



## **Social Risk, Welfare and Labour Specialist**

### **Terms of Reference**

**Assignment:** Social Risk, Welfare and Labour Specialist, Enhancing Labour Mobility from PNG (ELMPNG) Project

**Employer:** Department of Treasury

**Location:** Port Moresby, Papua New Guinea and home base (split negotiable)

**Duration/Time input:** ~560 days input over 4 years.

**Recruitment type:** International Competitive Recruitment

**Expected Start Date:** October 2024

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#### **1. Background**

The Government of Papua New Guinea is preparing to commence implementation of a labour mobility project. The project objective is to strengthen government systems in Papua New Guinea that support workers and their households to benefit from overseas employment opportunities, with a focus on women and disadvantaged groups. The total funding envelope is US\$32 million.

The project has four interlinked components: (1) Strengthening systems and worker readiness to enhance benefits from overseas employment opportunities; (2) Enhancing equity in access to labour mobility opportunities for PNG workers; (3) Boosting household impacts from employment overseas; and (4) Project management and results monitoring. The project is projected to provide training to 20,000 beneficiaries (both departing workers and their household members) covering work readiness training, financial literacy training, and reintegration training. Some 5,000 low and semi-skilled workers are expected to gain access to formal sector employment as a result of the project activities. Meanwhile, the remittances received from workers abroad will provide benefits beyond the worker and household level to all participating communities.

The implementing agency for this project is the Department of Treasury (DoT), whilst the Labour Mobility Unit (LMU) within the DoT is set to undertake day-to-day implementation of the project. The LMU is the national unit tasked with administering labour mobility from PNG. The LMU has the following staff: (i) Director; (ii) Three Assistant Director (labour mobility coordination); (iii) Training and Skills Development Officer (iv) Worker Welfare and Wellness Officer; (v) Country Liaison Officers (based in Australia,); (vi) In-country Recruitment Database Coordinator; and vii) Administrative Support Officers



A Project Management Unit (PMU) to be located within the LMU will be established and maintained throughout the Project. This PMU will be responsible for the implementation, monitoring, and coordination of all project components. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for each project activity. The PMU composition and resources will include, but not be limited to: (i) a Project Manager; (ii) Project Accountant; (iii) Procurement Specialist; (iv) Procurement Officer; (v) Social Risk, & Welfare Specialist (vi) Monitoring and Evaluation Specialist; (vii) Gender/ GBV Specialist; and (viii) Occupational Health & Safety Specialist. The Social Risk & Welfare Specialist and Labour Specialist positions will be combined into one role.

This Terms of Reference is for the Social Risk, Welfare & Labour Specialist position of the Project Management Unit.

## **2. Environmental and Social Requirements**

The LMU is committed to developing its functions and capacity for managing social, labour and welfare risks associated with international labour mobility programs

The Project will be implemented in accordance with the World Bank's Environmental and Social Framework's (ESF) Environmental and Social Standards (ESSs) and relevant GoPNG laws. During project preparation, the GoPNG prepared several environmental and social instruments to identify environmental and social (including labour and welfare) risks associated with the project – both in PNG and in host countries, and outline measures for managing these risks. Key documents include the Environmental and Social Commitment Plan (ESCP); Social Assessment / Social Management Plan (SA/SMP); Stakeholder Engagement Plan (SEP); and Labour Management Procedure (LMP). The ESCP forms part of the project's legal agreement and outlines the material E&S measures and actions.

These documents are available here: <https://treasury.gov.pg/html/lmu/LMU.html>

## **3. Objectives of the assignment**

The Social Risk, Welfare and Labour Specialist, working closely with relevant LMU staff - including the Director, Worker Wellness and Welfare Officer(s) and Country Liaison Officer(s), and other PMU staff, will be responsible for:

- Supporting the development and functions of the LMUs Worker Welfare Unit including development and implementation of a Worker Welfare Strategy and systems and procedures and capacity for social, welfare and labour risk management.
- Providing technical inputs and implementation support to ensure social, labour and welfare risks for workers and their families are managed throughout the implementation of the project and the labour mobility cycle more broadly.
- Ensuring all project activities are carried out in accordance with the Project's E&S instruments and World Bank E&S standards.
- Assisting to develop the capacity of LMU staff for social, labour and welfare risk management.

