

**REQUEST FOR EXPRESSIONS OF INTEREST  
(INDIVIDUAL CONSULTING SERVICES)**

**Country:** Federated States of Micronesia  
**Name of Project** FSM Skills and Employability Enhancement Project (P176965)  
**Grant No.:** IDA-D9870  
**Assignment Title:** Education Specialist  
**Reference No.:** FM-NDOE-398941-CS-INDV

The National Department of Education (NDOE) of the Federated States of Micronesia (FSM) has received World Bank support to strengthen its technical vocational education and training (TVET) institutions and employment services through the FSM Skills and Employability Enhancement (SEE) Project.

The consulting services (“the Services”) as the Education Specialist include providing technical expertise and logistical support in the implementation of the education-related components of the project. Under the direct supervision of the SEE Project Manager, the Education Specialist will play a crucial role in supporting the Project Implementation Unit (PIU) in the implementation and monitoring of project plans, schedules, budget, and expenditures, with a specific focus on the project’s education-related components, subcomponents and activities.

The detailed Terms of Reference (TOR) for the assignment is annexed to this document or can be found at the following websites. **All candidates are expected to carefully review the TOR before submitting their Expressions of Interest (EOIs):**

- FSM Department of Finance & Administration Website (<https://dofa.gov.fm>)
- FSM Department of Education (<https://national.doe.fm>)

The FSM NDOE 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 via their EOI package, including:

1. A cover letter
2. A CV
3. Three referees to verify prior experience, performance, and character traits.

**Evaluation criteria**

CVs of all applicants will be evaluated as follows: all CVs will be scrutinized against the assignment’s requirements. Candidates meeting the minimum requirements will be invited to participate in a written

test, assessing their technical knowledge in the relevant field and writing skills. The qualifications of candidates will be scored based on predefined criteria. Selected candidates may undergo interviews.

Upon completion of the evaluations mentioned above, the candidate with the highest score will be invited to negotiate contract. Referees of the selected candidate may be contacted to verify prior experience, performance, and character traits.

## **Qualifications**

### **Mandatory Requirements**

- Bachelor's degree from a recognized institution in education
- A minimum of 8 years of experience in secondary education, vocational education and/or curriculum development.
- Strong knowledge of TVET principles, curriculum development, and industry requirements.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Excellent written and spoken English.

### **Desirable Requirements**

- Experience in working on projects funded by international organizations or development agencies.
- Familiarity with the context and challenges of vocational education and employment in FSM.

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* Fifth Edition, 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 hours 0900 to 1700 hours Pohnpei Time (Local Time).

Expressions of interest must be delivered in a written form to the address below by e-mail **by 5pm, February 26, 2024, local time.**

**Hyunjeong Lee**

**SEE Project Manager**

Project Implementation Unit

Email: [hyunjeong.lee@national.doe.fm](mailto:hyunjeong.lee@national.doe.fm)

**CC to:**

[ciu.ndoe@gov.fm](mailto:ciu.ndoe@gov.fm) and [angelyne.aten@national.doe.fm](mailto:angelyne.aten@national.doe.fm)

## Annex

### FSM SKILLS AND EMPLOYABILITY ENHANCEMENT PROJECT (P176965)

#### TERMS OF REFERENCE

##### Education Specialist

*This opportunity is available for national candidates. Mobilization expenses may be provided for the successful candidate located outside Pohnpei.*

#### A. BACKGROUND

The National Department of Education (NDOE) of the Federated States of Micronesia (FSM) has received World Bank support to strengthen its technical vocational education and training (TVET) institutions and employment services through the FSM Skills and Employability Enhancement (SEE) Project.

The FSM SEE project recognizes the importance of equipping individuals, particularly disadvantaged groups, with the necessary skills and knowledge to succeed in the job market. By expanding the reach and improving the quality of TVET programs, the project seeks to create a more inclusive and equitable society, empowering individuals to secure gainful employment and contribute to the country's economic development.

#### B. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide technical expertise and support in the implementation of the education-related components of the project. The Education Specialist will contribute to the successful achievement of the project's development objectives, specifically on the following objectives:

- Expanded access to quality skills training for all eligible populations, including underrepresented and disadvantaged groups, such as poor and vulnerable youth, girls/women, persons with disabilities, and geographically disadvantaged individuals.
- Enhanced relevance and quality of TVET through the establishment of occupational standards, upgraded training curricula, improved trainer quality, and provision for independent testing and certification of skills.

Under the direct supervision of the SEE Project Manager, the Education Specialist will play a crucial role in supporting the Project Implementation Unit (PIU) in the implementation and monitoring of project plans, schedules, budget, and expenditures, with a specific focus on the project's education-related components, subcomponents and activities. Additionally, the Education Specialist will assist the Project Manager in preparing reports related to the assignment's activities, ensuring alignment with key milestones, timelines, deliverables, and the Annual Work Plan.

