

REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)

COUNTRY: Federated States of Micronesia (FSM)
NAME OF PROJECT: Project for Strengthening Public Financial Management (P161969)
GRANT NO.: IDA-D3240
Assignment Title: PFM Project Manager 2024
Reference No.: FM-DOFA-403833-CS-INDV

The Federated States of Micronesia has received financing from the World Bank toward the cost of the Project for Strengthening Public Financial Management and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) involves supporting the ongoing implementation of the Project. The Project Manager will be expected to play an influential role in the following critical areas:

- To provide leadership and results-based management of the Public Financial Management project (phase 1 and 2) to maximize the impact of project development objectives.
- Be responsible for overall project management, which includes planning, execution, and monitoring.

The specific services and tasks of the position include but not limited to:

Supervisory responsibilities

1. Coordinates the hiring process and trains members of the project staff.
2. Coordinates and oversees the deliverables of long and short-term PFM consultants contracted under the project.
3. Assigns duties and responsibilities and oversees workflow of project staff.
4. Conducts performance evaluations that are timely and constructive.
5. Sets and tracks project milestones; manages and accounts for unforeseen delays and other risks, then realigns schedules and expectations as needed.
6. Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
7. Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.

The detailed Terms of Reference (TOR) for this assignment can be found at the following website: <https://dofa.gov.fm> and can be also obtained at the address given below and is also attached to this Request for Expression of Interest.

The Department of Finance and Administration now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (**attach curriculum vitae with description of experience in similar assignments, similar conditions, etc. and the details of two references**). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are:

Minimum Mandatory Requirements

1. At least a Master’s degree in Business Administration, Public Financial Management, Economics or a related discipline.
2. At least 10 years of experience with implementation of public financial management and/or public sector reform projects or programs with a significant IT component
3. At least 5 years of experience with US GASB accounting and financial reporting standards, including preparation of consolidated financial statements
4. At least 5 years of project management experience
5. At least 5 years of team leadership experience
6. Good communication skills, including good oral and written English.

Additional Desirable Requirements:

1. Advanced degree in Information Technology, computer sciences or other closely related field is an added advantage.
2. Familiarity and experience with management of projects funded by international development Partners.
3. Project Management Certification or equivalent
4. Familiarity and experience with World Bank procurement, and financial management and guidelines.

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s *Procurement Regulations for IPF Borrowers* September 2023, (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office *0800 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail or by e-mail) by Monday, February 19th, 2024(23:45 local time).

Attn: Kwame Shiroya

Program Manager

Central Implementation Unit

Department of Finance and Administration

Palikir, Federated States of Micronesia

E-mail: ***kwame.shiroya@dofa.gov.fm***

and cc to: Central Implementation Unit: [**ciu.pfm@gov.fm**](mailto:ciu.pfm@gov.fm)

Terms of Reference –PFM Project Manager 2024

The National Government of the Federated States of Micronesia (FSM) has partnered with the World Bank (WB) to implement development projects within the FSM. One of the projects within the portfolio is the Strengthening Public Financial Management Project.

The objective of the Strengthening Public Financial Management Project for Micronesia is to improve reliability and timeliness of financial reporting of the National and State governments in FSM. The project has 5 components:

1. Strengthening the Public Financial Management Environment component strengthens the PFM system by ensuring that the legal and regulatory framework and the procedural guidance for business processes governing budget formulation, budget execution, and financial reporting for revenues and expenditures are internally consistent, aligned with the applicable accounting guidance, and streamlined for efficiency. The scope includes all five governments, each of which has its own set of regulations and procedures.
2. Financial Management Information System (FMIS) component implements a new Financial Management software that will support effective management of public resources and improve financial reporting for management and accountability. The FSM follows United States (US) Generally Accepted Accounting Principles issued by the Governmental Accounting Standards Board (GASB) for state and local governments.
3. Revenue Management System (RMS) component improves the efficiency and effectiveness of revenue management for the Customs and Tax Administration of the National Government.
4. Change Management and Human Resource Development component supports the FMIS/RMS implementation with active stakeholder engagement and development of individual competencies and institutional capacity needed to sustain FMIS/RMS operations and related PFM functions.
5. Project management component facilitates overall project management and coordination.

The Government of FSM is seeking to engage an experienced Project Manager within the Department of Finance and Administration to manage the implementation of the Strengthening Public Financial Management Project.

Purpose and Objectives of the Role

The purpose of the role is to ensure the effective, efficient, and timely implementation of the Project for Strengthening Public Financial Management.

Specifically:

- To guide the successful roll out and implementation of the Financial Management Information System; and
- Assist in the preparation of a second phase of the Public Financial Management Project.

Generally

- To guide the implementation of day to day project activities related to the two projects (phase 1 and 2).

The achievement of this the Department requires an individual who takes on an “all of Government” approach towards implementation. Success will be dependent on a high degree of proactive coordination, collaboration, and inputs from the National and State Governments.

Scope of Services

A. Scope of Work, Duties, and Responsibilities:

The Project Manager will be responsible for supporting the ongoing implementation of the Project.

The Project Manager will be expected to play an influential role in the following critical areas:

- To provide leadership and results-based management of the Public Financial Management project (phase 1 and 2) to maximize the impact of project development objectives.
- Be responsible for overall project management, which includes planning, execution, and monitoring.

Summary of key functions

- Ensuring effective project management of assigned activities by maintaining the delivery of appropriate technical, operational, financial, and administrative outputs, while tracking the project progress through monitoring, evaluation and reporting.

