

VSA Assignment Description

Assignment Title	Project Proposal Development Specialist
Country	Fiji
Location	Suva
Partner Organisation	The Pacific Community (SPC)
Duration	2 years
Sustainable Development Goals	

41478 (P)

1. Partner organisation overview

SPC is owned and governed by its 26 Pacific country and territory (PICT) members. SPC provides technical, advisory, statistical and information support to its member governments and administrations, particularly in areas where small island states lack the wherewithal to maintain purely national cadres of expertise, or in areas where regional co-operation or interaction is necessary.

Much of SPC's focus is on major cross-cutting issues, such as climate change, disaster risk management, food security, gender equality, human rights, non-communicable diseases, and youth employment. Using a multi-sector approach in responding to members' development priorities, SPC draws upon skills and capabilities from around the region and internationally and supports the empowerment of Pacific communities and the sharing of expertise and skills between countries and territories.

SPC Geo-resources and Energy Programme (GEP)

As the leading technical agency in supporting a Green Economy, the GEP programme is committed to reducing the carbon impact of existing energy networks and usage and developing more sustainable energy networks into the future. GEP is committed to utilising technical knowledge in the areas of geoscience including marine and land minerals, geo-engineering investigations, geophysics and geological assessments and management of data to support decision making. This knowledge also informs the development of sustainable energy opportunities to improve the lives and livelihoods of Pacific Communities.

GEP's work is underpinned by the concept of a Green Economy supported by the Framework for Action on Energy Security in the Pacific (FAESP) and Framework for Resilient Development in the Pacific (FRDP). Through its various assistance and partnership initiatives in governance and policy, technical assessment, capacity development and data strengthening, GEP looks to contribute to the sustainable and resilient development goals of the region.

The Geo-Resources and Energy Programme is organised to achieve three main outcomes supported by specific results and indicators:

- Good Governance for PICT Geo-Resources and Energy
- Quality Technical Assessments in Geo-Resources and Energy
- Capacity Development in Geo-Resources Management and Sustainable Energy



The Geo-resources and Energy Programme brings together the Economic Development Division and the Geo-resources team. The inextricable links between understanding and use of Pacific geo-resources and their link to the development of sustainable energy systems ensures the programme effectively integrates along each stage of the supply chain. This model ensures increased support for our members to understanding, protect and manage these resources sustainably. Please see more information on the work done by our team here: <http://gem.spc.int/gre>

2. Assignment overview

SPC is mandated by the Pacific Energy Ministers as the lead regional energy agency providing the necessary coordination, and policy and technical assistance to PICTs. Additionally, SPC in collaboration with the Pacific Region Infrastructure Facility (PRIF) and other partners are developing the new Pacific Regional Energy Framework (PREF) 2020 – 2030 to replace the existing Framework for Action on Energy Security in the Pacific (FAESP) 2010 – 2020. This framework was expected to be formally launched at the 2020 Pacific Forum Leaders Meeting to be held in Port Vanuatu in August 2020. However, due to the COVID-19 pandemic, this event will be deferred to 2021. SPC and its partners have continued to engage in preliminary discussions on the best collaborative way to implement the new framework and how it will be funded. This requires someone to assist the Head of GEP to negotiate and agree with partners and donors on a sustainable funding arrangement for the implementation of the new framework. On another front, GEP is now working with two consultants (i.e. Econoler and IUCN Oceania) in developing the Pacific Energy Gender Network Strategic Action Plan (PEGSAP) 2020 – 2030. Once the PESAP is finalised, the next step is to secure the necessary funding and Technical Assistance to implement it. VSA has also assisted GEP by providing a volunteer to conduct an Independent Review of the GEP programme.

Funding security has been identified as one of the priority areas that GEP needs to focus on. In 2019, VSA assisted the Georesources and Energy Programme (GEP) of SPC in preparing its Resource Mobilisation / Fundraising Strategy. This strategy is currently being used by GEP to guide its fundraising efforts and a Resource Mobilisation Committee has been established to spearhead GEP's fundraising initiatives. However, staff are being confronted with competing priorities and as a result the GEP fundraising initiative has not progressed in the way it should. Some of these issues have been highlighted by the Independent Review. Most funding applications are time consuming and iterative, requiring a dedicated approach, which the current starting arrangements are unable to provide on a consistent basis. Assistance from a VSA volunteer is sought to implement the GEP Resource Mobilisation / Fundraising Strategy and in spearheading GEP's fundraising efforts.