#### C. CORE DUTIES

The Education Specialist will be responsible for a range of activities, including but not limited to:

#### Project implementation support

- Support the establishment of the FSM Skills Academy as a flagship TVET institution by leading the development of an initial institutional development plan and other required instruments.
- Lead the implementation of curriculum development processes, involving the facilitation of consultation and validation of labor market assessments, sectors, and occupations, establishment of occupational standards, revision of existing curriculum standards, and upgrading of training curricula.
- Facilitate the dissemination of enhanced curricula at the state level and contribute to designing the training of TVET master trainers and trainers.
- Ensure a comprehensive approach covering technical, social-emotional, digital, work-readiness, and climate mitigation and adaptation aspects in curriculum standards and curricula developed through the SEE project.
- Ensure inclusivity of persons with disabilities in curriculum standards, curricula, and training packages designed through the SEE project.
- Collaborate with relevant stakeholders to enhance skills assessment and certification processes, ensuring recognition and validation of acquired competencies aligned with industry standards.
- Provide coordinating support to ensure the implementation of performance grants and TVET plans align with performance grant program indicators, NDOE's CTE policy, and work plans.
- Participate in or, if required, lead procurement processes related to educational subcomponents and activities under the project.
- Contribute to the development of a comprehensive 10-year national TVET development plan for the post-2023 period.

#### Monitoring and reporting

- Ensure effective monitoring of the education-related components of the project, proactively identifying challenges and proposing innovative solutions to address them.
- Assist in the preparation of reports, presentations, and knowledge products specifically related to the education components of the project.
- Collect and analyze relevant data and performance indicators to assess the impact and effectiveness of interventions associated with the assignment.

#### Knowledge management

- Support the Project Manager in identifying and documenting success stories, lessons learned, case studies, innovative approaches and recommendations that can be used to develop progress reports and enhance the project's effectiveness.
- Stay updated on emerging trends, research, and innovative practices in the field of TVET, and share relevant information with the PIU.

- Provide inputs to the Project Manager for continuous improvement and adaptive management of the project based on the knowledge generated and lessons learned.

Other

- Carry out any other official duties as requested by the Project Manager.

**D. COMPETENCIES**

- **Accountability for Outcomes:** Self-motivated and pushes for excellence. Establishes challenging goals for self to drive performance. Must be able to work independently and with minimal supervision.
- **Collaboration & Teamwork:** Shows commitment towards the needs and goals of the organization. Works well with others across institutional boundaries.
- **Communications:** Excellent verbal and written communication skills. Actively listens to others. Fosters open exchange of issues. Is timely with information.
- **Open to Learning Self Development:** A versatile learner and committed to self-improvement.

**E. QUALIFICATIONS**

**Mandatory Requirements**

- Bachelor’s degree from a recognized institution in education
- A minimum of 8 years of experience in secondary education, vocational education and/or curriculum development.
- Strong knowledge of TVET principles, curriculum development, and industry requirements.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Excellent written and spoken English.

**Desirable Requirements**

- Experience in working on projects funded by international organizations or development agencies.
- Familiarity with the context and challenges of vocational education and employment in FSM.

**F. REPORTING OBLIGATIONS**

The PIU Education Specialist will report to the Project Manager. The deliverables of the Consultant will include but not be limited to the following, all under the technical supervision of the PIU:

Output	Timeframe
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Monthly Progress	Report on activities carried out during the month.
Semester report	Assist in the development of the semester report for submission to the World Bank Task Team (every 6 months).
Reports on project activities	As required; but at least every three months, including specific deliverables and progress against cleared work plan.
Minutes of the stakeholder and community consultations	As required
Training programs on social and environmental matters as required	As required
Inputs to key project documents	As required

**G. EVALUATION**

Submission evaluations will be conducted based on:

Candidate evaluations will be conducted based on the outlined criteria via:

Evaluation Criteria

CVs of all applicants will be evaluated as follows: all CVs will be scrutinized against the assignment’s requirements. Candidates meeting the minimum requirements will be invited to participate in a written test, assessing their technical knowledge in the relevant field and writing skills. The qualifications of candidates will be scored based on predefined criteria. Selected candidates may undergo interviews.

Upon completion of the evaluations mentioned above, the candidate with the highest score will be invited to negotiate contract. Referees of the selected candidate may be contacted to verify prior experience, performance, and character traits.

Mandatory Requirements

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Desired Requirements

- Experience in working on projects funded by international organizations or development agencies.
- Familiarity with the context and challenges of vocational education and employment in FSM

Scoring Criteria

Candidate evaluations will be conducted based on the outlined criteria via:

<b>Criterion</b>	<b>Maximum Points</b>
Mandatory requirements	70
Minimum requirements	30

**H. POSITION DURATION**

The position will be for an initial one-year period with a six-month probationary period. A n evaluation of the consultant's performance will be conducted before the end of the probationary period. If the performance is deemed non-satisfactory, the contract will be terminated immediately.

The position is full-time and may be extended based on satisfactory performance and the availability of funds.

**I. LOCATION**

This is a full-time position based in Kolonia, Pohnpei. Domestic travel may be required from time to time, including overnight travel away from the home office.

The NDOE will provide office space, general office supplies, and office equipment.