



**TERMS OF REFERENCE FOR THE MISSION OF
INTERNATIONAL TEAM LEADER**

**DEVELOPMENT PROJECT OF
VANUATU NATIONAL UNIVERSITY**

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1. CONTEXT

In response to the needs expressed by the Government of Vanuatu, and in the continuity of the very strong commitment of the France team (the French Embassy, FICOL, Expertise France, France Volontaires) and the Agence Universitaire de la Francophonie (AUF), the French Development Agency (AFD) proposes to support the Government of Vanuatu in the start-up phase of its National University and its bilingual university campus (or even multilingual) through a grant of €3 million over the period 2022-2025.

Purpose and objectives of the project

The aim of the Project is to promote the development of quality bilingual higher education for the benefit of the young people of Vanuatu, in order to facilitate their economic and social integration in the long term while increasing the country's available skilled workforce.

The project, implemented over three years, will support the structuring and development of the Vanuatu National University which aims to become the first multilingual higher education institution in Vanuatu and the Pacific.

It will not only contribute to the construction of the university campus infrastructure that meets the most urgent needs but also support the NUV teams in the development and strengthening of (i) the University's organizational and governance systems, and (ii) its academic programs.

Content of the project

The project aims to support the start-up of the National University of Vanuatu through three components: governance, academic provision and infrastructure construction.

- Component 1 aims to support NUV in i) strengthening its governance and institutional, organizational and human capacities, and ii) implementing its Inclusive Action Plan;
- Component 2, of an academic nature, aims on the one hand to support the creation of new training courses that meet the needs of priority sectors and on the other hand to improve the quality of existing training programs provided by multiple organizations and to integrate them gradually into NUV in order to better coordinate the country's offer in terms of higher education;
- Component 3 will enable the construction of the Science and Technology Building and the Cultural Complex (including the Library and Language Centre) – which will be resilient buildings that take into account energy efficiency issues – in order to meet NUV's infrastructure needs of and establish decent learning conditions for students and lecturers.

Stakeholders and modus operandi

The National University of Vanuatu is the beneficiary of the grant and the project owner. The Ministry of Education and Training (MoET) will be represented in the governance and project management bodies on the university's teams.

2. DESCRIPTION OF THE MISSION

The International Team Leader (ITL) will be positioned with the University Vice-Chancellor's office. It will support the Director of Operations and the Director of International Cooperation in the implementation of the project. The responsible directors will only be appointed in 2023; therefore, in the immediate future, the ITL will be supported by the Deputy Vice-Chancellor as well as the administrative services (human resources, finance, IT and facilities) in the overall and effective implementation of the project. A project coordination committee will be set up and will meet once a month in order to i) inform about the progress of the project and any constraints requiring attention and special follow-up actions and ii) bring to the attention of the Steering Committee which will be responsible for supervising the overall implementation of the project.

In collaboration with the management of NUV, the ITL's mission will be to:

- Support the development of NUV's leadership and management capacities in key areas, in particular its institutional and financial governance, including its partnerships with French and regional universities;
- Support UNV teams (HR, finance, IT and installations) to ensure overall effective management of the AFD-NUV project, including oversight of planning, procurement, financial management, monitoring and evaluation, audit and reporting processes.

Expected results

The mission of the ITL will be to assist NUV in the implementation and coordination of the activities of the project carried out by the NUV, in particular at its start-up, and the achievement of the following results:

- The activities planned within the framework of the project are carried out according to the planned schedule, the risks of operationalization are controlled, the impacts are monitored, adequate readjustment decisions are proposed to NUV and/or the Coordination Committee and are implemented.
- The technical and contractual relationship with the members of the coordination committee and the steering committee is fluid and considered satisfactory by each of the actors; the fulfilment of contractual obligations is ensured.
- The flow of information and communications on the project are initially ensured by the ITL which relays them internally to NUV interlocutors in order to obtain a constructive interaction and then an appropriate visibility. The support and continuous training of NUV agents involved in the project in their respective areas of expertise as well as the Coordinator of the DIRECCT (Digital Response Connecting Citizens) program are carried out in order to ensure the continuity of the activities set up.
- The visibility and external valuation of the project are ensured.

Activités

To achieve these results, a list of expected activities is described below.

Specific duties of the team leader position include:

- I. Support the development of NUV's executive and management capacities in key areas:
 - in collaboration with the Deputy Vice-Chancellor (DVC), the development and management of existing and new international university partnerships, in particular with French and/or regional and international higher education institutions;
 - development of the governance structure of NUV, including financial management and operations;
 - the development of effective processes and structures for the merger and integration of training institutions to join the NUV;
 - the development of project aimed at financing or co-financing NUV projects and activities;
 - identification of key human resources and human resources development needs, in particular through support for the recruitment of key management positions;
 - with the head of human resources management, organize capacity development processes and projects for NUV staff;
 - support the work related to the marketing of the project and development of a common communication strategy for AFD projects;
 - support the UNV Inclusion Committee by organising capacity development support;
 - support the development of monitoring and evaluation tools.
- II. Support NUV teams in the establishment and management of the AFD/NUV project, including :
 - the development of a complete project management and implementation plan, including the forecast timetable of expenditure and the manual of procedures (suspensive conditions to 2nd disbursement);
 - oversee and manage the implementation of the plan, ensuring that it is implemented on time and within budget;
 - development, implementation and monitoring of all financial, procurement, disbursement, quality control and other policies and procedures related to the project;
 - facilitate the effective integration and harmonisation of related projects, such as the EU-funded digital project, the PlaBioVa project and the FSPI project;
 - ensure effective and timely audit, monitoring, evaluation and reporting;
 - work with AFD, the diplomatic mission and other donor agencies.

This list is non-exhaustive and may be revised according to the needs of the project and NUV management.

3. EXPECTED PROFILE

The team leader is expected to meet the following criteria:

- Master's level in the relevant field;
- Minimum of 15 years of experience in higher education administration and project management;
- Professional level written and oral language ability in French and English;
- Demonstrated effectiveness in capacity development, working with diverse groups and individuals;
- Demonstrated effectiveness in working with development partners and diplomatic missions, preferably AFD, EU and France;
- Extensive experience working in intercultural contexts, preferably in Vanuatu and the Pacific;
- Proven skills in designing and managing multi-partnership projects and coordinating multidisciplinary teams;

- Excellent analytical, synthesis and writing skills;
- Excellent budget tracking capabilities;
- Excellent written and oral communication skills in French and English;
- Knowledge of the Bislama language appreciated.

4. LOCATION, DURATION AND REMUNERATION OF EXPERTISE

The mission of team leader will be carried out in Vanuatu, at the headquarters of the NUV. Business trips may take place according to needs.

Duration of the contract: 3 years

Estimated remuneration: €100,000 per year, including benefits

5. MONITORING AND EVALUATION

NUV management will monitor the overall execution of the mission.