

VSA Assignment Description

Assignment Title	Grant and Proposal Writing Mentor
Assignment Modality	Standard
Assignment Number	41977
Country	Samoa
Location	Apia - Upolu Island
Partner Organisation	Samoa Victim Support Group
Duration	10-12 months

Sustainable Development Goals



1. Partner Organisation Overview

Samoa Victim Support Group (SVSG) is a proactive non-governmental organisation (NGO) established in Samoa in 2005. It was set up by young volunteers who were working as Prosecutors within the Attorney General's Office and realised that daily they were dealing with victims of sexual crimes. The young volunteers saw that there was no place of refuge, nor support for the victims. The volunteers' compassion for the victims led to them approaching ex-police officers and members of the criminal team at the Attorney General's Office, to collaborate to establish a community group that could support and counsel victims. Hence the inception of SVSG almost 20 years ago.

After 19 years of hard labour by the SVSG staff and local volunteers, the services they offer have expanded, and the organization has gained the trust of the community. SVSG has worked very hard to raise awareness throughout all of Samoa and to encourage people to address these difficult and sensitive issues pertaining to sexual crimes and abuse and neglect in general. The services and programs they deliver continue the needs for the victims and their families - SVSG became the voice for the voiceless. SVSG is the only organization in Samoa that provides places of refuge and shelters abused women and children. SVSG seeks to protect and promote the safety and rights of women, children, and the vulnerable population, specifically the right to be free from abuse of any kind.

2. Assignment Overview

As a Non-Government Organisation, SVSG depends primarily on donor partners and agencies to financially support its operations and community projects. The daily operation is project-driven to finance not only the core services such as case management, counselling, shelter, welfare etc, but also utilities (telephone, electricity, water etc) and staff salaries. The Grant and Proposal Writing volunteer will work with the SVSG Communications Division (CD). This role and skills are crucial to the sustainability of the SVSG support services.

One of the biggest challenges for the organisation is the lack of staff with the relevant knowledge and capacity in the areas that are addressed in this volunteer assignment. Therefore, SVSG is seeking assistance through the Volunteer Service Abroad (VSA) Program in the hope that the local staff's capacity will be increased through working together with the potential volunteer. Having a VSA volunteer Grant and Proposal Adviser will assist significantly in researching and exploring the right financial pathways, where proposals can be submitted for financial assistance, which will enable SVSG to fulfil and deliver its vision of "Caring for children, supporting victims and uplifting the vulnerable".

3. Goal/Outcomes/Outputs

Goal

SVSG's capacity and capability for grant proposal development and writing are strengthened, enabling the successful delivery of the vision of the organisation that directly aligns with the government's long-term vision of "Fostering Social Harmony, Safety and Freedom for All" - as outlined in the Pathway for the development of Samoa FY2021/22 - FY 2025/26.

Outcome 1

SVSG employees have enhanced capability and capacity to support the creation of winning proposals through, planning, preparation, writing, editing, and submission.

Alongside Counterpart and Staff;

- Review existing grant proposal avenues and identify relevant funding opportunities in collaboration with staff, then draft proposals for assessment and submission.
- Lead the revision and updating of grant proposal resources and toolkits, including templates and technical content materials.
- Recommend and lead the development and implementation of capacity strengthening measures to increase the proposal writing skills for local staff that lead to successful grant applications.
- Develop and/or maintain partnerships with local, regional, and international organizations, local national government, professional and peer networks.

Outcome 2

SVSG staff have the capability to prepare and submit quality project funding proposals that are impact focused, community driven and comply donor's requirements.

Alongside Counterpart and Staff;

- Lead and support the preparation, development, and submission of quality project grant proposals.
- Lead and support consultations with staff to ensure clear understanding of the objectives and compliance criteria and expectations associated with a grant proposal.
- Assist with reviewing and analyzing donors' feedback to ensure timely and concise responses to their questions and feedback.
- Train and mentor the staff on all of the above processes to ensure sustainability of this assignment.

Outcome 3

SVSG's projects are well implemented and monitored to ensure project success and maintain accountability with donors.

Alongside Counterpart and Staff;

- Develop a user-friendly monitoring and evaluation framework to ensure accountability in reporting to donors.
- Train staff on these processes to ensure successful and satisfactory implementation of projects as outlined in proposal.

4. Reporting, Working Relationships and Capacity Building

The volunteer will be sharing their knowledge and skills through interactions with the key counterpart (Pepe Tevaga) and the Communications Division team, as he/she assists them with developing proposals, implementation of projects and monitoring and evaluation. Capacity building can be conducted through training / mentoring on the job, workshops, and training in this area as needed.

The volunteer will report directly to the key counterpart Pepe Tevaga, Communications Manager and will be accountable to Ms Tevaga, as well as the SVSG President, Lina Chang. On a day-to-day basis, the volunteer will predominately work with Ms Tevaga and the designated team.

The volunteer and Samoa Victim Support Group 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

Professional Specifications

Essential

- Minimum of 3-5 years' experience in grant / proposal writing and general fundraising.
- Knowledge and experience of grant proposal application processes (preferably in the international development environment)
- Demonstrated ability to synthesize information and data from various sources, and create tailored, compelling, engaging, and winning proposals
- Strong editing and persuasive writing skills
- Proven ability to communicate, collaborate, and work effectively with cross-cultural teams at all levels (both internally and externally)

Desirable

- Work experience in international development
- Ability to train others in a diverse and multi-cultural environment
- Project management, partnership, and stakeholder management skills

Personal Specifications

Essential

- A high level of personal integrity, discretion and tact
- Ability to work independently and as part of a team
- Hands-on, solution-focused, adaptable and organized
- Strong interpersonal and intercultural skills
- Commitment to teamwork, coaching, and mentoring others
- Patience, tolerance and flexibility
- Cross-cultural awareness and ability to adapt to new environment
- A preparedness to work with limited resources within a challenging environment

Desirable

- Ability to promote a positive attitude towards work
- Preferably a matured age volunteer

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 Samoa, see [VSA in Samoa](#).

Refer also to the following links;

- Untold History of Samoa: [Untold Pacific History | Episode 3: Samoa - NZ's Colonisation of Samoa & the Mau Movement | RNZ - Bing video](#)
- New Zealand Aid Programme in Samoa: [MFAT NZ & Samoa-4YP.pdf](#)
- Samoa Government Website: [Government of Samoa \(samoagovt.ws\)](#)
- Samoa Tourism Authority: [Samoa Tourism Authority - Corporate Website](#)
- Pocket Guide of Samoa: [A Brief History of Samoa \[PDF\] - Samoa Pocket Guide](#)
- Beautiful Samoa: [Uncover the History of Beautiful Samoa | Samoa Tourism](#)

8. Living and Working Situation

VSA Samoa team will source basic, comfortable and furnished accommodation that is within the budget of the programme, prior to the volunteer's arrival.

The office is located at the Old Police Building, which is right next to the new Police Headquarters in Apia. The location is very close to town and nearby to a few nice cafes and food places. It is a 10-minute walk from the main bus station in town and a 4-minute walk to a supermarket. It is also a 10-15 minute walk from the VSA office.

Additional Information

ST2 Assignment (6-11 months - under 12 months)

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. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
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 SAT \$1900.

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.