities for resource mobilisation within CSO sectors and the communities.

Key Strategy 1: To provide a common voice for the people of Tonga

Key Strategy 2: To ensure the institutional strengthening of CSOs in Tonga especially towards its members

Key Strategy 3: To drive the engagement of CSO's with Government

Key Strategy 4: To encourage data collection, analysis and information sharing amongst CSFT members.

Key Strategy 5: To undertake advocacy work that will support CSO clustering as well as contribute to the CSFT Coordination of the sector

## 2. Assignment overview

The demands on the organisation and the limitation in capacity constrains the organisational development work required internally to review, draft, and update policies and procedures, and externally to support member organisations.

The current availability, capacity, and knowledge of the team hinders getting information in a timely manner, which in turn prevents the development of organisations as well as the coordination and leadership for Civil Society Organisations in Tonga.

CSF is currently looking at ways to strengthen the capacity of the organisation to better support its members, and this assignment will help to achieve both long term and short term goals.

An experienced volunteer will work alongside the CSFT staff to enable the organisation to continue to act and serve as the national umbrella and voice, linking and representing the interests of all the Civil Society Organisations in Tonga and expanding its membership base.

This assignment will also support and strengthen member organisations, guiding their long-term development through strategic, financial and communication plans, and ensuring updated policies which comply with international standards.



### 3. Goal/outcomes/outputs

#### Goal

The Civil Society Forum of Tonga (CSFT), and its member organisations, have effective and efficient management and administrative processes ensuring CSFT can carry out its strategic purpose of supporting Civil Society Organisations in Tonga, and member Civil Society Organisations can achieve their vision and mission and goals.

#### Outcome 1

The Civil Society Forum of Tonga has organisational systems and processes in place to enable the achievement of its strategic goals.

- Support CSFT staff to review their current organisational systems, processes and policies, including strategic, financial, and communication plans.
- Alongside the Executive Director:
  - Identify gaps in current organisational systems and processes
  - Assist with the development and/or improvement of policies, the strategic plan, accountability and financial plans, and the communication plan
  - Ensure CSFT data bases and informational management systems are in place
  - Assist with the development of a new digital platform for CSFT

#### Outcome 2

Member Civil Society Organisations (CSOs) have organisational systems, processes, and policies in place, supporting them to achieve their strategic goals.

Alongside the Executive Director:

- Assist member CSOs to review their systems, processes, and policies
- Assist CSOs to identify gaps
- Assist CSOs with the development and /or improvement of policy, organisational development and planning
- Develop and facilitate training sessions on planning, constitutional development and engagement

#### Outcome 3

The Civil Society Forum of Tonga and member CSOs have the skills and knowledge required to confidently complete funding applications.

Alongside the Executive Director:

- Mentor and assist with applications for funding for CSOs and CSFT
- Support these organisations to understand and therefore meet donor reporting requirements
- Assist with the development of proposals to government/donor agencies

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

The volunteer will report directly to, and will be accountable to, the CSFT Executive Director.

On a day-to-day basis, the volunteer will predominately work alongside the CSFT Executive Director and other admin staff, supporting them in their roles and assisting in the development of member organisations. The volunteer will also work closely with the managers and staff of member organisations.

Capacity will be built:

- Within the CSFT leadership team responsible for policy development and updates (including the Executive Director and the Board members)
- Within individual member organisations, assisting them in their organisational management and development tasks and policy development

The volunteer and the Civil Society Forum of Tonga 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

- Relevant tertiary qualification with experience in organisational development
- Experience developing and implementing policies relevant to CSO's and strategic and financial plans, and standard operating procedures (SOP's)
- Strong communication, administrative, and organisational skills
- Experience training and/or mentoring
- Experience working with multiple stakeholders

#### Desirable

- Experience working with NGOs
- Experience managing the growth and development of organisations

### Personal specification (personal)

#### Essential

- Ability to work at the local pace (and given the availability of the organisations members)
- Strong communication skills
- Adaptable and flexible
- Ability to work in a small team

#### Desirable

- Resourceful
- Creative
- A people person
- Easy going
- Able to adjust to local conditions
- Ability to multitask
- Flexible
- Good of sense of humour
- Willingness to join in with culture and customs; open minded person
- Willing to work hard to achieve the outcomes/goals of the assignment

## 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 the Tonga, see <https://vsa.org.nz/about-vsa/countryregion/tonga>



## Additional information

### 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.

### Volunteer package

The 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\$1,100 per couple.
2. For two year assignments, the volunteer will receive a rest and respite grant of NZ\$1,000 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 TOP\$1,500

#### *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.**

