



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

Terms of Reference (ToR)

Position Code:	PG-DPLGA-XXXXX-CS-INDV
Position Title:	Provincial Project Coordinator
Unit:	Rural Service Delivery Project, DPLGA
Reporting to:	Project Manager and Provincial LLG Advisor
Place of Work:	DPLGA, Boroko, National Capital District
Duration:	5 years
Assignment Start:	May, 2026
Assignment End:	May, 2031
Probation period:	Three Months
Version:	January 2026

1. Background

The Rural Service Delivery Project Phase 2 (RSDP-2) is a six and a 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 (including provincial market 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 assignment is to coordinate and oversee the preparation and implementation of RSDP-2 at the Provincial level. The role involves day to day coordination and supervision of provincial staff, implementation activities, including planning, budgeting, financial management, procurement, environmental and social safeguards, communication and monitoring and evaluation and reporting in accordance with Project Operations Manual (POM), internal and external guidelines and under the overall guidance of the Project Management Unit (PMU).

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).

3.1. Phase 1: Project Preparation (GFPP)

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

PPO management

- (1) Under the guidance of and in collaboration with the PMU, manage the establishment of the Provincial Project Office. This includes identifying and securing office space, overseeing the equipping and refurbishment (as needed), supporting other PPO staff recruitment and contracting.
- (2) Manage and lead the Provincial Project Office (PPO) to carry out the day-to-day implementation, in line with the operational procedures in the Project Operations Manual (POM) and guidance of the PMU.
- (3) Ensure the Project is implemented in the province in accordance with the POM, the legal agreement, the Environment and Social Commitment Plan, DPLGA policies and procedures (including DPLGA 2025- 2030 Corporate Plan), and the laws of GoPNG.
- (4) Oversee or support relevant recruitment and contracts management of PPO staff at the provincial and LLG level.
- (5) Monitor overall implementation of PPO staff work program and deliverables to ensure their compliance with contract terms and conditions. Identify, and provide direction to address bottlenecks, constraints, and required corrective actions, in consultation with the Project Manager.
- (6) Coordinate and support the setting of annual performance targets for PPO staff and undertake performance reviews at least annually (for submission to PMU), providing feedback and setting actions for improvement if necessary.
- (7) Coordinate logistical support during World Bank missions, DPLGA, DJAG trainings and key stakeholder visits at the Provincial level.

Preparation and Implementation at Provincial level

- (8) Engage with Provincial, District and LLG administrations during project preparation or implementation to ensure comprehensive sensitization and training on RSDP-2, expected functions/ roles and financing arrangements, amongst others.
- (9) Support the entry into partnership agreements with the Provincial, District, LLG administrations, sectoral agencies or other partners, ensure adherence to relevant provisions, especially counterpart contribution commitments within the signed agreements.
- (10) Coordinate all aspects of RSDP-2 implementation in the province in consultation with Provincial, District and LLG Administrations, sectoral agencies, sub- project communities and other stakeholders.
- (11) Establish partnerships with sub-national authorities and local donors or NGOs, ensuring integration in relevant programs and securing of counterpart financing for RSDP-2 for sustainability.
- (12) Establish and facilitate quarterly meetings of the Provincial Project Coordinating Committee (PPCC) in collaboration with the Provincial LLG Advisor and relevant Deputy Provincial Administrator and attend meeting of the Provincial Management Team to provide status of project implementation. Establish other provincial coordination mechanisms as relevant in consultation with the PMU.
- (13) Facilitate all relevant clearances and approvals required for sub-project implementation at the provincial level - such as Building Board permits, engineering certification - and ensure adherence to required standards.
- (14) Facilitate the opening of bank accounts for PPO, LLGs, Wards and Women and Youth Groups and support monitoring for accountability.

Fiduciary and Environmental and Social (E&S)

- (15) Support or oversee operational, safeguards, fiduciary or other assessments and reviews at the provincial level during project preparation or implementation.
- (16) Supervise the implementation of approved procurement activities in accordance with the relevant legislation, regulations, and guidelines of the Government of PNG as well as in full compliance the applicable World Bank Procurement Regulations.
- (17) Provide oversight and as relevant, review and authorize payments undertaken in the provincial, LLG and ward levels, in adherence to the Financial Management (FM) arrangements and procedures in the POM and operational guidance.
- (18) Proactively manage operational and safeguards risks, delays and bottlenecks and escalate core issues to the PMU.
- (19) Ensure occupational health and safety standards are upheld for the PPO staff in performing their work duties, and an inclusive inclusive work environment free from Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH).
- (20) Ensure participating LLGs and wards thoroughly understand RSDP-2 design features especially in relation to the disbursements and management of grant funds, procurement and financial reporting;
- (21) Ensure the effective functioning of the project's Grievance Redress Mechanism (GRM) and any staff grievances at the provincial level and timely resolution or escalation of grievances (e.g. to the PMU), as appropriate.

