

## Expression of Interest Program Quality Consultant

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World Vision Vanuatu has funding through DFAT's Australian Humanitarian Partnership (AHP) to develop and deliver family focused pre-departure briefings to Ni-Vanuatu workers travelling overseas to participate in seasonal work schemes in Australia and New Zealand. These trainings will involve both the worker and at least one other member of his or her family, with the goal of supporting the family to plan and work together, to better benefit from the opportunity of overseas work. As part of the training development process, World Vision is seeking expressions of interest from consultants to develop and/or deliver trainings on the following topics:

### 1. Nutrition

Develop and deliver a practical training package focused on nutrition

### 2. Family budgeting and financial management

Develop and deliver a practical training package focused on family budgeting and financial management.

### 3. Adult education/training facilitation skills (capacity building for WV staff who will participate in training delivery)

Develop and deliver a practical capacity-building training to World Vision staff, former seasonal workers (interns) and other relevant partners on adult education skills/training facilitation.

Interested consultants must be Vanuatu-based, and proficient in Bislama – as a key part of the training development and delivery process will be working closely with a group of former seasonal workers, to ensure that the training materials directly meet their needs and respond to their experiences. The timeframe for this assignment is anticipated to be February-May, with the potential for continued work beyond this timeframe depending on the evolving needs of the project.

**A more detailed job description can be found on the next page.**

#### **Expressions of Interest must include:**

- A cover letter detailing why you are interested in this position
- Candidate's CV detailing program quality experience; and
- A daily rate and statement of availability for in-country work through-out the calendar year of 2021 (with a particular focus on the months of February-May).

**To submit an expression of interest,**

**By post:** People & Culture, World Vision Vanuatu Office, PO Box 247, Port Vila; or

**By email:** [job\\_WVV@wvi.org](mailto:job_WVV@wvi.org) or

**In person:** World Vision Vanuatu Office, Rue Artoi, Saralana Field (next to the Cultural Centre) or World Vision Northern Area Programme Office, Luganville, Santo (at the back of Chiefs Nakamal)

**Closing date: 5pm Friday 19th February 2021.**

**WORLD VISION VANUATU**  
**Labour Mobility Training Consultant Positions**

<b>KEY POSITION INFORMATION</b>			
<b>Job Title</b>	Training Development/Delivery Consultant	<b>Grade</b>	consultant
<b>Reports To</b>	Grants Acquisition & Accountability Manager		
<b>Department/Group</b>	COVID-19 Portfolio	<b>Location</b>	Vanuatu

**WORK CONTEXT / BACKGROUND:**

World Vision Vanuatu is a Christian humanitarian organization dedicated to working with children, families and communities to overcome poverty and injustice. Since 1981, we have been working to transform communities through delivering programming in education, health, water and sanitation, gender relations, agriculture, and sustainable livelihoods. In line with the Vanuatu Government’s National Sustainable Development Plan *Vanuatu 2030: The People’s Plan*, World Vision – in partnership with communities – delivers programs that are relevant, cost-efficient, effective, and make a lasting difference. Community development is a key focus of World Vision Vanuatu, with 80% of our staff based in the communities where we work.

**DEVELOPMENT OF TRAINING PACKAGES FOR SEASONAL WORKER PRE-DEPARTURE BRIEFING and REINTEGRATION TRAININGS:**

Key details pertaining to our development of pre-departure briefing and reintegration training packages are as follows:

- One standard training package will be developed, with parallel Australia and New Zealand modules (in cases where content is country-specific). This training package will meet all DFAT and MFAT minimum standards.
- Provincial Pre-Departure Briefings will be held in Provincial Centers (initially piloted in Shefa and Sanma Provinces). These trainings could also be held at other locations in the provinces (such as North Efate or South Santo) Provincial trainings will be attended by seasonal workers and their spouses together, and will focus on ensuring the entire family is prepared for the seasonal work experience and equally benefits from the experience (especially focusing on maintaining healthy relationships and family financial planning/budgeting). Target duration: 3 days. (Could be reduced to two days if needed)
- National Pre-Departure Briefing will be held in Port Vila immediately prior to departure, and will be attended only by seasonal workers. Target duration: 2 days
- Reintegration Trainings will be held in provincial centers, and will be attended by seasonal workers and their spouses or family members. Training participation will be voluntary, and will include family budgeting (1 day) and cyclone-safe building practices (4 days) Target length: 1 week.

