



DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT AFFAIRS (DPLGA)

Rural Service Delivery Project Phase 2 (RSDP II)

Terms of Reference (ToR)

Position Code:	PG-DPLGA-536539-CS-INDV
Position Title:	Environmental and Social Safeguards Officer
Unit:	Rural Service Delivery Project, DPLGA
Reporting to:	Project Manager, DPLGA
Place of Work:	DPLGA, Boroko, National Capital District O
Duration:	5 years
Assignment Start:	May, 2026
Assignment End:	May, 2031
Probation period:	Three Months
Version:	Jan 2026

1. Background

The Rural Service Delivery Project Phase 2 (RSDP-2) is a six and half (6.5) year project being implemented by the Government of Papua New Guinea's Department of Provincial and Local Government Affairs (DPLGA). The RSDP-2 is financed by the World Bank through a US\$100 million IDA credit. RSDP-2 is the scaled-up successor project of the Bank financed Rural Service Delivery Project (RSDP, which operated in five provinces from 2018-2025) and aims to improve access to resilient basic infrastructure and services and strengthen participatory local governance in targeted communities including those affected by violence.

The project consists of the following four (4) key components:

- I. Preparation and Implementation of Community Sub-projects;
- II. Strengthening community and local government capacity; and
- III. Project Management, Monitoring and Learning; and Support for the National Prevention Strategy
- IV. Contingent Emergency Response Component

The project will be implemented in up to 12 provinces of PNG. A Project Management Unit (PMU) in Port Moresby, and a Provincial Project Office (PPO) in each RSDP-2 province will be responsible for the day-to-day management of the project, under the guidance of DPLGA.

To prepare this follow-on project (RSDP-2), DPLGA has received a Project Preparation Grant of US\$ 1.21 million from the World Bank Grant Facility for Project Preparation (GFPP) to support the preparation of the RSDP-2. The grant will finance the set-up of the RSDP-2 PMU and Provincial Project Offices (PPOs); capacity building; sub-national project sensitization; safeguards and procurement assessments; establishment of the Management Information System (MIS) architecture; and technical support required to inform project preparation and enhance implementation readiness of the proposed follow-on operation (RSDP-2)

2. Key Objective of the Consultancy

The key objective of this consultancy is to manage the RSDP-2 implementation effectively and efficiently, and support the achievement of the RSDP-2 Project Development Objective (PDO) and results indicator targets. The consultant will help ensure overall coordination and supervision of RSDP-2 implementation activities, including overseeing and guiding the overall administration of the planning, budgeting financial management, procurement, environmental and social (E&S) risk management, communication and overall monitoring and evaluation (M&E) and reporting on progress of Project activities.

3. Scope of Work and Description of Tasks

This section outlines the scope of work and tasks required to be undertaken in two phases.

Phase 1 under this TOR will include services performed during the project preparation period and financed by the Grant Facility for Project Preparation; whilst Phase 2 will be under a separate contract and will include services that will be performed during the implementation period and financed by the loan arrangement. Subject to satisfactory performance of the tasks and responsibilities for Phase 1, the Consultant may be considered for a separate contract for Phase 2 (when RSDP-2 is effective).

The Consultant is also expected to abide by the policies and procedures of the implementing agency (DPLGA) and the RSDP-2, as outlined in the Project Operations Manual (POM).

3.2.1. Phase 1: Project Preparation (GFPP)

During the preparation phase, the consultant is expected to carry out the following services:

Project Environmental and Social (E&S) Planning and Instruments Oversight

- (1) Lead the E&S orientation for PMU and PPO staff and the implementation of project E&S instruments in line with the ESF and national law, including the Environmental and Social Commitment Plan (ESCP); Environmental and Social Management Framework (ESMF); Labor Management Procedures (LMP); Land Access Procedure (LAP); Stakeholder Engagement Plan (SEP) with Project Grievance Redress Mechanism (GRM); GBV Prevention and Response Action Plan; Conflict Risk Prevention and/or Management measures (if applicable); Asbestos Management Plans (if relevant); Biodiversity and Cultural Heritage measures (if relevant); and other specialized plans as required.
- (2) Provide advice to the PMU and PPOs on key environmental and social issues as well as Occupational Health and Safety (OHS) aspects of the Project in a timely manner, including general environmental and social guidance and assistance on the implementation of safeguards instruments.
- (3) Guide PMU in screening to identify high risks activities and ensure these have adequate mitigation measures in place to control, manage and/or eliminate the risks.
- (4) Lead or otherwise oversee any E&S assessments conducted during the project preparation or implementation.