Capacity Building and Training

- (22) Facilitate and coordinate the delivery of required training and capacity building support to PPO staff, key government counterparts, communities and those involved in project implementation.; in close coordination with the Capacity Building Unit in the PMU.

Monitoring and Evaluation (M&E) and reporting

- (23) Undertake regular monitoring and supervision visits to LLGs and sub project communities to provide administrative and technical support for sub project implementation.

- (24) Oversee M&E functioning through Management Information System (MIS) at the provincial level, and ensure timely updating of project monitoring data by project field staff (at the LLG level)
- (25) Provide timely and accurate updates of Results Framework and key indicators, and submit monthly implementation progress reports to the PMU making sure that all pertinent developments, key implementation challenges and corresponding recommendations are thoroughly covered in the reports.
- (26) Prepare and submit monthly financial reports to the PMU, including sub- project implementation expenditures.
- (27) Provide timely and quality inputs to the POM and other relevant operational procedures, guidelines or plans as required.
- (28) Contribute to the preparation of the Annual Work Plan and Budget for RSDP-2 for the province. Oversee the work programs of all PPO staff, ensuring alignment with RSDP-2 Annual Workplan and Budget, relevant strategies, plans or guidance documentation and ensuring regular staff reporting to the relevant units they are mapped to at the national PMU.
- (29) Provide timely contributions for the province to the PMU for relevant internal and external reports, including semi-annual Project Progress Reports to the World Bank, and Completion reports.
- (30) Ensure regular communications, updates and reporting of project implementation progress to sub-national authorities and relevant partners.
- (31) 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 Terms of Reference (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.

4. Schedule for Completion of Tasks and Deliverables

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

Deliverables/Outputs	Schedule/Deadline
1. Monthly project implementation progress report for the province to PMU for the semi-annual Project Implementation Progress Report	Monthly
2. Monthly update of provincial monitoring data for quarterly Progress Report on Results Framework Indicators	Monthly
3. Monthly Provincial Financial Report and Statements to PMU	Monthly
4. Provincial 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
5. Provincial 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

Deliverables/Outputs	Schedule/Deadline
6. Regular performance appraisal based on the terms of reference for the RSDP II staff	Ongoing during the contract term;
7. Grievance Redress Mechanism set up and in operation at the provincial level	Operationalized by July 2026
8. Oversee set up and coordination of Provincial Project Coordinating Committee (PPCC) meetings and share meeting minutes with the PMU	Ongoing during the contract term;
9. Provide Provincial Input to Project evaluation and completion report	As required

5. Duration of the 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.

6. Qualification of the Consultant

It is expected that the consultant will be an individual with the following qualifications and experience:

Essential:

- (1) Tertiary Qualification in project management, economics, public administration, financial management, community/rural development, anthropology/sociology, business administration, communications, public policy and management or another relevant field;
- (2) At least 5 years of documented experience in project management and multi- project development, preferably in provincial and district administrations or in the area of community development, infrastructure development and development partner funded projects;
- (3) Strong understanding of government structures, legislative processes and public policy;
- (4) Strong liaison and coordination skills, experience in building strong working relationships in new and widely dispersed project teams;
- (5) Excellent oral and written communication and report writing skills, including the ability to synthesize monitoring and evaluation reports into reports and recommendations in aid of policy and program development;
- (6) Possess the ability to be a team player;
- (7) Be computer literate and possess skills in Microsoft Office;
- (8) Ability to travel frequently to remote LLGs and wards; and
- (9) Strong written and spoken communications skills in English and good communication skills in at least one (1) other common PNG language.

Desirable:

- (1) Have sound financial and public procurement management skills;
- (2) Experience with public service delivery projects and programs in Papua New Guinea; and
- (3) Working experience with development partners such as the World Bank; DFAT etc. on delivery of similar donor funded projects and procedures is desirable.

7. Place of Work

For the duration of the assignment, the consultant will work at the respective _____(Province) Provincial Project Office of the _____ (Provincial Administration)

8. 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.