- Key goals for all trainings will be to ensure they are easy to understand and appropriate for adults who can't read/write or understand English - ensuring that all participants feel honored, valued, and empowered.
- Former seasonal workers will be involved in the training development process as part of a cash for work scheme. They will participate in trainings as assistants to facilitators, and will themselves facilitate training modules as much as possible - to ensure that training participants learn from real-life experiences.

**KEY FUNCTIONS OF THE TRAINING DEVELOPMENT CONSULTANT ROLE:**

World Vision is seeking training development/delivery consultants focused on the following topics: Nutrition, Family financial management/budgeting, and adult education/training facilitation skills. Consultants are welcome to express interest in one or more of these topics. Responsibilities for each topic are outlined below:

Training Development Consultant - Nutrition	Results Expected
<b>I) Develop and deliver a practical training package focused on nutrition</b>	
<ul style="list-style-type: none"> <li>• Training package should include information on nutrition for seasonal workers going overseas, as well as family members remaining in Vanuatu. The following topics should be covered:               <ul style="list-style-type: none"> <li>○ How to create healthy meals on a budget/ what is a realistic healthy food budget in Aus/NZ</li> <li>○ Cooking using Aus/NZ ingredients (for seasonal workers)/ How to create healthy food using inexpensive Vanuatu ingredients (families)</li> <li>○ A practical nutrition session/cooking demo held during lunch (how to create healthy food using AUS/NZ ingredients (for seasonal workers) and Vanuatu ingredients (for family members)).</li> </ul> </li> <li>• Two versions of the training package to be developed – a one-hour version (to be delivered during national pre-departure briefings) and a half-day version.</li> <li>• Where relevant, training package should draw on existing World Vision and Ministry of Health training materials.</li> <li>• During initial training sessions, the training package will be co-</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a written training package (including handouts for training participants and a facilitator guide), to be provided to World Vision and other partners (such as the Department of Labor) for delivery of future trainings.</li> <li>• Delivery of a Training of Trainers event for World Vision staff to build their capacity to deliver the training package.</li> <li>• Delivery of the training package at training events in both Port Vila and Luganville.</li> </ul>

<p>facilitated by the consultant and WV staff. Training delivery will be gradually taken over by WV staff.</p> <ul style="list-style-type: none"> <li>• Trainings will be conducted in both Port Vila and Santo; consultant should be available to travel to Santo as needed (all travel expenses to be covered by World Vision).</li> </ul>	
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<b>Training Development Consultant – Family Budgeting and Financial Management</b>	<b>Results Expected</b>
<p><b>II) Develop and deliver a practical training package focused on family budgeting and financial management</b></p>	
<ul style="list-style-type: none"> <li>• Training duration to be between 4-8 hours (exact duration to be agreed on with World Vision at the beginning of the assignment).</li> <li>• Training package should cover the following: <ul style="list-style-type: none"> <li>○ Basic budgeting/financial planning skills</li> <li>○ Development of detailed budget/financial plan to meet household needs during seasonal work</li> <li>○ Development of savings plan (goal for how to invest seasonal work savings)</li> <li>○ Review of options to transfer remittances and comparative advantages of each one</li> </ul> </li> <li>• Where relevant, training package should draw on existing World Vision financial management training materials.</li> <li>• Consultant should liaise closely with IOM to ensure that training modules align with IOM-planned modules on similar topics, such as remittances.</li> <li>• During initial training sessions, the training package will be co-facilitated by the consultant and WV staff. Training delivery will be gradually taken over by WV</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a written training package (including handouts for training participants and a facilitator guide), to be provided to World Vision and other partners (such as the Department of Labor) for delivery of future trainings.</li> <li>• Delivery of a Training of Trainers event for World Vision staff to build their capacity to deliver the training package.</li> <li>• Co-facilitation of the training package with World Vision staff at initial training events.</li> </ul>