Supervisory responsibilities

- Coordinates the hiring process and trains members of the project staff.
- Coordinates and oversees the deliverables of long and short-term PFM consultants contracted under the project.
- Assigns duties and responsibilities and oversees workflow of project staff.
- Conducts performance evaluations that are timely and constructive.
- Sets and tracks project milestones; manages and accounts for unforeseen delays and other risks, then realigns schedules and expectations as needed.

- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
- Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.

Project delivery

- Leads, directs, and coordinates the design of the overall project, and in the development of the implementation plan and project timelines.
- Develops comprehensive/detailed project Budget and work-plans (*in coordination with the CIU Safeguards, Procurement, Finance, M&E and Communication experts*) that include all project activities and roles and responsibilities of the stakeholders and setting-out corresponding milestones.
- With support from the respective component consultant(s) and expert(s) the Project Manager will oversee the implementation of the respective sub-component activities based on the relevant project documents, including, as needed, supervision and guidance of other project staff, consultants, and experts with a view to achieving project results.
- Maintains oversight and coordination of FMIS and RMS vendor implementation plans and delivery of all activities (Vendor, government and, where relevant, third parties) including support for and involvement in user and government acceptance testing for FMIS and RMS contract components and system modules and ensuring FMIS compliance with US GASB accounting and reporting principles and standards.
- Manages supplier and consultant contracts and identify's potential bottlenecks and constraints and provide recommendations to address them.
- Prepares project progress reports and participate in the preparation of financial and procurement reports; ensuring all project reports and files are kept up to date.
- Leads the procurement and financial activities in accordance with the procurement and budget plans and the relevant procedures and guidelines of the Government of FSM and the World Bank.
- Monitors the project's (*with the support of the CIU M&E Specialist*) progress towards achieving its objectives in coordination with the World Bank task team leaders, identification of implementation risks and development of mitigation measures as required.
- Coordinates strategic planning and goal development for the project; monitors achievement of goals and objectives and provides reports.
- Oversees compliance with Procurement, Financial Management and Disbursements, with support from the CIU as appropriate; the Project Manager will make sure that procurement activities are correctly recorded in STEP and all documents are uploaded in a timely manner.
- Ensures the effective preparation and implementation of the safeguard's instruments for the Project, including implementation of the Environmental and Social Commitment Plan,

Stakeholder Engagement Plan, Grievance Mechanism, Labor Management Procedures and Environmental and Social Management Plan, in close collaboration with the CIU Safeguards Team;

- Provides ongoing active and effective support and training to the relevant Project Officers to enable more effective Project performance, and to ensure that Project reporting and monitoring tools are developed, populated, and evaluated in a manner that enables the efficient progress of the Project.
- Ensures good communication (*with the support of the CIU Communication Specialist*) and information flows among agencies involved in Project implementation at National and State levels; and
- Other duties applicable to the project as delegated by the Secretary DoFA

General Duties and Responsibilities

- Maintains regular coordination and quality assurance of expert inputs and products as well as among project partners to ensure coherence and complementarity of project activities;
- Maintains regular communication on relevant project issues with the local and international counterparties, consultants and experts and ensuring quality and timely delivery of all agreed outputs
- Prepares/refines concept notes, negotiates with and prepares contracts for the engagement of experts/consultants for various services to be procured.
- Develops, maintains, and revises terms of reference for project consultants, including objectives, scopes of work, timelines, deliverables, and reporting; provides oversight and accountability for all project consultants.
- Interacts with the public and private sector to present and promote the development and achievement of the strategic goals of the project.
- Builds relationships with key project participants and ensures they are fully accessing and engaging with the project.

Job knowledge and technical expertise:

- Able to lead a team, manage budgets and deliver results under tight deadlines;
- Has sound knowledge of project management tools and utilizes these regularly in work and assignments.

B. Reporting Obligations

Reports to the Secretary- Department of Finance and Administration;

The deliverables of the Project Manager will include the following but not be limited to:

- Annual Work Plan and Budget Plan for the project (regular updates)
- Updated Procurement Plans

- Monthly activity and progress reporting to the Secretary- Department of Finance and Administration
- Performance evaluation reports for consultants
- Periodic Project Implementation Manual updates
- Submits monthly briefing reports to the Secretary- Department of Finance and Administration.
- Submit semester project progress reports on project progress to Secretary- Department of Finance and Administration for feedback and approval; then send to World Bank Task Team.
- Present the project update for the World Bank mission with coordination with suppliers and consultants.

C. Required skills:

Academic Background and Relevant Experience

Required:

- At least a Master's degree in Business Administration, Public Financial Management, Economics or a related discipline.
- At least 10 years of experience with implementation of public financial management and/or public sector reform projects or programs with a significant IT component
- At least 5 years of experience with US GASB accounting and financial reporting standards, including preparation of consolidated financial statements
- At least 5 years of project management experience
- At least 5 years of team leadership experience
- Good communication skills, including good oral and written English.

Desired:

- Advanced degree in Information Technology, computer sciences or other closely related field is an added advantage.
- Familiarity and experience with management of projects funded by international development Partners.
- Project Management Certification or equivalent
- Familiarity and experience with World Bank procurement, and financial management and guidelines;

D. Duration, Location, and Conditions of Assignment

- This is a full-time position for an initial period of Twelve (12) Months, based in Palikir, Pohnpei, and may be extended based on satisfactory performance and availability of funding.

- Domestic travel may be required from time to time, including overnight travel away from the home office.
- The Department of Finance and Administration will provide office space, general office supplies, and office equipment.