

MR SARA BULUTANI MATAITAWAKILAI

NAVAREA FARM, WAINIQUEU HYDRO ROAD, BAGATA, TIKINA WAILEVU, CAKAUDROVE PROVINCE
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Objectives

To create positive changes in the local communities, organizations, their networks or partnerships that I am engaged with, and to leave lasting impact on the direct beneficiaries. I spend almost 14 years of my professional career from teaching and human development, Vanua/Community empowerment and development, youth development, women empowerment, socio economic empowerment, training and capacity building, national and international advocacy on human rights and good governance issues in Fiji, climate change adaptation, and organizational capacity strengthening.

My area of expertise are empowerment and training, human rights and human rights based approach to development, good governance, sustainable development, natural resources management, youth development, policy influencing, action research on traditional knowledge & practices to support sustainable agriculture especially using TK as a Climate Change adaptation tool, and organizational capacity strengthening.

Over the last 10 years I have enhanced my leadership capabilities both in local government and non-governmental organizations. Throughout the process, I have attained leadership skills, organizational leadership and management, change management, risk mitigation and management, financial forecasting, donor fund management and reporting, project and programme monitoring and evaluation, fund raising, and proposal writing.

For the last five years, I am working as a developing agro entrepreneur at our 70 acre agriculture lease land. Alongside I am helping out in rural Cakaudrove women empowerment through organizational capacity strengthening work for the Na I Soqosoqo Vakamarama I Taukei Cakaudrove, a rural I Taukei women focused NGO based in Savusavu Town. I am also actively involve in action research-action learning & advocacy on traditional knowledge farming practices, and providing organizational support to farming groups and individual farmers in my locality.

Professional Experience

1. Developing Agro Entrepreneur & Freelance Consultant, February 2019- date

Developing Agro Entrepreneur: overseeing the day to day family farm operations, managing and implementing our family farm plans, liaising with Filed Officer and Agriculture Officer, working in collaboration with other neighbouring farmers, secretariat and chairmanship of a establishing rural farming network

Freelance Consultancy

I am doing freelance consultant with the Na I Soqosoqo Vakamarama I Taukei Cakaudrove (SVTC) and other community based organizations in Cakaudrove Province. Consultancy work ranges from community development issues, project proposal writing, donor fund proposal writing, organizational capacity strengthening and development, research, and farming & agricultural practices

Through my engagement with the SVTC since October 2020, I have secured six funding proposals worth more than FJD\$250,000 with projects ranges from Disaster Resilience and Strengthening Food Security, Entrepreneurial Skills Training for Rural Caakudrove Women, Emphasizing of Traditional Knowledge and Practices in Agriculture as a Climate Change Adaptation Tool, and Improving Gender Relations in Cakaudrove Villages to Reduce Violence Against Women, Girls, and Children. In the process I successfully established the organizations's Community Engagement Program, revision of their organizational policies, development of their 2023-2027 Strategic Development Plan, and streamlining of the organization governance structure and process.

2. Chief Executive Officer July 2015 – January 2019

Citizens' Constitutional Forum ▪ 23 Dension Road, Suva. P.O.Box 12350, Suva

Responsibilities: Project Management, Project Monitoring and Evaluation, Strategic Planning and Vision for the Organization, Fundraising & Proposal Writing, Donor Fund Management and Reporting; Staff Supervision, Recruitment, and Staff Management; Advocacy & Lobbying on issues for policy influencing; Networking and Building New Relationships

3. Roko Tui Cakaudrove. 13 February 2012- 24th June 2015

Cakaudrove Provincial Council Office. Cakaudrove Provincial Council Compound, Naividamu, Nasavusavu

Responsibilities: Conflict Resolution on Traditional Chiefly Title Disputes & Land Disputes, Facilitating Community Needs/concerns to Government Ministries, Staff Supervision & Management, Chief Financial Officer of the Council Office- conducts weekly and month checks on the Council Financial books, Secretary of the Provincial Council, build network and relationships with other government agencies and civil society organizations

4. Acting Roko Tui Cakaudrove: 1st October 2012- 12 February 2013

Cakaudrove Provincial Council Office. Cakaudrove Provincial Council Compound, Naividamu, Nasavusavu

Responsibilities: carrying out dual role or multitasking between the role of the Senior Assistant Roko Tui and that of the Roko Tui Cakaudrove.

