

TERMS OF REFERENCE

Position	Sexual and Gender-Based Violence (SGBV) Investigations and Police Prosecutions Adviser
Program	Vanuatu Australia Policing and Justice Program (VAPJP) Phase 3
Location	Port Vila, with the ability to travel to other locations in Vanuatu as required
Reporting to	Senior Responsible Officer (SRO) Australian Federal Police – Technical Operations Manager – Administration and Compliance
Employment Status	Must be a Citizen of Vanuatu OR be eligible to obtain a Development Support Visa (DSV) for Vanuatu
Role/Purpose	SGBV remains a critical issue in Vanuatu, requiring enhanced coordination between law enforcement, prosecution services, and community organisations. To address this challenge, VAPJP seeks to engage an SGBV Investigations and Police Prosecutions Adviser to support the Vanuatu Police Force (VPF), the Ministry of Youth, Justice, and Community Services (MYJCS), and relevant community service organisations in improving responses to SGBV cases. The SGBV Investigations and Prosecutions Adviser will provide technical advice, capacity building, and mentoring to law enforcement, prosecution services, and justice sector stakeholders. The Adviser will work to strengthen institutional responses to SGBV, ensuring a victim-centered approach in investigations and prosecutions while improving case management and data tracking to enhance accountability and inform policy decisions.

Program Overview

The Vanuatu Australia Policing and Justice Program (VAPJP) is a long-standing partnership between the Government of Australia (GoA) and the Government of Vanuatu (GoV), designed to address persistent challenges in community safety, access to justice, and institutional capacity within the policing, justice and community services sectors. The program responds to high levels of Sexual and Gender-Based Violence (SGBV), barriers to justice for women, children, people with disability and those in remote communities, and the need for inclusive, accountable and resilient state institutions capable of maintaining public security and the rule of law.

The Program adopts a strong Gender Equality, Disability and Social Inclusion (GEDSI) approach and prioritises localisation, sustainability and culturally grounded capacity development across all justice and community sector activities.

The End of Program Outcomes (EOPOs) and Intermediate Outcomes (Ios) are as follows:

End of Program Outcomes (EPOs)

EPO 1 – Police: Vanuatu Police Force (VPF) provides inclusive, responsive and accountable services that enhance community safety

EPO 2 – Justice Legal protections and justice services are inclusive and accessible, especially for victims of SGBV and other serious crimes

Intermediate Outcomes (IOs)

Police

- 1.1 Operational policing is underpinned by enhanced capability, capacity and professionalism across community-based policing
- 1.2 Community engagement shapes responsive policing services
- 1.3 Enhanced VPF investigations capabilities support prosecution of SGBV and serious crimes
- 1.4 Police services are more decentralised, and coordinated with the Justice sector, especially for women, children and people with a disability
- 1.5 VPF is better prepared to contribute to a coordinated Disaster/Crisis response

Justice

- 2.1 Justice and community services are underpinned by enhanced capability, capacity and professionalism
- 2.2 Community engagement improves community awareness of legal rights and shapes inclusive justice services
- 2.3 More effective prosecution of SGBV and other serious offences
- 2.4 Justice services are more decentralised, and coordinated with the VPF, especially for women, children and people with a disability
- 2.5 Continuity and coordination of Justice services with other agencies in times of disaster

Key Responsibilities

Capacity Building and Technical Support

- Support the VPF, particularly the Family Protection Unit (FPU), in enhancing investigative procedures for SGBV cases.
- Provide training and mentoring to investigators, prosecutors, and justice officials on trauma-informed and victim-centered approaches, linked to established training programs and/or national resources.
- Assist the State Prosecutions Department (SPD) in strengthening case preparation and prosecution strategies for SGBV and other serious offenses.
- Develop and implement standard operating procedures (SOPs) for SGBV investigations and prosecutions.
- Improve coordination between police, prosecution, judiciary, justice desks and community service organisations supporting SGBV victims, especially VPF FPU units and the Vanuatu Women's Centre (VWC).
- Liaise with Pacific Policing partners, and other relevant stakeholders, to identify opportunities that may assist in the delivery of collaborative initiatives related to SGBV and other serious offences.
- Support any organisational reform initiatives underway within FPU and SPD – including staff recruitment initiatives, formalised training initiatives and creating improved linkage to victim support services.
- Work closely with the VAPJP Criminal Investigations Technical Advisor in the conduct of case reviews, policy development and training relating to SGBV and other serious offences.
- Assist the Crime Prevention Unit (CPU) and FPU with focused delivery of community awareness surrounding access to Justice and SGBV offences, whilst ensuring investigative and prosecutorial core business are not disrupted.
- Support enhanced decentralised VPF service delivery, focused on FPU and SPD in key sites including Santo (in coordination with Phase 3 demonstration Province), Malekula and Tanna.
- Support the FPU, as a member of the Justice, Gender and Protection Cluster (JGPC) including development of guidelines for VPF roles and responsibilities within the JGPC framework.

- Support FPU and SPD in disaster preparedness, response and recovery planning and activity delivery in order to maintain business continuity and essential service delivery to the community.

Integration with Police Information Management Systems (PIMS) and OPP Case Management System (CMS)

- Support the use of the PIMS to improve case tracking and management.
- Support SPD in the referral and use of files into the OPP CMS and support linkages across key PIMS and CMS systems to improve case tracking and file management
- Work to ensure that SGBV cases and other serious offences are systematically recorded and monitored to improve accountability and efficiency in investigations and prosecutions.
- Support improved data collection and reporting mechanisms to track case progress, outcomes, and trends in SGBV-related crimes and to reduce SPD case backlog.
- Support the use of Electronic Briefs of Evidence (EBoE) for all SGBV investigations and prosecutions in accordance with Detective Training Program (DTP) governance and requirements.
- Work with relevant stakeholders to analyse data trends to inform policy development and operational improvements in SGBV case management.