- (5) Collaborate with other project staff and consultants to ensure that environmental and social considerations are integrated into all aspects of project preparation, planning or implementation, including procurement, financial management, and monitoring and evaluation.
- (6) Assist preparation of Terms of Reference (ToR) and ensure these are consistent with the ESF and cleared by the Bank, and that outputs are aligned with cleared ToRs.
- (7) Support PPOs, Ward Development Committees (WDC) and RSDP-2 established Community Driven Development Sub-committees (CDD-SC) to integrate E&S specifications in procurement documents, designs, and contracts; ensure cascading E&S obligations to supervise subproject grant contractors, including Code of Conduct (CoC), LMP, SEA/SH and OHS requirements.

Stakeholder engagement and grievance management

- (8) Provide support to update and implement the project's Stakeholder Engagement Plan.
- (9) Assist PMU and PPOs (including Community Development Workers [CDW] and Technical Facilitators [TFs]) particularly to facilitate stakeholder engagement and consultations with local stakeholder and communities (particularly any affected people) , including vulnerable groups, to ensure their concerns and perspectives are incorporated into sub-project planning and implementation.
- (10) Lead the establishment, operationalization, consolidation and maintenance of an accessible, confidential, and survivor-centered project GRM, with sexual exploitation and abuse/ sexual harassment (SEA/SH)-sensitive procedures, across the provinces; and specialized avenues for project staff, and multiple uptake channels; ensure confidential referrals to services and timely resolution and reporting.
- (11) Prepare a stakeholder analysis to ascertain direct and indirect project beneficiaries to inform the design of stakeholder engagement materials and tools essential for meaningful consultations (including disadvantaged or vulnerable groups) with appropriate disclosure, formats, and languages; timely documentation and response to feedback.
- (12) Provide input and support design of infographics and communications material for project sensitization, E&S risk mitigation measures and GRM.
- (13) Ensure that safety of the PMU and PPO staff, Contractors, community laborers and the public are managed.

Team Management and Capacity building

- (14) Strengthen institutional capacity for E&S risk management and reporting at all levels of project implementation.
- (15) Provide support, quality oversight, training and guidance on E&S aspect to relevant PPO staff (Provincial E&S, CDW and TF) in the PPOs to ensure effective operations.
- (16) Support the development and delivery of specialist training modules on E&S, such as Communications and Stakeholder Engagement, E&S risk management, Occupational Health and Safety, Grievance Redress Mechanism and Contractor Environmental and Social Management Plans, climate risk assessment and conflict-sensitive implementation among others. The specialist trainings could be catered for various stakeholders such as project staff - PMU or PPOs (particularly Provincial E&S officers, CDWs, TFs), national and sub-national government, women/youth groups and communities.
- (17) Coordinate and support coaching and mentoring for PMU and PPO (including E&S officers, CDW and TFs) on ESF, GRM and associated project E&S instruments.

- (18) Contribute to the development of a specialized procedures manual for contingency emergency disaster response (CERC), ensuring that environmental and social safeguards are integrated into emergency response activities.

Monitoring, reporting, and documentation

- (19) In coordination with the M&E Unit, establish E&S monitoring frameworks, indicators, and data systems; verify field data; and produce monthly/quarterly performance reports and inputs to project progress reports, incidents/accidents, training, and compliance status.
- (20) Lead and provide oversight on incident investigation and management process and provide support for incident management as needed.
- (21) Maintain auditable records for screenings, disclosures, permits, site inspections, and corrective actions.
- (22) Conduct or oversee regular site visits to monitor sub-project implementation, identify any unforeseen environmental or social issues, and ensure that mitigation measures are being effectively implemented.
- (23) Lead preparation and submission of bi-annual E&S progress reports.
- (24) Contribute to the preparation of the Annual Workplan and Budget (AWPB)
- (25) Contribute to the E&S elements of the Project Progress/Completion Reports and M&E Results Framework reports (e.g. GRM data) to the World Bank, DPLGA and Project Steering Committee (PSC), detailing project progress, policy-related and other critical issues, risks, concerns, status of work activities, financing, capacity building, issues encountered and plans for the following six-months.
- (26) Serve as focal point to liaise on E&S matters with World Bank, DPLGA, PSC and GoPNG, in coordination with Project Manager and Deputy Project Manager.
- (27) Fulfil any other tasks or prepare relevant deliverables assigned to this role under the RSDP-2 Project Operations Manual (POM), internal procedures, plans or agreements with DPLGA, World Bank or other relevant stakeholders. If there is any discrepancy with the TOR, the POM and applicable procedures shall prevail.

