



CARE PNG
TRAINING MANUAL PREPARATION CONSULTANT
March 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.

In order to develop an integrated approach to community development and poverty alleviation in geographically isolated rural districts in the Highlands of New Guinea, CARE PNG is implementing the pilot phase of an Integrated Community Development Project (ICDP) with funding from DFAT. ICDP's program is presently focused on three target districts: Obura Wonenara in Eastern Highlands Province, Menyamya in Morobe Province, and Gumine in Simbu Province. For Phase 1, ICDP program has five inter-related objectives:

- Objective 1 – LEAD: Strengthening local level organisations*
- Objective 2 – LEARN: Strengthening learning environment and opportunities*
- Objective 3 – EARN: Enhanced community livelihoods and access*
- Objective 4 – LIVE: Improved physical and social environment*
- Objective 5 – M&E: Effective program learning and management*

During Phase 1, the LEAD team has prepared a number of Training Manuals that have been used to train Local-Level Governments (LLGs) and Ward Development Councils (WDCs). Based on this experience, it has been determined that existing manuals need to be revised to make them simpler and more useful. Towards this end, a Manual Review Workshop was held from 26-30 January 2015 to review 3 of the existing manuals:

1. WDP Manual [Ward Development Planning Manual]
2. Roles and Responsibility Manual [for LLGs and Ward Councilors]
3. PRA Manual [Simple tools for use a ward level]

Based on the review of these manuals, recommendations have been prepared for the editing of the three manuals. The Workshop also identified a need for a number of simple handouts for distribution at the Ward level to address their specific information needs.

ICDP is now looking to recruit an experienced Training Manual Preparation Consultant to finalize the three manuals based on recommendations from ICDP's internal Manual Review Workshop, and to prepare some simple handouts for distribution at the Ward level.

OVERALL PURPOSE OF THE CONSULTANCY

The overall purpose of the consultancy is to have three improved training manuals that better address the training needs of target groups from LLGs and Wards, and Five Simple Handouts for WDCs based on recommendations from Review Workshop.

The Consultant will work with ICDP's Lead Team to revise the three manuals in line with recommendations from CARE's internal Manual Review Workshop, and prepare the recommended handouts.

SCOPE OF THE CONSULTANCY

The consultant, with inputs from the ICDP's LEAD Team, will perform the following tasks:

1. Review existing manuals along with recommendations for revision
2. Preparation of a work plan for the revision of the 3 manuals and the preparation of five handouts.
3. Briefings with ICDP's LEAD Team in Goroka to finalize workplan.
4. Preparation of draft revisions of 3 manuals and 5 handouts for review by LEAD Team.
5. Final revision of 3 manual and 5 handouts, and final formatting.
6. ICDP or Third party review.
7. Final editing based on ICDP or Third Party review.

KEY OUTPUTS

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

1. **Detailed workplan** – endorsed by ICDP
2. **Three finalized Manuals** – Soft copies in Word (not PDF).
3. **Five Finalized Handouts in Tok Pisin** - Soft copies in Word (not PDF)

MANAGEMENT

The consultancy will be undertaken in Goroka in PNG, unless other arrangements are negotiated and agreed to. 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 for April 20, 2015 and is expected to be completed by early June 2015. The consultancy is expected to be for a total of 38 days across the period mentioned. An indicative timeframe is:

Activity Days

Consultant Activity	Period of work	No. of Days
1. Review of existing manuals along with recommendations for revision	Apr 20-21	2
2. Preparation and submission of workplan and approach	Apr 22-23	2
3. Travel and Briefings at Goroka (CARE PNG office)	Apr 26-27	2
4. Preparation of draft revisions of 3 manuals and 5 handouts for review by LEAD Team	Apr 28-May 19	21
5. Travel	May 20	1
6. Final revision of 3 manuals and 5 handouts and final formatting. Presented for review by ICDP [or third party]	May 21-29	7
7. Final editing based on ICDP review [or third party review]	June 8-10	3
TOTAL		38

CONSULTANT SELECTION CRITERIA

Consultants should have the following qualifications and experience:

- Post graduate degree in a relevant field of study
- At least four years professional in training materials preparation and delivery in a Melanesian context.
- Experience in preparation of relevant training manuals [governance, gender, PRA], and willingness to submit examples for review
- 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 written *Tok Pisin*;
- 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. EOIs include CV, Statement of Qualifications against Selection Criteria, an example of manual prepared by applicant/previous written work, and Daily Rate.

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