



CARE PNG
ICDP II Design Facilitation Consultant
July 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.

Since 2009, CARE PNG has been implementing a project which takes an integrated approach to addressing poverty in remote disadvantaged districts of PNG. After a 6 year pilot, the second phase of the Integrated Community Development Project (ICDP) began in July 2015. During this first year of phase two a detailed design and proposal for a four year period beginning July 2016 will be finalised and implementation will begin. ICDP is focused on three target districts: Obura Wonenara in Eastern Highlands Province, Menyamya in Morobe Province, and Gumine in Simbu Province.

The Integrated Community Development Project – II (ICDP-II) seeks to work closely with individuals and government at the District, Local Level Government (LLG) and ward levels in order to facilitate equitable development that leads to sustainable and measurable improvements in the lives of communities living within disadvantaged districts of PNG. The project as it is currently conceived (reflected in a detailed concept paper) will:

1. Work closely with government at district, LLG and ward levels. The implementing capabilities and motivation of districts, LLGs and ward development committees will be improved to be able to go beyond prioritisation to the practical planning, implementation, monitoring and evaluation of projects. This will enable more effective use of development funding such as DSIP and thereby more equitable development. Joint district assessment and planning processes will identify areas where CARE is best placed to provide expertise or assistance to build district and LLG implementation capacities, abilities and motivation. At the same time, ICDP will seek to use its understanding of the political economies within each district to broker initiatives funded by DSIP.
2. Refine key parts of ward planning processes so that locally led community development and resilience is fostered and facilitated by ICDP, irrespective of whether other priorities are responded to by the LLGs or Districts

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*

3. Support increased availability of accessible and acceptable basic services, towards improved outcomes in health, education, and law and justice for remote and disadvantaged populations

The project has at its core principles of good governance and women's empowerment. In practice this will mean activities will be implemented so that they:

- Normalise the practice of good governance among partners and stakeholders
- Entrench women's empowerment
- Are monitored and assessed in terms of progress on good governance principles and women's empowerment (agency, structures and relations)

OVERALL PURPOSE

The overall purpose of the work is to facilitate the process for the ICDP team to finalise design and documentation for ICDP II.

SCOPE

Methodology

It is anticipated that the consultant will facilitate discussions to help the ICDP team articulate the program's rationale, theory of change/program logic, intended outcomes and planned approaches for ICDP II. The consultant will also assist with providing key written inputs for the design document.

The consultant will spend a portion of time in country, and activities will principally be through consultation and workshops with the ICDP and CARE PNG team. Analysis and design should primarily draw on the concept paper already developed, and evidence and documentation generated by the ICDP Pilot, and relevant tools and resources from PNG and the Pacific. This should be supplemented, where appropriate with other analysis.

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

1. **Desk-top review** of ICDP documents (concept and associated preliminary design documents, phase one design, Indicative MEF, phase one evaluation, Joint District Assessments, DFAT PNG Governance Facility Design etc)
2. Prepare a detailed **work plan** in consultation with CARE PNG prior to field travel
3. **Meet with ICDP Manager and selected team members in Goroka** for briefings on the history of the ICDP pilot, and concept of phase two
4. **Workshop with selected senior ICDP and CARE PNG staff** to consolidate thinking for ICDP II objectives. It should examine the scope for documenting models or approaches through the roll out of the project, with the aim of demonstrating potential replicability, multiplier effects or capacity for scale up. It should also examine the scope for increased responsiveness through the project as the context shifts or significant lessons point to the need to change.

The workshoping should have the following outcomes:

- a) expected goal, objectives, outcomes and theory of change for ICDP Phase 2 clarified;
 - b) approaches and activities needed for achieving sustainable project outcomes defined;
 - c) model/s that ICDP Phase 2 will pilot and strategies for future replication articulated;
 - d) and strategies explored and identified to ensure the program has the flexibility to respond to changes in context or program lessons
5. Provide **input into the final ICDP II design document**:
Taking an iterative approach, and drawing on the existing detailed concept paper, in-country discussions and workshop draft the following sections of the design document:
 - Situation analysis and Rationale
 - Theory of Change and program logic

- Project outcomes and description - including a description of how approaches will be piloted for future replication in other locations

Review, and help revise as required, sections prepared by the ICDP team on:

- Risk management
- Cross cutting issues
- Budget

KEY OUTPUTS

Key outputs are outlined below:

1. Workplan
2. Brief summary of workshop process and outcomes as per point four above (maximum 5 pages)
3. Written inputs into design document (as outlined in point 5 above and as per indicative activity plan below)

MANAGEMENT

The activities will be undertaken both at home base and in PNG. Activities will be managed by the ICDP Manager. CARE PNG will manage transport, accommodation and logistical arrangements for the in-country component of the work.

TIMEFRAME

The activities are scheduled to begin in August 2015 and expected to be largely completed by November 2015. An indicative timeframe is:

Indicative Activity Plan²

Activity	Period of work	No. of work Days
1. Phone briefing, desk-top review (AUS), and workplan preparation	August	4
2. Travel and Briefings at Goroka (CARE PNG office)	September	2
3. Workshop with selected staff (PNG)	September	5
4. Travel to base	September	1
5. Input into the design document (AUS)	September	6
6. Rtn trip to Goroka to help finalise draft Design document (PNG)	October	5
7. Final inputs into design document prior to submission to Donor (AUS)	November	5
TOTAL		28 Days

² Activity days in PNG also include travel days

Selection Criteria

Required

- At least masters or equivalent experience in an international development related discipline;
- Strong facilitation and writing skills;
- Experience in developing and writing designs and theories of change;
- Demonstrated skills and experience in writing design documents which are underpinned by a sound theory of change;
- Sound knowledge and understanding of design methodologies, community empowerment, gender, participatory approaches and workshop facilitation;
- Excellent report writing skills and effective communication skills in English;
- Understanding of CARE's vision, mission and values, and commitment to uphold the CARE Code of Conduct and Child Protection Code of Conduct

Desirable

- Strong knowledge of development and governance issues, particularly in the PNG Highlands;
- Experience working in rural PNG, particularly in a development role
- Experience implementing development programs
- Background in local governance and service delivery, community empowerment and gender equality.

Expression of Interest

Please send Expression of Interest to: rebecca.robinson@careint.org and include an up to date CV, statement of experience and qualifications against the above selection criteria, sample of relevant written work (preferably an example design document, including theory of change), and daily rate.

Any enquiries about the Consultancy may be sent to: rebecca.robinson@careint.org