



DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT AFFAIRS (DPLGA)
Rural Service Delivery Project Phase 2 (RSDP II)

Terms of Reference (ToR)

Position Code:	PG-DPLGA-536537-CS-INDV
Position Title:	Gender and GBV Specialist
Unit:	Rural Service Delivery Project, DPLGA
Reporting to:	Project Manager, DPLGA
Place of Work:	DPLGA, Boroko, National Capital District
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:

Gender/ Gender Based Violence (GBV) Oversight And Operations

- (1) Provide advice to the PMU and PPOs, in coordination with the PMU E&S Specialist, on key gender/GBV issues and aspects of the Project in a timely manner
- (2) Guide PMU and PPOs in screening to identify activities with high GBV risks and ensure these have adequate mitigation measures in place to control, manage and/or eliminate the risks.
- (3) Collaborate with other project staff and consultants to ensure that Gender/GBV considerations are integrated into all aspects of project preparation, planning or implementation, including procurement, financial management, and monitoring and evaluation. This is particularly for the Women's and Youth Sub-grant (WAYS) implementation arrangements
- (4) Develop a project gender/GBV strategy and/or refine GBV Prevention and Response Action Plan to advise the Project Manager on how the project can optimize its interventions to empower women and mitigate GBV and coordinate its implementation once the strategy receives no objections from the World Bank.
- (5) Ensure Partnership Agreements (with subnational authorities), LLG Grant Agreements and Ward and WAYS grant agreements include SEA/SH requirements (as necessary) and coordinate the monitoring of adherence to the agreements.
- (6) Ensure gender elements are embedded across Environmental and Social Safeguard instruments and procedures, including screening, to identify and address GBV risks early (e.g. gender safety audits).
- (7) Ensure that SEA/SH risks of the PMU and PPO staff, Contractors, Project/ community workers and the public are managed
- (8) Support and monitor adherence to the Gender/GBV interventions as per the Project Operations Manual. This includes, but is not limited to:

- a. Support the representation of women in decision-making/governance (e.g. soft quotas achieve gender targets in Results Framework)
- b. Support awareness raising on SEA/SH and/or women's rights and law amongst local stakeholders and community members (especially men) and facilitating the signing of Code of Conduct prohibiting SEA/SH
- c. Oversee relevant data collection on gender/GBV, including at the community level

Stakeholder Engagement, Sensitization And Grievance Management

- (9) Lead the Gender/GBV orientation for PMU and PPO staff and the implementation of project E&S instruments in line with the Environmental and Social Framework (ESF) and national law, particularly the GBV Prevention and Response Action Plan.
- (10) Support project briefings/ sensitization of key stakeholders on gender/ GBV, women's rights and laws – national provincial administration, district administration and LLG administrations and community outreach. This includes development of materials, delivery of training and providing guidance and coaching to PPOs.
- (11) Support 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.
- (12) Train PPO Environment and Social Officer, CDW, Technical Facilitators and other key personnel responsible for SEA / SH complaints.
- (13) Provide input and support design of infographics and communications material on gender/GBV sensitization, survivor-centred project GRM procedures.
- (14) Ensure that SEA/SH risks of the PMU and PPO staff, Contractors, community laborers and the public are managed.

Team Management and Capacity Building

- (15) Strengthen institutional capacity for gender and GBV risk management and reporting at all levels of project implementation.
- (16) Support Project Manager to ensure all Project staff/consultants sign a Code of Conduct that specifically prohibits SEA / SH and child abuse and exploitation.
- (17) Provide support, quality oversight, training and guidance on Gender/ GBV aspect to relevant PPO staff (Provincial E&S, CDW and TF) in the PPOs to ensure effective operations and management of GBV issues.
- (18) Support the development and delivery of specialist training modules on Gender/GBV, SEA/SH, women leadership, survivor centred Grievance Redress Mechanism, amongst 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.
- (19) Conduct an induction session on the SEA / SH with project personnel and any external training providers.
- (20) Prepare and ensure personnel of training providers sign a Code of Conduct that specifically prohibits SEA / SH.

- (21) Explore partnerships with local government, NGOs and associations to enhance the training for women's groups at the local level for sustainability, in coordination with the Communications/partnership officers and PPOs. Training could cover leadership, financial literacy, livelihoods, and gender/GBV.
- (22) Support the Project Manger to facilitate the collaboration with the Department of Justice and Attorney General (DJAG) for the timely delivery of DJAG training (financed under the project) on the Family Protection Act to gazetted village court officials in targeted provinces.

Monitoring, reporting, and documentation

- (23) In coordination with the M&E Unit and E&S Specialist, establish any gender related 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.
- (24) oversee and ensure timely collection of relevant data on gender/GBV and achievement of gender targets in the Results Framework.
- (25) Contribute to the preparation of the Annual Workplan and Budget (AWPB)
- (26) Contribute to the E&S elements of the Project Progress/Completion Reports, bi-annual E&S progress reports, and Results Framework M&E 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.
- (27) Serve as focal point to liaise on gender/GBV matters with World Bank, DPLGA, DJAG, PSC and GoPNG, in coordination with Project Manager and Deputy Project Manager.
- (28) 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.

3. Schedule for Completion of Tasks and Deliverables

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

Deliverables	Time Frame
Gender/GBV strategy and/or refinement of GBV Prevention and Response Action Plan	Within 6 months of recruitment
Input to 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

Deliverables	Time Frame
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 Gender/GBV measures and GRM	Within 6 months of commencement of contract
Incident Report	No later than 48 hours after learning of the incident or accident
Integrate Gender/GBV E&S safeguard instruments/reports, including providing relevant checklist e.g. for gender safety audit	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 in social science or related discipline;
- 10 years' experience in gender-based violence programming, women empowerment or related;
- 5 years' experience delivering training and awareness on GBV and gender;
- 5 years' project management experience;
- 3 years of experience in gender-based violence programming in rural communities or a transferable sector.
- Understanding of the national legal and institutional framework of Papua New Guinea related to environmental and social safeguards.
- Proven ability to transfer knowledge to local counterparts

- Ability to travel frequently to provinces and remote LLGs and wards;
- Ability to be adaptable and work effectively in fragile or post-conflict environments.
- Strong liaison and co-ordination skills; experience in building strong working relationships in new and widely dispersed project teams;
- Ability to work independently, with minimum or no supervision and as part of a team.

- Excellent oral and written communication skills;
- Fluency in English (verbal and written);
- Familiarity in Microsoft Office.
- Strong analytical and report-writing skills.

Desirable:

- Familiarity with World Bank, or similar donor projects and procedures is desirable;
- 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 Gender and GBV Specialist will also work collaboratively with the Department of Justice and Attorney General (DJAG) to implement key activities.

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