#### **4. Scope of Services**

The specific duties and responsibilities of the Social Risk, Welfare and Labour Specialist will include inter alia:

##### *Social Risk, Labour and Welfare Management*

- Oversee the implementation of the project's material E&S measures and actions as outlined in the ESCP.
- Develop/refine and implement a Worker Welfare and Wellness Strategy for the LMU
- Establish/strengthen and oversee the implementation of the LMU and project systems and procedures for social risk, labour and welfare management, monitoring and reporting and ensure integration into overall project design, planning, monitoring and reporting arrangements.
- Support the LMU to respond to current and emerging social risks and welfare issues associated with the international labour mobility programs.
- Provide technical inputs into the design and procurement of project consultancies, studies (including feasibility studies, if applicable), capacity building, training, and any other technical assistance activities under the Project to ensure social, labour and welfare risks are addressed - and provide technical support and inputs during their implementation.
- Lead the implementation of the SA/SMP and associated instruments – including the review/update and implementation of Annex 2: 'Social Management and Monitoring Table' which outlines design controls, mitigation and management measures.
- Lead the development and implementation of an annual social risk and welfare workplan and budget as part of the overall project planning and budgeting process.
- Conduct E&S audits for activities subject to retroactive financing and implement corrective actions as required.
- Update the SA/SMP and associated instruments as required.

##### *Stakeholder Engagement and Grievance Redress*

- Oversee the implementation of the project's SEP including timely coordination and delivery of consultation activities; processes for information disclosure; strategies for engaging vulnerable groups and diverse ethnic groups; and the project's stakeholder engagement monitoring and reporting requirements.
- Develop and implement a Rapid Social and Conflict Analysis tool alongside stakeholder engagement activities in each target region;
- Support the strengthening and operation of the Project's grievance redress mechanism, to receive and facilitate resolution of concerns and grievances in relation to the Project. Provide technical support to responding to level 2 and 3 grievances/incidents.



- Strengthen and maintain coordination and liaison functions within the LMU to coordinate with A&NZ agencies and support PNG temporary migrant workers to access and navigate A&NZ grievance and complaints mechanisms
- Ensure that the GRM is equipped to receive, register and address concerns and grievances relating to sexual exploitation and abuse / sexual harassment.

#### *Project Workforce / Labour Management*

- Oversee the implementation of the project's LMP including labour policies and procedures, contractor management, community worker management, project worker GRM and Codes of Conduct
- Ensure that the W-GRM is equipped to receive, register and address concerns and grievances relating to sexual exploitation and abuse / sexual harassment

#### *Capacity Building*

- Conduct a capacity assessment and develop/implement a capacity development program for the LMU including but not limited to the Worker Wellness and Welfare Officer(s) and In-Country Liaison Officer(s) other relevant implementing support staff - with a focus on social risk and welfare management.
- Lead the implementation of a training program for service providers and contractors on relevant aspects of the Project ESF instruments and relevant ESHS requirements

### **5. Work Arrangements**

The assignment will be conducted in Port Moresby, Papua New Guinea and from the consultant's home base. Split to be negotiated with the preferred consultant – with a preference of maximizing time in country.

The Position reports to the Project Manager.

This role requires extensive travel to target provinces and districts across Papua New Guinea.

#### **Key Deliverables and Performance**

- Annual individual workplan with time allocation and defined deliverables
- Annual social risk and welfare workplan and budget (as part of the overall workplan)
- Development and implementation of a Worker Welfare Strategy
- E&S screening/assessment and support for the development of project activities
- E&S monitoring of the implementation of project activities.
- Outputs to further the operationalization of the project's Stakeholder Engagement Plan and Grievance Mechanism
- Outputs to further the operationalization of project systems and procedures for social risk, labour and welfare management, monitoring and reporting and ensure integration into overall project design, planning, monitoring and reporting arrangements.
- Develop and implement a Rapid Social and Conflict Analysis tool alongside stakeholder engagement activities in each target region;



- Development and delivery of E&S / Welfare Capacity Development/Learning Plans.
- Reports and materials for all training/capacity building conducted.
- Bi-annual E&S Progress reporting
- Incident notification and reports
- Other deliverables as agreed during annual work planning.

The consultant's performance will be reviewed annually against the delivery of agreed workplan.

#### **6. Selection Criteria (Mandatory)**

- A graduate degree in social science or related discipline
- Minimum 5 years-experience in social risk management, labour and welfare in an international labour mobility or related context;
- Hands on experience developing solutions to manage current and emerging risks associated with international labour mobility.
- Excellent English oral and written communication skills, including the ability to synthesize complex concepts in simple, easy-to-understand messages.

Desirable:

- Current knowledge of Australia and/or NZ workplace laws and practices desirable
- Experience in implementing government, World Bank or other international donor safeguards systems is desirable.
- Previous experience with Australia or NZ international labour mobility programs
- Previous experience working with PNG or other Pacific countries on similar assignments.