<p>staff.</p> <ul style="list-style-type: none"> <li>• Trainings will be conducted in both Port Vila and Santo; consultant should be available to travel to Santo as needed (all travel expenses to be covered by World Vision).</li> </ul>	
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Training Delivery Consultant – Adult Education/Facilitation Skills	Results Expected
<p><b>III) Develop and deliver a practical capacity-building training to World Vision staff, former seasonal workers (interns) and other relevant partners on adult education skills/training facilitation.</b></p>	
<ul style="list-style-type: none"> <li>• Meet with World Vision staff and interns to learn their experience and challenges with training delivery, and develop a 1-2 day training package on adult education/training facilitation skills to build staff/intern capacity to deliver trainings to seasonal workers.</li> <li>• Deliver the training to staff/interns at one or more staff capacity building events (the number of trainings to be delivered to be agreed with the consultant following initial meetings).</li> <li>• Observe staff/interns during delivery of trainings, to provide feedback and mentorship.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a written training package (including handouts for training participants and a facilitator guide), to be provided to World Vision and other partners (such as the Department of Labor) for delivery of future capacity building events.</li> <li>• Delivery of training package to staff and interns in Port Vila (with potential for a second training to be delivered to staff in Luganville).</li> </ul>

Other key details (relevant to all positions):

<b>No. Direct Report:</b>	0	<b>Positions Supervised:</b>	No direct supervision relationships. But the consultant will be expected to liaise directly with a group of World Vision interns who are former seasonal workers in training development.
<b>Other Reporting Relationships</b>	Grants Acquisition & Accountability Manager		

The ideal person for this role will have the following skills and abilities

<b>Knowledge, Skills, Abilities:</b> <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
<b>Knowledge &amp; Skills</b>	Excellent written and verbal communication - fluency in English and Bislama required.	Essential
	Relational skills, especially in a cross-cultural environment	Essential
	Strong planning, organisational and project management skills and ability to prioritise and handle multiple tasks.	Essential
	Ability to maintain calm and work under pressure to strict deadlines. Ability to work gracefully under pressure.	Desirable
	Computer literate in Microsoft Office, email and Internet.	Essential
	Ability to analyse and solve problems, persuade, network and negotiate.	Essential
	Demonstrated technical experience in the area of nutrition.	Desirable
	Demonstrated ability to work with autonomy, whilst working within a team to deliver high quality team products	Essential
	Demonstrated high quality analysis and reporting skills	Essential
<b>Experience</b>	Experience in training development and delivery relevant to the subject area (nutrition, family financial management/budgeting, and/or adult education/facilitation skills).	Essential
<b>Work Environment</b>	Based in Port Vila, Vanuatu, with travel to Luganville for training delivery.	

<b>Important Functional Relationships:</b>		
<b>Contacts</b>	<b>Reason for Contact</b>	<b>Frequency of Contact (Daily, Weekly, Monthly)</b>
<b>External:</b>		
Partnering Govt Ministries and departments	To ensure training packages align with Department of Labor and other relevant Government ministry priorities	As needed
DFAT and MFAT post	To ensure training packages align with DFAT/MFAT priorities	As needed
IOM (International Office of Migration)	Ensure that training packages align/harmonize with packages which IOM develops for seasonal workers	Weekly, monthly
<b>Internal</b>		

Grants Acquisition & Accountability Managers	Primary point of contact. Tracking of deliverables, planning & implementation	Daily, weekly.
COVID-19 Portfolio manager and staff	Planning & Implementation	Daily, weekly
Seasonal Worker Interns	Workshopping training packages, capacity building for training delivery	Weekly, Monthly

Prepared by: Bethany Boyer-Rechlin	Date: 23 January 2021
Reviewed/Approved by: Kendra Gates Derausseau	Date:
Hiring Manager: Kendra Gates Derausseau	
Position Holder:	