Policy and Legal Reform Support

- Deliver advice and training to VPF (including SPD) and, where relevant, Justice sector counterparts on any forthcoming or existing legislation that relates to SGBV and other serious offences, including but not limited to the Child Protection Bill, Evidence Bill and Juvenile Justice Bill (2024).
- Support policy development and legislative reforms to enhance SGBV case handling, aligning with international human rights standards.
- Assist in strengthening multi-agency collaboration, ensuring a cohesive approach to SGBV prevention and response.

Case Management and Victim Support

- Promote best practices in evidence collection, case documentation, and court presentation.
- Facilitate the development and reinforcement of victim protection mechanisms, including referral pathways and interagency protocols, in consultation with other stakeholders.
- Support improvement of FPU and SPD standards of services in engaging with victims of SGBV and other serious crimes including dealing with cases involving child victims and people with disabilities.
- Advocate for the use of OPP 'Victim's Support Unit' for victims of crimes / SGBV matters across the justice sector, and support expansion of this initiative in line with GoV priorities
- Explore opportunities with the VPF to expand victim support processes and resources, including the welfare of investigators and prosecutors dealing with SGBV offences (and in line with the VPF Wellbeing Strategy).

Monitoring, Evaluation, Research and Learning

- Advise on performance indicators to assess improvements in SGBV investigations and prosecutions.
- Utilise PIMS and CMS data to monitor case trends, response times, conviction rates, and victim outcomes.
- Support improvements to VPF and OPP Monitoring, Evaluation, Reporting and Learning systems.
- Document lessons learned and best practices for ongoing program improvement.
- Participate in Political Economy Analysis (PEA), Annual Work Plan (AWP) development and input to regular verbal and written reporting (E.g Six monthly reporting and Annual Reporting) and other ad-hoc reporting, as directed by the SRO or Team Leader.
- Provide regular reports and recommendations to the SRO, VAPJP Senior Management Team and relevant government counterparts.
- Contribute to VAPJP MERL and GEDSI products such as workplace surveys, authorised case studies and Impact Tracing studies.
- Provide input to any Program public diplomacy or communication products.

Team Culture, Equity and Inclusion

- Contribute to a respectful, collaborative and inclusive team culture consistent with VAPJP values and Ways of Working.
- Work constructively across justice, GEDSI, MERL, Communications and Operations teams to support integrated delivery.
- Demonstrate cultural awareness, professionalism and accountability in all internal and external engagements.
- Participate in team reflection, learning and continuous improvement activities as required.

Key Selection Criteria

Essential Qualifications and Experience

- A degree in law, criminology, criminal justice, human rights, OR a minimum of 10 years policing experience of which at least 2 years have been in an active police prosecutions role and at least 2 years which have been working with criminal investigations.
- Extensive experience in criminal investigations and prosecution of SGBV cases.
- Expertise in victim-centred and trauma-informed approaches to law enforcement and justice.
- Experience working with law enforcement agencies, prosecution services, justice sector institutions and community service organisations.
- Strong knowledge of international human rights standards and best practices in SGBV case handling.
- Proven ability to deliver training, mentoring, and capacity-building programs.
- Experience in case management systems or police information management systems.
- Strong analytical and data interpretation skills to support evidence-based decision-making.
- Experience in developing, delivering and managing training programs and associated activities
- Experience in police capacity development, preferably within the Pacific or similar contexts.
- Experience working in cross-cultural environments, preferably in the Pacific or similar contexts.

Essential Skills and Attributes

- Commitment to gender equality, disability and social inclusion and human rights.
- Cultural sensitivity and adaptability in working with diverse stakeholders.
- Strong communication and interpersonal skills for effective collaboration.
- Problem-solving and analytical skills to address challenges in SGBV case management.
- Data-driven mindset with the ability to translate case management trends into actionable policy recommendations.
- Previous experience working in developing countries and/or Melanesian culture.
- English fluency essential.
- Bislama or willingness to learn and use in the workplace.

Security and Work Requirements

- Citizen of Vanuatu OR be eligible to obtain a Development Support Visa (DSV) for Vanuatu.
- Have no prior convictions or Police Record

Desirable Qualifications and Experience

- Strong knowledge of Vanuatu's cultural and operational context.
- Familiarity with Vanuatu's legal system and customary justice practices.
- Experience in policy development and legal reform related to SGBV.
- Previous engagement with community service organisations and victim support services.
- Experience in managing training programs or coordinating training activities.
- Knowledge of donor-funded program operations and reporting requirements.
- Knowledge of Australian Federal Police (AFP) support in Vanuatu.

Key Relationships

Internal: SRO AFP, Senior Justice Adviser, AFP Advisers, VAPJP Advisers, Police Project Coordinator, Team Leader, Operations Manager, MERL and Communications Team and Palladium Corporate Management Team

External: Commissioner of Police, Public Prosecutor, OIC SPD, OIC PIMS, OIC FPU, Director CID, Department of Women's Affairs, Community Services Organisations (e.g. VWC, VSPD), DFAT, other donors

Performance Indicators

- Timely development and implementation of SOPs for SGBV investigations and prosecutions.
- Effective delivery of training sessions for police, prosecutors, and justice officials on SGBV case management and associated policy, procedures and tools.
- Efficient improvements to SGBV case tracking through PIMS and CMS.
- Timely submission of data analysis reports on SGBV case trends, challenges, and prosecution outcomes.
- Effective technical advice provided on legislative and policy reforms.
- Strengthened inter-agency and stakeholder coordination mechanisms for SGBV case management.
- Timely submission of periodic progress reports on Program activities and impact.