

Terms of Reference

Legal Advice for Charity Registration and Operations in Papua New Guinea

A. General

Position Title: Legal Advice for Charity Registration in PNG

Location: Pacific region

Duration: 2025

Total Days: 4 days

Reporting to: Director of Pacific Programmes / Senior Operations Manager

We are seeking legal advice to support Conciliation Resources Australia with registering as a charitable (non for profit) entity in PNG. We are seeking an expert to identify legal obligations related to organisational compliance and workplace relations in line with setting up a new entity in PNG.

B. Background

Conciliation Resources Australia is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

Conciliation Resources Australia supports work in PNG across Bougainville and the Highlands. We intend to open a satellite office in Port Moresby, PNG, with 2-4 staff members based in PNG, and need to know all of PNG's legal and compliance requirements in order to do so.

The primary role of the consultancy is to:

- Outline the legal landscape in PNG for setting up charities (in the past we have found it useful to receive a comparison table outlining difference between the available options)
- Outline tax requirements in PNG
- Outline any specific considerations we would need to take into account when engaging contractors and employees in PNG
- Provide CRA with advice on what legal structure we should establish in PNG

C. Specific tasks and deliverables

Although there are pre-identified tasks, should the consultant identify further areas of compliance, this may also be added into the deliverables

Project/Activity Deliverable		Indicative Consultant Activities	Estimated number of days
1.1	Investigate CRA's legal and compliance requirements to register as a charitable entity in the PNG	<ul style="list-style-type: none"> • Conduct legal and compliance research 	1 day
1.2	Investigate CRA's legal and compliance requirements with operating as a charitable organisation in PNG and having staff members employed by the PNG entity	<ul style="list-style-type: none"> • Conduct legal and compliance research 	1 day
1.3	Produce an Action Plan with recommendations on next steps for CRA	<ul style="list-style-type: none"> • Summarise and synthesise findings • Make a clear and concrete plan for steps required to registering and operating in the PNG • Debrief meeting with CRA staff 	2 days

D. Administration

Consultant to produce an invoice upon the completion of deliverables outlined in the contract.

The post holder will be expected to be committed to CR's safeguarding practices and positively engage with practices which help us all to keep people safe.

E. Person specification

- Legal background
- Knowledge and experience in PNG charity registration and start up operations
- Expertise in PNG organisational and workplace compliance
- Ability to formulate a clear action plan that can be facilitated by the organisation with accountability that is clearly measurable.

F. Applications process

To apply, submit a short CV with relevant experience, and outline your suitability and expected fees in an email to aurecruitment@c-r.org with the subject 'Legal Advice for Charity Registration and Operations in the PNG'.

The deadline for receipt of proposals is 12 November 2025.