

## **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 Officer  
**Reference No.:** FM-DOFA-420434-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”) includes supporting the Project Manager in the day-to-day operations under the project and further liaise with other project staff, consultants, Central Implementation Unit (CIU) finance staff, Department of Finance and Administration (OoFA staff and representatives of the states on administrative, finance and procurement requirements of the project under the direction of the Project Manager.

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

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). The criteria for selecting the Consultant are:

### **Minimum Mandatory Requirements**

1. Associate Degree from a recognized institution finance, business, IT or any related fields.
2. Work experience in an office environment
3. Fluency in written and spoken English, excellent communications skills
4. Competency in the use of computer applications, especially the MS Office package

### **Additional Desirable Requirements:**

1. Ability to quickly adapt to new tasks and challenges and develop appropriate solutions independently
2. Excellent organisational skills, structured and motivated working attitude
3. Working experience with donor-funded technical assistance projects
4. Demonstrated ability to work under pressure and pay attention to detail

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* July 2016, Revised November 2017 ("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 **Apr 29, 2024 at 09:00 am Pohnpei time**.

Attn: Gregg Pavitt  
PFM Project Manager  
Project for Strengthening Public Financial Management  
Department of Finance and Administration  
Palikir, Federated States of Micronesia  
E-mail: [gregg.pavitt@pfmexpert.net](mailto:gregg.pavitt@pfmexpert.net)

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

## **Terms of Reference for a**

### **Project Officer**

Project for Strengthening Public Financial Management (P161969)

LOCATION: FSM National Government, Palikir – PFM Project Implementation Unit (PIU)

DURATION: Initial contract duration until March 25, 2025 (full time) with 3 months probationary period. Potential to extend based on satisfactory performance (local recruitment)

#### **A. Background**

The National Government of the Federated States of Micronesia (FSM) has partnered with the World Bank (WB) to implement development activities within the FSM. The current and pipeline portfolio includes projects in the sectors of Energy, Fisheries, Information & Communication Technology, Maritime Transport and Public Financial Management (PFM) strengthening. All portfolio projects receive administrative support through a Central Implementation Unit (CIU).

The objective of the Strengthening Public Financial Management Project for Micronesia is to improve reliability and timeliness of financial reporting of the National and four State governments in FSM (Chuuk, Kosrae, Pohnpei, and Yap). The project has 5 components:

1. Strengthening the Public Financial Management environment
2. Financial Management Information System (FMIS)
3. Revenue Management System (RMS)
4. Change management and human resource development

## 5. Project management

Responsibility for the implementation of the project rests with the Department of Finance and Administration, located at the FSM Capital in Palikir. A Project Implementation Unit (PIU) is established to support the planning, implementation and monitoring of all activities under the project. The PIU is comprised of a Project Manager and a Project Officer.

The Project Officer will support the Project Manager in the day-to-day operations under the project and further liaise with other project staff, consultants, CIU finance staff, DoFA staff and representatives of the states on administrative, finance and procurement requirements of the project under the direction of the Project Manager.

### **B. Scope of Work**

#### **Overall project administration and secretarial support**

- Maintaining, updating and distributing project files
- Arrange project related travel, preparation of travel advances and booking of flights, hotels etc.
- Assist with secretariat function of the Project Governance arrangements with Project Steering Committee and Inter-governmental Working Group
- Liaison with project stakeholders as needed to support project activities
- Regular data update during project execution, e.g. maintaining address list, holiday list if applicable
- Organisational support for events, workshops, trainings, i.e. calculation of costs, travel, per diems, booking, preparation of and follow-up on lists of participants etc.
- Keeping records of reports and correspondence, regular project data backup
- Take Minutes of meetings as agreed with the Project Manager
- Provide general assistance as needed to all project staff
- Organizational support for World Bank missions, including scheduling meetings, confirming participant attendance, maintaining notes of meeting discussions and listings of meeting participants and other assistance as may be required.
- Any other tasks the Project Manager might reasonably require

#### **Financial Management**

- Monitoring the activities of the project by maintaining records, reconciling and reviewing of reports on funds and financial transactions under the Project
- Prepare all documentation required to raising and processing all payments for PFM Project and filing required supporting documents in accordance with FSM Regulations and World Bank requirements
- Reconcile PIU manual ledger records to information processed through the CIU and recorded on the financial management system
- Assist the Project Manager to monitor and update the project budget to align with financing agreement and project work plans
- Make all travel arrangements as requested and all documentation relating to travel

### **Procurement and Contract Management**

- Assist with the procurement process including advertising, receiving bids/proposals, drafting no objection requests as well as keeping STEP up to date
- Assist in monitoring and reporting of fund status and procurement implementation status and progress to the World Bank as required including preparation of related reports
- Assisting also with organizing evaluation committees and publishing results of tender processes as relevant
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project
- Assist in monitoring the implementation of and updating of the project procurement plan
- Maintain a list of vendors supplying general items for project implementation
- Constantly liaise with World Bank procurement specialists and CIU to stay informed about any new regulations affecting procurement under the project
- Maintain a list of vendors supplying general items for project implementation
- Update the CIU contract management System for all active contracts
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received and comply with specifications, examine the conditions of material received, and approve invoices for payment
- Interact with the finance staff and Project Manager to ensure correct and timely payment to contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations

### **C. EXPERTISE REQUIREMENTS AND SELECTION CRITERIA**

- Associate Degree from a recognized institution finance, business, IT or any related fields.
- Work experience in an office environment
- Fluency in written and spoken English, excellent communications skills
- Competency in the use of computer applications, especially the MS Office package

#### **Additional Desirable Requirements:**

- Ability to quickly adapt to new tasks and challenges and develop appropriate solutions independently
- Excellent organisational skills, structured and motivated working attitude
- Working experience with donor-funded technical assistance projects
- Demonstrated ability to work under pressure and pay attention to detail

The contract for this multi-faceted position in an international team set-up at the centre of the FSM National Government will be for an initial ten month period, ending on March 25, 2025 (exact length depending on start date, but ending on March 25, 2025, end of the project). (Probationary period of three months). This is a full-time, local recruitment position.