5. Senior Assistant Roko Tui Cakaudrove: January 2012- 31 September 2012

Cakaudrove Provincial Council Office. Cakaudrove Provincial Council Compound, Naividamu, Nasavusavu

Responsibilities: Support the Roko Tui, carry out administrative duties, collating organization activities and draft Annual Report, human resources management, supervises the Provincial Accountant and staff, conduct weekly and monthly checks on Provincial Expenditures and Income, design control measures on expenditures against outcomes on indicators, act as transport officer responsible for the Council fleet; Drafting and Submitting Monthly Report to Headquarters; organize District Council and Provincial Council Meetings Other activities include advisor to the Cakaudrove Provincial Youth Council and Provincial Women Group, Designing Year Business Plan, Monitoring of Deliverables

6. Community Facilitator/ Human Rights & Governance Trainer: January 2009- December 2011

Citizens' Constitutional Forum. 23 Denison Road, P.O.Box 12350, Suva

Responsibilities: research and prepare training modules; identify target areas; liaise with community gate keepers; conduct trainings and awareness on- human rights, UN Mechanisms, Good Governance, Citizenship, Multiculturalism, Community Needs Assessment, Project Writing; write and submit reports to Projects Team; Develop Training Budgets and Submit Acquittals to Finance; Design Training Programmes; Conduct Monitoring & Evaluation;

7. Assistant Teacher: January 2002- February 2007

Nabua Primary School. Mead Road, Nabua, Suva

Responsibilities: preparation of weekly workbook and lesson plan; Teaching set out syllabus by the Ministry of Education; marking students' work and providing learning; preparing and marking exam papers; organize extracurricular activities for students; provide remedial tutorial for students

Research Experience

I participated in the following researches in data collection and as research assistants:

- "Access to Secure Land for Urban Housing For Settlements in Suva, Fiji Islands" led by Australian National University PhD fellow, Charles Yala
- "Second Generation Sentinel Surveillance-April –May 2008" (A survey in which high risk groups (S.T.I. & H.I.V) in Suva and Lautoka were identified and selected randomly for the survey Ministry of Health & Secretariat of the Pacific Community. This includes the military, police, seafarers, and students of the University of the South Pacific and Fiji Institute of Technology)
- "University of the South Pacific Baseline Student Survey-May 2008 (Survey among students about reproduction, contraception and sexually transmitted diseases including HIV), a United Nations Population Fund (UNFPA) funded research led by Dr Miliakere Kaitani
- "Fijian Perception of the European Union-June 2008 (A survey on Fiji's views on overseas issues with special emphasis on Fiji's relation with the European Union European Union (EU)-. Survey carried out within the Suva Nausori corridor)
- "Development on the move: Measuring and Optimising the Economic and Social Impacts of Migration-July 2008"(Nationwide survey for Fiji), Global Development Network
- "National Initiative on Civic Education (NICE) Fiji Nation-Wide Survey, June-July 2008 (This is a survey to gauge the voters or the general public's perception and knowledge status on civic education, voting procedures, registration etc.), led by Dr Steve Ratuva and commissioned by UNDP
- Global Integrity Worldwide Survey, September 2008. This is survey was to get responses from different state sectors about the level of anti-corruption in Fiji.
- Apart from that, my research under the MA Governance Course Work Programme covers areas such as Urbanization, Sustainable Development, Elections and Democracy in Fiji, Civic Education,

In my capacity as Roko Tui Cakaudrove, i was involved in the Village Profiling exercise for Tikina Natewa and Tunuloa for the Community Development Knowledge Management in SATOYAMA Initiative (COMDEKS)-a Government of Japan funded project through UNDP GEF SGP and it was my initiative that I secured this funding with UNDP.

I was the chief advisor to the Cakaudrove Provincial Youth Council and helped in securing funding for them and raising issues to Government for consideration and influencing of policies pertained to youth development. In addition, my role as Roko Tui came critical in helping the Cakaudrove Women's Group in securing partnership with DFAT Funding for construction of their Resource Centre. At CCF, I supervises our Research Team who worked with Consultants or carried some donor funded research as FHRADC Compliance to Paris Principles; Racism, Sacrilege & Hate Crimes; Human Rights Monitoring in Vanua Levu (still work in progress); Monitoring of the Implementation of Universal Periodical Review Recommendations; Indigenous Institutions Monitoring; and the current State of the Youth Research Project.

Trainings & Workshops Attended

2007: Gender and Election Workshop, organized by the office of the Supervisor of Election at the Lagoon Resort, Deuba

2010: In June, a Joint Analysis Workshop organised by the UK based international organization Conciliation Resources was held at Entebbe, Uganda

2010: World Congress on Participatory Learning, Action Research in Melbourne, Australia on September.

2011: attended a three weeks Regional Workshop on Human Rights and Climate Workshop at the University of the South Pacific in Suva

2012: National Summit for Building Resilience on Climate Change that was held in Labasa, Fiji.

