



## Mama Graon – Vanuatu Land Program

19 January 2012

Land Equity International (LEI) has been awarded a contract by the Government of Australia to manage the AusAID funded Mama Graon – Vanuatu Land Program.

As part of the contract LEI is to provide an International Gender Adviser to work in Vanuatu. LEI are currently seeking suitable applicants for the position.

The attached information includes:

- Section 1: Selection, Instructions and Assessment
- Section 2: Terms of Reference

Applications are due on Monday 6 February 2012 at 4 pm AEST . Please send all applications to: [jbesgrove@landequity.com.au](mailto:jbesgrove@landequity.com.au)

Please note that in line with LEI's Child Protection Policy, applicants **may** be subject to child-safe recruitment processes, including criminal record checks prior to engagement, targeted interview questions and verbal referee checks. The preferred candidate will be required to sign LEI's Code of Conduct (Including Part B – Child Protection) before engagement. A copy of the LEI Code of Conduct can be found on the LEI website [http://www.landequity.com.au/consulting\\_opportunities.htm](http://www.landequity.com.au/consulting_opportunities.htm)

If you have any questions or require further information regarding this position, please contact Jacqui Besgrove at [jbesgrove@landequity.com.au](mailto:jbesgrove@landequity.com.au), tel + 61 2 4227 6680.

There are no nationality restrictions on this position.

Chris Lunnay  
Program Director  
Land Equity International

## SECTION 1

### SELECTION, INSTRUCTIONS AND ASSESSMENT

#### Selection Process

Recruitment for the position will take place as follows:

- ◆ LEI will review written applications and prepare a shortlist of candidates for interview;
- ◆ Interviews will be conducted by phone;
- ◆ A decision will be made on the successful applicant.

#### Instructions for Applicants

All applications are screened for compliance upon receipt. ***Only those applications that comply with all instructions and include a completed Application Cover Sheet and 2 page covering letter will be forwarded to the staff responsible for assessment.*** Please contact the person identified on page 1 of this information package if you have any questions.

Please submit with your application:

- ◆ A completed application cover sheet, which is available from our web site. Please note this requires you to provide contact details for two referees who can comment on recent experience relevant to your application. You will be asked to confirm contact details at the interview.
- ◆ A covering letter (no more than 2 pages). The letter must outline your suitability for the position against the terms of reference and must demonstrate your understanding of the requirements of the position;
- ◆ Your curriculum vitae.

Please do not submit any additional material.

Your cover letter must include the following declaration:

*“I, (insert name), declare that if selected for this position, I will be available from (insert date), for the duration of the assignment.”*

Please note:

- Your cover sheet should confirm that, if successful, you would be willing to be engaged by LEI as a subcontractor.
- The fee will be in accordance with the AusAID Adviser Remuneration Framework and be dependent upon the level of experience of the applicant. Under the Adviser Remuneration Framework the position has been classified as Group B, Level 3 with a maximum daily rate of A\$707. Airfares, accommodation and a per diem will be paid.
- Being selected as the preferred candidate does not constitute acceptance by LEI of the maximum daily fee. Should you be selected as the preferred applicant, LEI reserves the right to negotiate fees up to the maximum daily rate of A\$707 depending on the level of experience of the applicant.

#### Assessment

A panel will assess applications on the basis of technical merit and value for money. This is an open selection process consistent with Commonwealth Procurement Guidelines.

## SECTION 2

### TERMS OF REFERENCE

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#### INTERNATIONAL GENDER ADVISER (2.5 months)

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**NOTE:** There may be a follow up assignments, the requirements of which will be assessed during this assignment. Some time will be allocated to long distance mentoring of the National Gender Focal Point Adviser. Given the need to undertake a mentoring role preference will be given to those who have experience working in Pacific countries and are able to demonstrate an understanding of the gender issues associated with local customary systems.

Up to 5 days of long distance mentoring support will be allocated from the 2.5 months of the assignment.

#### Background

The Mama Graon – Vanuatu Land Program is a strategic Government of Vanuatu long term initiative aimed at ensuring:

*All Vanuatu people prosper from the equitable and sustainable development of their land, while ensuring stability and securing the heritage for future generations.*

The program builds on the National Land Summit (September 2006) which was organized by the government on the initiative of the National Council of Chiefs and the Vanuatu Cultural Centre with broad participation from different social groups and commercial interests. Following on from the Summit the Government of Vanuatu requested Australian and New Zealand assistance to support the implementation of recommendations from the Summit and to support land reforms in Vanuatu.

Guided by the Government of Vanuatu Land Sector Framework, AusAID and the New Zealand Government have harmonised their development assistance to the land sector in Vanuatu through the Mama Graon – Vanuatu Land Program which is the first 5 year phase of a longer term program. Oversight of the framework will occur through a multi-stakeholder Vanuatu Land Governance Committee.

The Australian and New Zealand Governments provide funding support for the Vanuatu Land Program under its umbrella agreement and contracted a Managing Contractor (MC), Land Equity International (LEI) in December 2010 for the first 5 years of the Program. The program management is the responsibility of LEI.

The purpose of the Vanuatu Land Program is to improve decision making, make it more transparent, and improve land management procedures and practices, and in doing so minimise the potential for conflict. This will primarily be achieved by undertaking capacity development of:

- (a) Vanuatu Land Governance Committee;
- (b) Malvatumauri National Council of Chiefs;
- (c) Customary land Unit; and
- (d) Land Registry and Information Services.

