

TERMS OF REFERENCE

Annexure 1:

Position Title: DEVELOPMENT OFFICER – South Pacific Extension and Development Institute (SPEDI)

Location: FNU CAFF Koronivia Campus, Fiji

Reports To: Interim Acting Director, SPEDI

Employment Type: Project Based

Background

Fiji National University (FNU), through the College of Agriculture, Fisheries and Forestry (CAFF), is leading a range of initiatives focused on strengthening agricultural extension, sustainable rural development, applied research, and community capacity building across Fiji and the Pacific region. As part of this broader direction, FNU has established the South Pacific Extension and Development Institute (SPEDI). SPEDI is intended to serve as a regional platform for extension leadership, applied research, training, partnership development, and knowledge exchange, supporting sustainable agriculture, rural livelihoods, climate resilience, and community development outcomes across the Pacific.

The establishment and early operationalisation of SPEDI is being supported through several collaborative initiatives, including the Australian Centre for International Agricultural Research (ACIAR) funded Fiji Landcare Project. This project involves partnerships between Fiji, the Philippines, and Australia and is focused on testing and adapting agricultural extension approaches, including the Landcare and Livelihood Improvement through Facilitated Extension (LIFE) models, within the Fiji context.

Purpose

SPEDI is seeking a Development Officer to lead the practical, on-the-ground establishment of three flagship initiatives: an innovation incubation hub, a model farm to trial and demonstrate innovations, and three climate-smart model villages in Fiji. The Development Officer will work under the direction of the Acting Director, SPEDI, and will take these initiatives from concept to operation, coordinating stakeholders, managing resources, and reporting on progress. The role also covers other development and implementation duties assigned by the Acting Director as SPEDI's work program evolves. The role will also support delivery of activities associated with the ACIAR-funded Fiji Landcare Project and other SPEDI-related initiatives, including stakeholder engagement, training coordination, reporting, partnership development, and institutional capacity building.

Scope of Work

1. Innovation Incubation Hub

- Develop the operational concept, governance structure, and facilities plan for a SPEDI innovation incubation hub at CAFF Koronivia Campus.
- Identify and onboard innovators, entrepreneurs, students, and researchers to participate in the hub.
- Build partnerships with government, industry, and development partners to resource and mentor hub participants.
- Establish processes for intake, mentoring, testing, and graduation of innovations from the hub.

2. Model Farm

- Establish a model farm at the CAFF-FNU farm to trial and demonstrate innovations emerging from the incubation hub.
- Coordinate trial design, planting or set-up schedules, and data collection with SPEDI and FNU researchers.
- Monitor farm performance and document results for use in extension training and future proposals.
- Host field days, farmer training, and site visits for stakeholders and prospective partners.

3. Climate-Smart Model Villages

- Select three villages in Fiji, in consultation with the Acting Director and relevant government and community stakeholders, to serve as climate-smart model villages.

- Conduct village-level needs assessments covering agriculture, water, energy, and disaster resilience.
- Co-design climate-smart interventions with each village and support their implementation.
- Deliver training and capacity building to village members on climate-smart practices.
- Monitor, document, and report on outcomes and lessons from each village.

4. Stakeholder Engagement

- Facilitate communication, coordination, and knowledge sharing between Fiji and regional stakeholders involved in extension and development activities.
- Support partnership development and collaborative initiatives that strengthen agricultural extension, applied research, and rural development outcomes.

5. Other Directions from the Acting Director, SPEDI

- Undertake additional development, coordination, or representation tasks as directed by the Acting Director, in line with SPEDI's evolving work program and institutional priorities.

Expected Deliverables

The work will entail but not be restricted to the following:

Deliverable	Key Activities	Indicative Timeframe
Innovation Incubation Hub established and operational	Concept and governance plan; facilities set up; first cohort of innovators onboarded	Months 1–6
Model Farm established and first trials underway	Site prepared; trial plan agreed with researchers; first trial cycle completed and documented	Months 1–6
3 Climate-Smart Model Villages selected and assessed	Villages selected; needs assessments completed; intervention plans co-designed with communities	Months 1–4
Climate-smart interventions implemented in all 3 villages	Interventions rolled out; community training delivered; progress documented	Months 4–12
Quarterly progress reports to Acting Director, SPEDI	Reports covering all workstreams, including budget and resource use	Ongoing, quarterly
Additional deliverables as directed	Scoped and agreed with the Acting Director as tasks arise	As required

Minimum Requirements

Essential:

- A Bachelor Degree in the relevant field (e.g. agricultural extension, development studies, rural sociology, agribusiness).
- At least 3-5 years of leadership experience in academic, research & development, or extension-related institutions.

Desirable:

- Preferred Post Graduate Diploma in a relevant field (e.g., agricultural extension, development studies, rural sociology, agribusiness).

Skills & Knowledge:

- Proven experience establishing or coordinating programs, hubs, farms, or field sites from concept to operation.
- Strong stakeholder engagement skills, including government, community, and private sector partners.

- Working knowledge of climate-smart agriculture and community resilience approaches.
- Proficiency in MS Office Suite and project management tools; data analysis skills (e.g., SPSS, NVivo) an advantage.
- Sound financial and administrative skills to manage budgets and resources.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work independently in the field and as part of a multidisciplinary team.
- Fluency in English; iTaukei and/or Fiji Hindi an advantage.

Supervision

You will report to Dean College of Agriculture, Fisheries & Forestry and/or the delegate.

Term of Contract

The term of this contract is as per approved project fund duration.

Salary:

You shall be paid a salary of **FJ\$52,000 gross per annum** (externally funded through Fund Code: FA134) subject to applicable statutory deductions (employer FNPF contribution, employee FNPF contribution and provisional tax) etc.

Termination of Contract

Should the incumbent's performance be deemed unsatisfactory, the University reserves the right to reconsider the contract with immediate effect, having followed the appropriate due processes.

Agreement

Development Officer: I acknowledge that I have read, understand, and accepted the deliverables assigned to this research.		
Name of Officer	Signature	Date

Counterpart: I certify that terms of reference is an accurate description of the deliverables assigned to this research.		
Dr William Kerua		
Team Leader	Signature	Date