

## Terms of reference: Consultant to support the VSLA Village Agent pilot

**Reports to:** Gender Equality Project Manager (Pacific Partnerships for Gender Equality) and Gender Portfolio Manager (as required)

**Key contacts:** PP4GE (ANCP) team (particularly 1 Senior Officer and 1 Lead Officer)

**Duration:** 2 December 2022 – 31 May 2023

**Location/Duty station:** Remote



### **Background: CARE in Vanuatu**

CARE in Vanuatu (CiV) is an international humanitarian aid organisation 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 organisations focussed 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.

### **Background to this assignment**

The Pacific Partnerships for Gender Equality (ANCP) program is a five-year program (2022-2027) to strengthen women's economic justice and resilient civil society in the Pacific. The program is a collaboration between CARE Australia's International Programs Department, across Pacific Partnerships Unit, Program Delivery Unit and Capability and Impact Unit, and CARE International in Vanuatu. The program works with partners across Solomon Islands, Tonga and Vanuatu, delivering country level and regional objectives. Partners include Nasi Tuan in Vanuatu, Vanuatu Society for People with Disability (VSPD) and Vanuatu Women's Centre in Vanuatu, the Talitha Project in Tonga, Live and Learn Solomon Islands and People With Disabilities Solomon Islands (PWDSI).

CARE in Vanuatu has been supporting Village Savings and Loans Associations (VSLAs) in villages in Tafea province since 2020. Several communities have recently reached the end of their second savings cycle with significant CARE support. In the Pacific Partnerships for Gender Equality, CARE is looking to create a sustainable avenue for the continuation and expansion of VSLAs throughout Tafea communities and beyond. Local Government structures (Area Councils) may provide a mechanism to

host the model into the future. To achieve this, CARE is looking for a consultant to assist with development of a pilot for VSLA Village Agent Model.

**Purpose:** To design a sustainable Village Agent model for piloting relevant to the Vanuatu context for the continuation and expansion of VSLAs

**Scope:** Vanuatu

The assignment objectives are to:

- Complete a desk review of VSLA (or similar models) Village Agent models from 2-5 countries, particularly any from the Pacific
- Drawing upon the desk review and Vanuatu and broader Pacific consultations to inform Village Agent model development, document design of a Village Agent model appropriate to Vanuatu, including steps for piloting implementation
- Review, and as appropriate, revise VSLA materials that can be used in the Village Agent model and pilot

**Key responsibilities and deliverables:**

	Key activities	Deliverables	Duration	Timeline
1	Research / learning paper on VSLA Village Agent models internationally/the Pacific	Complete a desk review and develop short paper (2-5 pages) on how other countries (particularly any in, or similar to, the Pacific) have set up Village Agent models to inform the design of the Vanuatu Village Agent model and pilot.	Up to 3 days	December 2022
2	Conduct remote consultations with other Pacific countries who have piloted a similar Village Agent model (e.g. Catholic Relief Services Timor-Leste and World Vision in Solomon Islands)	This will include: <ul style="list-style-type: none"> <li>- identification of relevant organisations</li> <li>- development of an interview guide</li> <li>- conduct online interviews with relevant organisations</li> <li>- documentation of consultation discussions as part of development of the design</li> </ul>	Up to 2 days	December 2022 - February 2023
3	Support Vanuatu-based consultations	This will include: <ul style="list-style-type: none"> <li>- remote online meetings with PP4GE team members</li> </ul>	Up to 2 days	December 2022 - February 2023

	(including with VSLA members to date and Provincial stakeholders) VSLA to inform Vanuatu Village Agent model and pilot	- documentation of consultation discussions as part of development of the design		
4	Document design of a Vanuatu Village Agent pilot	- Drawing upon the research / learning paper and consultations to inform Village Agent model development, develop a simple design of the Village Agent model and pilot, including steps for implementation (e.g. recruitment, monitoring, support) - Adjustment to respond to feedback from the team and stakeholder partners	Up to 5 days	January – March 2023
5	Review, and as appropriate, revise VSLA materials for the Village Agent model for Vanuatu	This will include: - Reviewing a Village ToR and recruitment process - Reviewing existing VSLA materials used in Vanuatu and making relevant updates to align with the Village Agent design (VSLA Flip chart / VSLA manual / monitoring tools etc)	Up to 5 days	March – May 2023

**Managed by and reporting to:** CARE Vanuatu: Gender Equality Project Manager (Pacific Partnerships for Gender Equality) and Gender Portfolio Manager (as required)

**CARE in Vanuatu will support:** CARE Vanuatu will lead on consultations with Vanuatu-based stakeholders (including community members and provincial representatives), compile team learning from VSLA implementation and engage closely with the consultant on the development of the model for the pilot.

**Team coordination:** The consultant will work closely with the Pacific Partnership for Gender Equality team to complete deliverables under this ToR.

**Selection criteria**

- Strong understanding of the CARE VSLA model (or similar savings groups models implemented through other organisations) and women’s economic empowerment

- Experience supporting teams to implement VSLA (or similar savings groups models implemented through other organisations), including development of village agent approaches internationally and/or in other Pacific countries
- Experience working with Vanuatu teams (Bislama skills desirable, though not essential)
- Demonstrated cross-cultural sensitivities, respect and curiosity to adapt models to suit a Vanuatu context
- Skills in the high quality distillation and communication of complex processes to ensure they are simple and accessible

### **Fees and Payment**

The consultant is expected to provide their daily fee rate as part of their expression of interest.

### **Expression of Interest**

Expressions of Interest should include:

1. A maximum 1-page cover letter including a statement of capability introducing the consultant and how the skills and competencies described above are met using concrete examples.
2. Current CV or design portfolio of the consultant
3. Daily fee rate (including specification as to whether)

Expressions of interest and requests for further information should be submitted to Sylvain Malsungai at the following email address: [sylvain.malsungai@careint.org](mailto:sylvain.malsungai@careint.org).

Applications close **29 November 2022 at 17.00** (Vanuatu Standard Time).

Approved by: Glenise Levendal