3. Goal/outcomes/outputs

Goal

Funding proposals are prepared, reviewed, and submitted to donors, and funding / partnerships are secured that will enable GEP to effectively assist all 22 PICTs¹ to responsibly manage their geo-resources, increase their renewable energy mix and uptake, and contribute to achieving their development goals.

Outcome 1

Relevant donors (including states and philanthropic donors) and partners (agencies that can provide technical assistance and partnerships) are identified and their respective scope / focus areas analysed and prioritised.

¹ American Samoa, CNMI, Cook Islands, FSM, Fiji, French Polynesia, Guam, Kiribati, Nauru, New Caledonia, Niue, Palau, PNG, Pitcairn, RMI, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna



- Using relevant GEP internal documents such as the GEP Resource Mobilisation Strategy, and other sources of information, and through active networking web research, identify relevant donors and partners and assess their focus areas
- Assess donor and partners' priority areas using "the Comparative Assessment Prioritisation Framework" contained in the GEP Resource Mobilisation / Fundraising Strategy

Outcome 2

PICTs priority development areas in georesources and energy are identified, assessed, and prioritised

- Use relevant regional and national frameworks, strategies, and documents (i.e. new regional energy framework, energy roadmaps, PEGSAP, Nationally Determined Contributions, GCF Country Programmes, development and strategic plans) to identify priority development areas in georesources and energy
- Liaise with PICTs to confirm their current and future priority areas

Outcome 3

Funding applications are supported by well-prepared documentation and a consultative process

- Assess donors / partners, PICTs and SPC priority areas to identify potential areas for funding and partnerships
- In consultation with the GEP Resource Mobilisation Committee, partners and donors prepare new project concept notes and proposals
- Review existing concept notes and proposals to be submitted and negotiated with donors
- Liaise with and organise regular resource mobilisation meetings with donors and partners

4. Reporting and working relationships and capacity building

The volunteer will report to and be accountable to the Deputy Director, Georesources and Energy Programme. The volunteer will work closely with the GEP Resource Mobilisation Committee (RMC) members (i.e. Akuila Tawake, Makereta Lomaloma, Jesse Benjamin, Adrien Moineau, Frank Vukikomoala, and Gary Lee). Outside of the GEP team, the volunteer will need to develop key relationships with other parts of SPC, including the wider Geoscience, Energy and Maritime (GEM) programme and the National Development Cooperation (NDC) Hub, as well as with donors and other regional organisations.

Capacity building will be achieved through the following:

- (i) staff engagement through meetings (virtual, if necessary); including the monthly meetings of GEP RMC;
- (ii) networking and internet research to identify relevant donors and partners and their focus area;
- (iii) interactions to identify and assess PICTs priority areas in georesources and energy;
- (iv) development and review of project concept notes and proposals.

The volunteer and SPC 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

Education and Experience

- A degree in resource economics, international development, or related field
- At least three years of work experience in fundraising and/or investment attraction for development, or a related field
- Project and/or programme management qualifications will be an advantage

Knowledge, Skills and Abilities

- Ability to engage professionally with multi-stakeholders
- Policy writing skills
- Excellent computer skills, particularly with Microsoft Office and other relevant software
- Excellent interpersonal and communication skills

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. Living Situation

Suva is the capital city of Fiji and is the largest Cosmopolitan city in the Pacific. Suva is the leading administrative and commercial centre in Fiji with a city population of over 85,000 people. One of the largest campuses for the University of the Pacific is based in Suva. Suva also hosts the largest number of international and regional intergovernmental agencies and not for profits in the Pacific. The growing expatriate community and a large number of students from across the Pacific make up a significant portion of the city's population.

There are very good supermarkets, stores, and markets in Suva where you can purchase anything you might need, and the Suva Market has good seasonal produce. There are also a large variety of restaurants, such as Fijian, European, Indian, Chinese, Japanese, and Korean. Suva has two hospitals; Suva Private Hospital which is open 24 hours and the Colonial War Memorial Hospital. There are also several internet cafes and many cafes that offer free wireless.



Central Suva is compact and easy to get around on foot, however if you are travelling some distance, or need a break, there is a reliable bus service as well as the ready availability of cheap taxis. The SPC GEP office is located in Nabua, about 4.5 km from the city centre.

For more information, see <https://vsa.org.nz/what-we-do/countryregion/fiji/living-and-working/>.

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\$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. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of FJD 1,445

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.

