



CARE PNG
DISTRICT ASSESSMENT CONSULTANT
February 2015
TERMS OF REFERENCE

BACKGROUND

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on empowering women and girls to bring lasting change to their communities. CARE International has implemented development and humanitarian assistance projects in Papua New Guinea for more than 20 years. In 2006, CARE established a full country presence in PNG with the establishment of a Country Office in Goroka, Eastern Highlands Province, thereby strengthening local management and support to CARE's in-country operations. In 2008 CARE PNG established operations in the Autonomous Region of Bougainville (ARB). CARE International in PNG (CARE PNG) is guided by the vision, mission, core values and programming principles of CARE International and receives management support through CARE International Member, CARE Australia.

Poverty in PNG is most prevalent in rural parts of the country and most extreme in remote areas. Research has identified a number of remote rural districts where the highest levels of poverty are consistently found¹. Geographical isolation is a major factor contributing to the key characteristics of extreme rural poverty: poor access to markets and limited cash earning opportunities; very limited access to health and education services; poor nutrition; vulnerability to the impacts of natural disasters; poor access to information and invisibility from the main centres of the country. Due to gender inequality, women and girls in these areas are disproportionately affected by these aspects of poverty. These factors are interrelated and holistic approaches are required over time to address them.

CARE PNG is nearing completion of the pilot phase of its Integrated Community Development Project (ICDP). The ICDP is presently focused on three target districts: Obura Wonenara in Eastern Highlands Province, Menyamy in Morobe Province, and Gumine in Simbu Province. The ICDP pilot has gained extensive experience working with development partners including government, private sector and civil society organizations.

Phase 2 of ICDP will begin with a transition and full-design year from July 2015.

OVERALL PURPOSE OF THE CONSULTANCY

The overall purpose of the consultancy is:

To conduct and document a joint district assessment and political context analyses in for Obura Wonenara District in Eastern Highlands Province. The assessment will help shape formal agreements for collaboration between CARE ICDP and the district administrations, including District Development Authorities, from early 2016 onwards.

SCOPE OF THE CONSULTANCY

The consultant, or consultant team, with support from ICDP staff, will perform the following tasks:

1. **Desk-top review** of ICDP documents and relevant literature on the functioning of district administrations and DDAs
2. Preparation of a detailed **work plan and approach** to be approved by CARE PNG prior to field travel
3. **Briefings** with CARE PNG in Goroka
4. A **joint district assessment** looking at:
 - a) What the district administration's and DDA's legally mandated roles and responsibilities are to plan and implement activities (including patrols); and how the district administration and DDA truly operate versus the way they are ideally meant to operate.

¹ Bourke M. R. and Harwood T. (ed) 2009; *Food and Agriculture in Papua New Guinea*, ANU 2009; Rogers et al, 2011, *Rural poverty in remote Papua New Guinea: Case study of Obura-Wonenara District*

- b) What capacity and motivation the district administration and the DDA have to carry out their roles and responsibilities
 - c) What social accountability mechanisms or processes are meant to be in place and what processes are followed
 - d) The ways women are or are not included in key roles and in decision making, and what creates the barriers to women's inclusion
5. Based on discussions with district administration Officers, open member,(if available), LLG officers and Presidents, selected LLG members, and CARE staff and partners, document the **political context** in the district, and make recommendations for effectively working within the existing political context. Make particular reference to how the political context of each district impacts development outcomes particularly for more isolated wards or ward clusters
 6. Using the joint district assessment process and in consultation with the district, make **recommendations** to improve and maintain district admin and DDA abilities to implement activities with improved governance and that empower women. Note which action points could be considered for further support by ICDP.

KEY OUTPUTS

Key outputs will be discussed in detail with CARE PNG staff and are outlined below:

1. Proposed **consultancy work plan and implementation approach**
2. A report detailing –
 - a) **Joint District Assessment for Obura Wonenara District** (planning and implementation roles and responsibilities, capacity and motivation, social accountability processes or mechanisms, women's inclusion)
 - b) The **political context** in Obura Wonenara District
 - c) **Recommendations** to improve and maintain district administration and DDA abilities to implement activities with improved governance and that empower women. Note which action points could be considered for further support by ICDP and why

MANAGEMENT

The consultancy will be undertaken both at home base and in PNG. The Consultant will be managed by the Integrated Community Development Project Manager and with advice from the ICDP Governance Manager. CARE PNG will manage transport, accommodation and logistical arrangements for the in-country component of the Consultancy.

TIMEFRAME

The consultancy is scheduled to begin in April 21, 2015 and is expected to be completed by end of May 2015. The consultancy is expected to be for a total of 27 days across the period mentioned. An indicative timeframe is:

Activity Days²

Consultant Activity	Period of work	No. of Days
1. Desk top review	April 21-22	2
2. Preparation and submission of workplan and approach	April 23-24	2
3. Travel and Briefings at Goroka (CARE PNG office)	April 27-28	2
4. District assessment Obura Wonenara	April 29-May 7	9
5. Debrief with ICDP (Goroka)	May 8	1
6. Return to home base	May 9	1
7. Preparation of Draft Report	between May 11 and May 19	7
8. CARE PNG Feedback	May 20-22	n/a
9. Finalize Report and Submit	May 25-27	3
TOTAL		27

² Activity days in PNG also include travel days

CONSULTANT SELECTION CRITERIA

Consultants may apply singly or as a small team (two to three people):

- Consultant, or one member of the consultant team, will have at least a Masters Degree or equivalent experience in an international development related discipline;
- All team members will have at least four years professional experience, with at least one team member having Papua New Guinea and Highlands experience;
- Proven experience in participatory assessment and planning with Papua New Guinean government officers;
- General understanding of PNG government administration structures at District and LLG levels;
- Good understanding of gender policies and issues in PNG, and strong personal commitment to gender equality.
- High quality communication skills, including the ability to speak and write clearly and effectively, listen to and facilitate participation from others, including in cross-cultural contexts;
- Fluency in *Tok Pisin* preferred;
- Understanding of CARE's vision, mission and values, and commitment to uphold the CARE Code of Conduct and Child Protection Code of Conduct

Please send Expression of Interest by close of business on March 15, 2015 to: garry.shea@careint.org . Expressions of Interest should include CV, Statement of Qualifications against Selection Criteria, Daily Rate and sample of written work would be appreciated.

Any enquiries about the Consultancy can be sent to: garry.shea@careint.org