## The Program Goal and Purpose

### The Goal of the Mama Graon – Vanuatu Land Program is:

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to improve decision making, make it more transparent, and improve land management procedures and practices, and in doing so minimise the potential for conflict. This will primarily be achieved by undertaking capacity development of:

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## Description of the Program

The Program Component Descriptions are as follows:

<b>Mama Graon – Vanuatu Land Program Program Component Descriptions</b>	
<b>PART A</b>	
Objective A – 1	Informed Collective Decisions by Customary Landholders
Objective A – 2	Participatory Land Governance
Objective A – 3	Effective and Enabling Services
<b>PART B</b>	
Objective B – 1	A strengthened Customary Lands Tribunal consistent with the GoV's national plans
Objective B – 2	A Land Information Management system that meets current and future needs and supports economic development
<b>PART C</b>	
Objective C - 1	Effective consultation and coordination between stakeholders of the Vanuatu Land Program
Objective C - 2	Effective and efficient management of all resources provided to deliver services including personnel, funds, services and equipment
Objective C - 3	Effective and efficient reporting and monitoring and evaluation of Program activities and deliverables
Objective C - 4	Identification and management of risks to the Program in order to minimise their impacts on the achievements of Program Goals and Objectives

## TA Team

The TA team of Advisers is complemented by an administrative support group based in Port Vila. All advisers have individual terms of reference and are responsible for the scope of work in their TOR's. Advisers shall work closely with counterparts and government staff to support activities that will assist with capacity building, encourage continual improvement, knowledge transfer and building sustainability.

The approach at all times will provide the Program with best practice, a safe working situation and be Gender sensitive. Advisers shall develop and maintain a work plan and have regular review meetings with counterparts on progress, issues and changes to the plan.

A monthly report will be submitted to the Program Director on the first working day of each month. It shall summarise the highlights in progress, the main activities and the main issues with any recommendations and should be no more than two pages in length. The monthly report is to also highlight activities that have been undertaken to assist with capacity building, encourage continual improvement, knowledge transfer and building sustainability. At any other time and at the discretion of the adviser reports on issues and progress may be sent to the Program Director. The monthly report shall be furnished in parallel to the counterpart and the Program Director. The adviser will follow up with the counterpart for discussion and signing off by the counterpart.

Inputs into the Program quarterly reports and the annual planning process shall likewise be required, summarizing progress, main activities and main issues viz-a-viz approved work plans.

## Working Arrangements:

The International Gender Adviser will be based in Port Vila for the duration of the assignment. Visits to other provinces may be required. The International Gender Adviser will work closely with the national Gender Focal Point to support the successful implementation of Program activities and to provide mentoring and personal capacity building. The International Gender Adviser will also work closely with the Land Sector Coordination Unit, Malvatumauri, the Customary Land Tribunal Unit, Vanuatu Cultural Centre, Department of Lands and other key stakeholder groups involved in the Program and coordinate with all technical advisers.

The International Gender Adviser will also work with the Department of Women's Affairs and assisting them with gender initiatives of mutual interest with the Program.

## Reporting Arrangements:

The adviser will be responsible to the Program Director.

## Discipline Category:

**Discipline Group B** (as per AusAID Adviser Remuneration Framework)

## Job Level:

**Level 3** (as per AusAID Adviser Remuneration Framework)

## Background:

The International Gender Adviser will prepare the Program Gender Policy and will provide training and mentoring to the national Gender Focal Point. The Adviser will also provide input to and will assist in mainstreaming gender throughout the Program and within the Program partners, raising awareness of gender issues and ensuring women's representation in all key land processes and procedures.

The Program Gender Policy aims to:

- (a) ensure women's participation in decision-making and leadership throughout the Program;
- (b) ensure that both women and men have access to Program resources;

# INSTRUCTIONS FOR APPLICANTS

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- (c) strengthen the capacity of women to participate in leadership and decision-making within customary and formal land dealings;
- (d) increase the capacity of women's organisations and networks to demand good governance;
- (e) garner men's support to recognise and respect the contribution of women in decision making at the local level; and
- (f) change attitudes about the rights of women.

## Tasks:

Task to be undertaken will include:

- (a) Liaise with the Department of Women's Affairs in relation to gender matters and assist the Department of Women's Affairs where there are areas of mutual interest.
- (b) With assistance from the national Gender Focal Point prepare the Program Gender Policy and if required gender policies for Partner agencies.
- (c) Gain an appreciation of the role of women in customary land issues and assist in identifying research activities that could be undertaken in relation to gender and land.
- (d) Support the national Gender Focal Point in preparing gender awareness training material and in conducting training with the staff of Program Partners;
- (e) Ensure gender issues are appropriately integrated into policies and operations of Partner agencies.
- (f) Review core participatory land governance processes to ensure appropriate representation and gender sensitisation and awareness.
- (g) Support the development of Communication and Education material relating to gender and land.
- (h) Provide training support to the national Gender Focal Point.
- (i) Provide mentoring to the national Gender Focal Point some of which will be long distance mentoring and support.

## Deliverables:

- (a) With assistance from the national Gender Focal Point prepare the Program Gender Policy.
- (b) Support the development of gender related training material for all Program partners.
- (c) Support the capacity building of the national Gender Focal Point.