



## Terms of Reference

### PROJECT CO-ORDINATOR & FINANCE SPECIALIST

Contract	
Project	UN Women Funded: Phoenix Women In Business
Expertise	
Category/s	Business Development - Project
Location	
Country	Port Vila, Vanuatu
Contract Length	
Start Date	4th January 2021 or as negotiated
End Date	11.5 months, with potential extension of 1-3 extra months
Contract Value	
Key consultant	
Days Estimated	Full time project work, 5 days a week
Specifics of Recruitment	
<p><b>Background and justification:</b></p> <p>Vanuatu is currently experiencing two compounding crises; the global COVID-19 pandemic that has closed borders, ceased vital tourism incomes and created serious economic hardship, and Tropical Cyclone Harold, a category 5 cyclone that struck land on the 5<sup>th</sup> of April and has affected the livelihoods and homes of more than 100,000 people across the northern islands. With inherent climate and geographic vulnerabilities as well as pre-existing economic challenges, these crises have put Vanuatu's people in an increased at risk position economically and socially.</p> <p>The Vanuatu Business Resilience Council's <b>Phoenix Project</b> will focus on accelerating economic recovery by providing targeted support to women small business owners who in turn will lead the economic recovery of their communities.</p> <p>The participating women business owners will be given the tools to endure the current period of economic downturn, then supported to re-establish business in the capital city of Port Vila. Project outputs will include delivering a mix of life coaching sessions, business skills training and network development programs, and providing cash grants over a period of 12 months.</p> <p>With a very male dominated political and social environment, there are multiple barriers to women achieving in society and business. There is also significant evidence of gender based violence in the community further affecting Ni Vanuatu women's quality of life.</p> <p>This project will be focusing on women in business and delivered by women coaches and subject matter experts in an environment that is safe and empowers the female participants. The project will include the establishment of the Vanuatu Women in Business Network and encourage women participants to establish further networks themselves and strengthen women in leadership in the community.</p>	



As outcomes the women small business owners will have increased capacity to more effectively manage their businesses, positively affect the local economy and improved women lead support networks. These will in turn contribute to more stable communities and families that are self-sufficient and thrive.

In order to effectively manage these new projects, VCCI through VBRC is seeking to engage 1 full time Project Co-ordinator and Finance Specialist based in Port Vila and reporting to the Project Manager & Development Manager.

**Objectives/Purpose of the consultant:**

1. Support the project manager with co-ordination of activities for the project including engaging with consultants, clients and suppliers.
2. Manage and update project documentation including action lists and meeting minutes.
3. Be responsible for all financial management for the project in co-ordination and reporting for finance work to the VCCI financial controller. This will include preparing funds for activities, reconciling with receipts, and returned money, preparing financial reports with the support of VCCI Staff.
4. Responsible for drafting monthly reporting and working with Project manager to prepare materials including narratives and financials for monthly reports to UN.
5. Build relationships with suppliers, stakeholders and clients and support good professional communication
6. Support project manager to prepare innovative communications about the project
7. Obtain commitment from suppliers and chase outstanding matters
8. Co-ordinating events and activities with clients and suppliers and venue providers
9. Trouble shoot problems

**Qualifications/Experience/Expertise**

- Experience in coordinating staff and projects
- Proven project delivery experience outside of Efate;
- Able to build relationships well
- Experience in establishing and implementing financial management and reporting systems
- Excellent written communication skills in English; fluent spoken Bislama;
- Ability to work autonomously and under minimal supervision;
- Experience in budgeting and managing acquittals.