3.2.2. Phase 2: Project Implementation

Upon project effectiveness of RSDP-2, the consultant is expected to achieve similar deliverables (under Phase 1) for the duration of their contract under RSDP-2. Additional responsibilities during implementation will include the following:

Screening, instrument preparation

- (1) Guide PMU and PPOs' screening of activities/subprojects; identify applicable E&S issues; define instrument requirements; and confirm any exclusion criteria per the ESMF.
- (2) Develop and guide PPOs in the preparation and implementation of Environmental and Social Management Plans (ESMPs) for sub-projects (where required), incorporating mitigation measures tailored to the specific context and potential impacts, with consideration for climate resilience and disaster risk reduction.
- (3) Identify and support obtaining required local permits/approvals (e.g. Building Board Approval); ensure alignment of national requirements with ESF obligations.
- (4) Guide and support the PPO E&S Officer and wider team in conducting conflict and social analyses and developing mitigations measures.

Contractor management

- (5) Review and recommend approval of Contractor ESMPs (C-ESMPs) and method statements for compliance with ESMPs, ESSs, EHS Guidelines, and national laws
- (6) Provide quality assurance and guidance to PPO E&S officers to ensure relevant orientation and training for all workers are delivered including verification materials for onsite implementation.
- (7) Conduct regular site inspections, E&S performance audits, safeguard technical audits (at subproject completion) and related quality assurance in the provinces; ensure corrective actions and non-compliance remedies; manage incident/accident reporting and root-cause analysis in coordination with the PPOs, PMU and World Bank.

3.3 Schedule for Completion of Tasks and Deliverables

Schedule for completion and delivery of outputs will be as follows:

Deliverables	Time Frame
Bi-annual monitoring reports on the environmental, social, health and safety performance of the Project as required under the Environmental and Social Commitment Plan	Not later than 14 days after the end of each 6-month reporting period
Input to RSDP-2 Annual Work Plan and Budgets (WPB)	Within 3 months after the Project Effective Date, for the first year of Project implementation; and by January 31 of each year for every subsequent year during Project implementation
Input to Semi-annual Project Report on Implementation Progress	Not later than Forty-five (45) days after the end of each calendar semester (i.e. 6-month) during the contract term;
Input to Quarterly Progress Report on Results Framework Indicators (e.g. GRM data)	Not later than 15 days after the end of each calendar quarter
GRM set up and maintained	Operationalized by July 2026
Development of communication materials on E&S measures and GRM	Within 6 months of commencement of contract
Incident Report	No later than 48 hours after learning of the incident or accident
Prepare and consolidate E&S safeguard instruments/ reports across provinces (e.g. E&S screening checklists and environment and social management plans, E&S/OHS and Technical Audits)	Ongoing

4. Duration of Assignment

The position is full-time for the duration of Phase 1 till the closing of the GFPP grant. A three-month probationary period will apply at the start of the assignment.

A performance appraisal will be conducted at the end of Phase 1. Subject to satisfactory performance during Phase 1, the assignment may be extended under a new contract for Phase 2 when RSDP-2 is effective.

5. Profile of the Consultant

The consultant should meet the following qualifications and experience:

Essential:

- University degree or Master's degree (preferred) in Environmental Science, Environmental Engineering, Social Sciences, or a related field.
- At least 10 years of progressively responsible experience in environmental and social safeguard management.
- Experience working in rural areas of Papua New Guinea and/or the Pacific region.
- Experience with community-led development initiatives.
- Understanding of the national legal and institutional framework of Papua New Guinea related to environmental and social safeguards.
- Fluency in English.
- Strong analytical and report-writing skills.
- Familiarity with use of computers and MS application.
- Ability to be adaptable and work effectively in fragile or post-conflict environments.
- Excellent communication, interpersonal, and teamwork skills across multidisciplinary teams.
- Ability to work independently, with minimum or no supervision and as part of a team.
- Proven ability to transfer knowledge to local counterparts.

Desirable:

- Demonstrated experience working on donor-funded projects, preferably with experience in World Bank projects and their ESF.
- Specific experience in preparing and implementing environmental and social management plans (ESMPs).
- Fluency in Tok Pisin (or another relevant local language) is advantageous.

6. Place of Work

For the duration of the assignment, the officer will work and be located at the Project Management Unit (PMU) office located at the Department of the Provincial and Local Level Government Affairs in Port Moresby. The officer is required to travel to provincial project offices in the targeted RSDP-2 provinces, outside of Port Moresby.

7. Reporting Data, Services and Facilities to be provided by the Client

The Consultant will report directly to the Project Manager. The Project Manager, with the support of the Deputy Project Manager, will have overall responsibility for the assignment and will be responsible for day-to-day management of the technical content of the consultant's tasks and activities.

The Client will provide the necessary tools and resources including any background knowledge or understanding relating to performing the service.