2014: I was part of the Pacific Regional Civil Society Meeting at Novotel in Lami from 18-20 August on Impacts of Climate Change and Disasters on Human Mobility in the Pacific: Challenges and Opportunities.

2015:

October- Attended a one week Good Governance and Leadership Workshop training, conducted by the Conciliation Resources (UK) that focuses on strengthening Board and Management in an organization

23rd October a one day an ADB facilitated Civil Society Cooperation for Development Effectiveness

November 2015- attended a workshop organised by the Pacific Islands Associations of Non-Governmental Organizations (PIANGO) on CSO Development Effectiveness, CSO Accountability & Human Rights Based Approaches

2016

13th-18th March 2016, I attended a 5 days training on Strengthening Policy & Practices , facilitated by the UK based Respond to Conflict in Birmingham, UK.

June 2016- Insider Mediation Training, Clingendael Academy, Hague, Netherlands

15- 16 September 2016- Second Forum of Citizen Observers, Brussels, Belgium

2017

30-31 July 2017- Lone Pacific participants in the Next Generation Democracy for Asia & Oceania Roundtable, Dili, Timor Leste

August - Bread for the World Regional Partners Consultation, Madang, PNG

• 24-25 August 2017- 1st High Level Pacific Blue Economy Conference, GPH, Suva 24-25 August 2017

2018

27 October- 17 November: nominated by the US Embassy in Fiji to the US State Department *International Visitor Leadership Program (IVLP) on US Electoral Process*

Skills

- Organization Leadership & Management
- Organizational Capacity Strengthening
- Advocacy
- Training & Capacity Building
- Dialogue Facilitation
- Change Management
- Donor Liaison
- Proposal Writing and Report Writing
- Networking with Donors, Government, Regional Bodies
- Financial Management
- Monitoring & Evaluation
- Conflict Resolution
- Project Management and Organization Skills
- Building new Networks and partnerships
- Submissions to Policy influencing
- Experiencing in managing donor funding such as European Union, UNDP, US Embassy, Misericordia, Bread for the World

Academic Achievement

1. University of the South Pacific
2. December 2008 ▪ **Masters of Arts in Governance** ▪
3. University of the South Pacific
4. September 2008. **Postgraduate Diploma in Governance**
5. University of the South Pacific
6. December 2005. **Bachelor Education (Primary)**
7. Lautoka Teachers College
8. December 2001. **Certificate in Teaching**

Consultation Experience

Over the years, alongside my professional career I normally offered free consultations to local communities on community development mainly community based organizations, and community development committee conducting community needs assessment, agro based development, human empowerment, socio economic empowerment, connecting them to Funding Agencies, and in addressing Vanua issues.

Since October 2020, I have been engaged by the Na I Soqosoqo Vakamarama I Taukei Cakaudrove as their Organizational Consultant. I am also advising Keisha Maria Foundation

□ **Yanuca Village, Yanuca Island, Serua Province**

- Village community needs assessment
- Identifying funding agency for their Safe Drinking Water Project
- **Totoya Island Council, Tikina Totoya, Lau Province**

Designed concept note for a Totoya Island Carnival which took place in Suva in June 2017 after a lapse of 20 years

- Revival of Totoya Holdings Limited and election of new Board of Directors
- **Nadoi Womens' Club, Nadoi Village, Rewa Province**

- empowerment on organizing organization
- developing Women Club Year Plan
- providing tips on income generating projects
- connecting the Club to the DAFT Direct Aid Program
- **Waililai Settlement, Tikina Nagonenicolo, Naitasiri Province**

- **Dravuwalu Village Women Group**, Dravuwalu Village, Totoya, Lau Province

- **Vuniduvu Women Weavers Club**, Dravuwavlu Village, Tikina Totoya, Lau Province
- Provide advisory role that led to Club registration, opening of new bank account
- Guide them with Fiji Women Fund Application in 2017

Professional Membership/Community Involvement

- In my capacity as CEO of CCF, I was a Member of the Non-Government Organization Coalition on Human Rights
- In June 2018, I was invited as Subject Advisory Committee to the Foundation of Sociology, University of the South Pacific
- April 2017- October 2019: Chairman, Boxing Commission of Fiji
- Advisor to the Totoya Island Council
- Former President Cakaudrove Rugby Union
- Former Youth Leader- Tuirara Methodist Church, Lau Student Association-USP (2007-2008)
- Postgraduate Student Representative to the USP Senate Council-2008

Referees

1. Josefa Toganivalu Chief Executive Officer I Taukei Affairs Board

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Telephone Contact: (679) 9904158

2. Adi Salaseini Kavufong President Na I Soqosoqo Vakamarama I Taukei Cakaudrove (SVTC)

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