



**CARE International  
in Vanuatu**  
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[care.org.au](http://care.org.au)

## **TERMS OF REFERENCE – Consultant**

**Reports to:** Program Director (PD)

**Key contacts:** PROJ GOV Manager and PD

**Duration:** February - July 2025

**Location/Duty station:** CARE Vanuatu Port Vila office with the possibility of working remotely (virtually) and sometimes from Tanna Office

**Equipment:** Bring own Laptop

## **BACKGROUND**

CARE in Vanuatu (CiV) is an International Humanitarian Aid Organization Fighting Global Poverty, with a special focus on working with women and girls to bring lasting change to their communities. CARE has been working in Vanuatu since 2008 helping communities to increase their resilience to disasters and climate change, respond to emergencies and to advance gender equality. CARE Vanuatu has a long-term program strategy which seeks to contribute to resilience and equality in Vanuatu where men, women, boys, and girls enjoy equal rights and opportunities.

CiV has three programmatic portfolios (Gender Equality, Resilience, and Inclusive Governance) involving a diverse range of donor funded projects, delivered in partnership with government and civil society. CARE's gender equality program focuses on deep transformational change in social norms, women's economic empowerment, intergenerational leadership, and violence prevention. CARE Vanuatu aims to work in coalition with other organizations focused on strengthening gender equality in Vanuatu and to

contribute towards a movement for gender equality where all people live with safety and dignity and values partnerships with government and civil society. CARE is committed to strengthening local capacity and leadership and is investing in mentoring and supporting local staff in leadership positions through accompaniment and counterpart arrangements and partnership development.

## **THE PROJECT**

The Inclusive Governance Project (IG) is working with communities and Area Councils to strengthen local governance and inclusive planning processes. The project is working with communities, Area Council(s), the Tafea Province, and the Department of Local Authorities, and aims to increase the active engagement of communities in Area Council Development planning processes and positively influence the quality, efficiency, and accountability with which planning, and service delivery is implemented. The project will be based on an adapted version of the CARE International Community Scorecard (CSC) approach. The CSC brings together the demand side and the supply side of a particular service, as well as relevant government officials, to jointly analyse issues underlying service delivery problems and develop joint plans for improvement.

## **PURPOSE:**

To provide technical and strategic support to the PROJ Gov manager on key pieces namely the Community Score Card (CSC) and Community Development Committees (CDC).

## **SCOPE**

The consultancy will provide support to PROJ Gov on the following, but not exclusively:

### **1. Community Scorecard (CSC)**

- Documenting the adaptable CSC format as evolved in Vanuatu towards the development of a local governance model.
- Develop the CSC tool
- Validation of the CSC with CARE Team and Stakeholders
- Together with PROJ Gov Team support the planning and CSC rollout, for scoring issues relating to Health at the level of area council in the 20 selected communities.
- Capture, record and analyze data from scoring priority issue in need of improving and utilising the CSC.
- Support presentation and validation with Stakeholders to develop cycles
- Documentation of CSC rollout: process, learnings, key areas for improvement, etc.

## 2. Community Development Committees (CDC)

- Documentation of process from start (vision (Province, area council, community, consultation, establishment (structure, mandate) and election) to present (in practice/operation and with adaptation)
- Learnings from the CDC operations: community and CARE's role as facilitator and enabler. Exploring the [Asset Based Community Development \(ABCD\) - Nurture Development](#) Approach.
- How can CDC support the CSC rollout, and the specificity for Vanuatu Context
- Centrality of Interface meetings (as led by CARE) at Central Tanna to this documentation

### TASKS AND TIME FRAME (to be finalised in consultation between CARE and Consultant)

Output	Tasks	Time Frame
<p>CDC documents:</p> <ul style="list-style-type: none"> <li>- Learning and process</li> <li>- Visual/flowchart presentation</li> </ul> <ul style="list-style-type: none"> <li>• To have a stepped approach visualise with key questions and considerations when setting up CDCs including a checklist.</li> <li>•</li> </ul>	<p>Meeting With team</p> <ul style="list-style-type: none"> <li>- Stakeholders, etc</li> <li>- etc</li> </ul>	February-March 2025
CSC learning document		March 2025
CSC tool		March 2025
CSC Rollout		February-June 2025

**DURATION AND TIME OF WORK:**

For the six - month period, the consultant would work a maximum of 3 days per week (8 hours per day). The consultant will work from the CARE Vanuatu office, subject to the nature of the task. The consultant will not have any direct financial delegation or line management responsibilities. The consultant will need to be available to travel, e.g. to Tanna.

**PAYMENT**

CARE will pay the consultant VT25, 000/day

Payment will be made according to the number of days worked for a period of six (6) month at 3 days per week and submission of timesheet.