

# VSA Assignment Description

<b>Assignment Title</b>	<b>Governance and Management Mentor</b>
<b>Assignment Modality</b>	<b>In-country</b>
<b>Assignment Number</b>	<b>41928</b>
<b>Country</b>	<b>Solomon Islands</b>
<b>Location</b>	<b>Kolombangara Island, Western Province</b>
<b>Partner Organisation</b>	<b>Kolombangara Island Biodiversity Conservation Association</b>
<b>Duration</b>	<b>12-18 Months</b>
<b>Sustainable Development Goals</b>	



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## 1. Partner Organisation Overview

Kolombangara Island Biodiversity Conservation Association (KIBCA) was formed in December 2008 and was then formally registered as a community-based organisation in May 2009. Landowners wanted to ensure that Kolombangara Island's rich marine and forest biodiversity are conserved; and to educate, promote and encourage sustainable management of natural resources through viable economic and social ventures.

The land was divided into three areas - the lower belt (coastal areas), middle belt (resource areas), and the upper belt (400m above sea level and higher protected by law). A quarter of the Island's land is customary land. The customary land is classified as a protected area. Eight tribes reside on the land and The communities are keen to ensure that all natural resources, including plants, birds and other forest and seas creatures, are sustainably managed and improve the wellbeing of the people. The goals of KIBCA include protecting the upland forest; ensuring that all landowners are fully aware of the importance of conservation and establishing alternate sustainable livelihood programs; and to safeguard and document cultural heritage and history of Kolombangara Island.

## 2. Assignment Overview

VSA is seeking a volunteer to support KIBCA in the areas of governance, management and general office administration. The volunteer will support the organisation's staff and board to ensure that they are working in a way that ensure separation of governance and management issues resulting in the board knowing what decisions they should be making and what to expect from staff. The volunteer will also work with staff to ensure that there are accountability measures in place, they have ability to seek grant funding, implement projects and be accountable for all resources.



### 3. Goal/Outcomes/Outputs

#### Goal

KIBCA has strong governance and management practices in place.

#### Outcome 1

KIBCA staff and Board understand the steps they can take to become a strong organisation and are making good decisions.

Working alongside the board and staff:

- Gain understanding of current status of KIBCA;
- Visit and observe work in Kolombangara tribal areas (customary land);
- Workshop and discuss ideas of what the organisation needs to do to res-establish itself and grow; and
- Provide a written report with recommendations to the board and staff on steps they can consider taking to help strengthen the organisation.

#### Outcome 2

KIBCA has a strong board and a strategy.

- Conduct an audit of skills on the board.
- Provide training and mentoring to board members on governance.
- Work with board and staff to develop a five-year strategic plan.

#### Outcome 3

KIBCA has sound administration and management staff, practices and processes in place.

- Train, mentor and coach KIBCA staff and board members on good management practices;
- Put in place sound administration and financial management systems, processes and procedures;
- Work alongside staff to ensure that all legal and administrative systems are being followed.
- Work with staff and the board to re-establish and strengthen relationships and partnerships with development partners.

#### Outcome 4

KIBCA communities are getting the support they need to become protected areas.

- Support KIBCA staff to work with communities to progress through the Protected Areas Toolkit: A Step-by-step Guide to Creating Protected Areas in Solomon Islands.

### 4. Reporting, Working Relationships and Capacity Building

The Governance and Management Mentor will work with staff and the board of KIBCA in a manner that supports shared learning. The volunteer will use a strengths-based approach to support the board and staff to achieve the outcomes sought. The volunteer will design and deliver initiatives that support ongoing learning, mentoring and coaching.

The volunteer will report directly to the chairperson and will be accountable to the board. On a day-to-day basis, the volunteer will predominately work with the KIBCA's two staff members.



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

## 5. Selection Criteria/Position Requirements

[Instructions - Remember:

- The essential sections are what skills and traits are absolutely essential requirements in order to achieve the outputs and outcomes. Recruitment will use this for a basis for screening potential candidates in the first instance.
- Professional specifications are hard skills, things that are essential or desirable someone to do the assignment such as qualifications, previous experience in a role like Accountant, Teacher etc., Any technical skills required for the assignment.
- Personal specifications should be character traits and personalities that are essential or desirable for the assignment. Include things such as communication skills or requirement/desire to learn the local language.]

### Professional Specifications

#### Essential

- Experience in Management and administration
- Experience in formulating, understanding, participate and delivering budgetary processes
- Experience in policy development
- Experience in facilitating workshops/trainings

#### Desirable

- Qualification in Environmental Management and Administration or related study
- Have mentoring skills
- Have extensive network with environmental groups, stakeholders, donors and other project initiatives to do with environment, conservation and climate change
- Knowledgeable on legal matters

### Personal Specification

#### Essential

- Willing to learn and speak Solomon Islands Pidgin
- Ability to live and work in an environment where internet services may not always be reliable.
- Friendly and be able to cope with living in rural areas
- Be willing to travel by fibreglass boats with outboard motors
- Be able to cope with the SI weather
- Flexible
- Ability to find no- to low-cost solutions



- Results-oriented
- Creative
- Patient

## 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 [country] , see [link to relevant country programme page on VSA website]

## 8. Living and Working Situation

Honiara is the business centre of Solomon Islands and as such is a melting pot for people from all the island groups that make up the diverse nation. A hot and dusty place, Honiara offers most facilities albeit in a rudimentary form. The volunteer will be based in Western Province.

Gizo is the capital of Western Province and is the second largest town in Solomon Islands. It is located on Ghizo Island and is west-north-west of Honiara. It is a five-minute boat ride from Nusatupe where the airplane landing strip is located. Kolombangara is a 45-minute boat-ride from Gizo. It is also close to Noro (25 minutes by boat) and about an hour away from Munda.

Kolombangara, a circular extinct stratovolcano 15 km in diameter and 1770 m high. Eight tribes reside on Kolombangara's coastal areas. Kolombangara Forest Products Ltd (KFPL) is Solomon Island's largest sustainably managed Forestry Company that operates a Forest Stewardship Council certified plantation. It has been operating on Kolombangara since 1989 has approximately 200 fulltime staff and 1,800 contractors. It has a 75-year lease over two-thirds of the islands. KFPL will provide the volunteer with transport to Gizo and Noro where basic goods can be bought.

VSA will provide basic, furnished accommodation with gas facilities for cooking. You will have access to power (during the day), internet, piped water, a few shops and one or two expatriates. Public transport is relatively cheap.

Most volunteers feel safe in Solomon Islands, but it is important to know the risks and take personal responsibility for your safety. As in many countries, foreigners tend to be the target of petty crime, so always be alert and take precautions. In general, there are no problems moving around in Gizo.

For more information, see <https://vsa.org.nz/what-we-do/countryregion/solomon-islands/>.

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### 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**

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

### **Vaccination requirements**

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, 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. 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 SBD7,500.

#### *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 prior to departure.**

