

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

The deadline has been extended to May 10, 2024 at 5pm local time.

**Country:** Federated States of Micronesia  
**Name of Project** FSM Skills and Employability Enhancement Project (P176965)  
**Grant No.:** IDA-D9870  
**Assignment Title:** Director – Skills Certification Unit  
**Reference No.:** FM-NDOE-416058-CS-INDV

The Federated States of Micronesia (FSM) has received financing from the World Bank toward the cost of the FSM Skills and Employability Enhancement (SEE) project and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") entail the appointment of a Director of the Skills Certification Unit to oversee its establishment and support the FSM Government in providing internationally recognized skills. The Director will work directly with the FSM Department of Resources and Development (R&D) and the National Department of Education (NDOE).

The detailed Terms of Reference (TOR) for the assignment is annexed to this document or can be found at the following websites:

- 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. The Consultants should submit the following Expressions of interest package:

- Curriculum vitae with description of experience in line with qualifications
- A letter of interest
- Contact details of three references

The criteria for selecting the Consultant are:

**Mandatory requirements**

1. A relevant Bachelors' degree in education, business, or a related field.
2. 8 years of solid supervisory experience in managing diverse teams and interacting with partners
3. Demonstrated leadership and managerial skills, including the ability to provide guidance to a team and foster a culture of excellence, innovation, and continuous improvement.
4. Basic understanding of skills testing and certification processes or a willingness to acquire this knowledge through collaboration with the experts.
5. Ability to effectively collaborate with educational institutions, industry partners, and government agencies to ensure the relevance and recognition of certifications.
6. Experience or capability to ensure the successful implementation of training or capacity-building programs.

## **Desirable requirements**

1. Familiarity with the education system and industry landscape in FSM.
2. Awareness of project management principles for overseeing the development and maintenance of the centralized database.

The Terms of Reference are annexed to this document.

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 ("Procurement 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).

The EOI package must be delivered in a written form by e-mail **no later than 5pm local time on May 10, 2024:**

**Hyunjeong Lee**

**SEE Project Manager**

**Project Implementation Unit**

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

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

## Annex

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

#### TERMS OF REFERENCE

##### Director, Skills Certification Unit (National Position)

The deadline has been extended to May 10, 2024 at 5pm local time.

#### A. Background

The National Department of Education (NDOE) of the Federated States of Micronesia (FSM) has received World Bank support to strengthen its career and technical education (CTE) 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 NDOE is seeking a qualified and experienced professional to fill the position of Director for the Skills Certification Unit which will be housed at the Department of Resources and Development (R&D). This unit is dedicated to facilitating skills testing and certification processes for chosen CTE programs within the FSM Skills Academy, set to launch in 2026. Additionally, it will cater to professionals seeking recognition of their skills through international certification in the FSM.

The Director will be tasked with leading and managing the Skills Certification Unit, collaborating with stakeholders to establish and enhance skills testing and certification mechanisms.

#### C. CORE DUTIES

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

- Providing leadership and guidance to the unit's staff, cultivating a culture of excellence, innovation, and continuous improvement.
- Collaborating closely with the selected third-party certification body, NDOE, and R&D to ensure the successful establishment of standardized procedures for skills assessment and certification processes.
- Ensure successful implementation of training of assessors.

- Ensure successful development and implementation of a comprehensive strategy for skills testing and certification in alignment with FSA's CTE programs. This responsibility includes working closely with the firm that will be hired to support the SEE Project in establishing the Skills Certification Unit.
- Collaborating with educational institutions, industry partners, and government agencies to ensure the relevance and recognition of certifications.
- Overseeing the development and maintenance of a centralized database (Excel-based) for tracking certifications and assessments.

## D. QUALIFICATIONS

### Mandatory requirements

7. A relevant Bachelors' degree in education, business, or a related field.
8. 8 years of solid supervisory experience in managing diverse teams and interacting with partners
9. Demonstrated leadership and managerial skills, including the ability to provide guidance to a team and foster a culture of excellence, innovation, and continuous improvement.
10. Basic understanding of skills testing and certification processes or a willingness to acquire this knowledge through collaboration with the experts.
11. Ability to effectively collaborate with educational institutions, industry partners, and government agencies to ensure the relevance and recognition of certifications.
12. Experience or capability to ensure the successful implementation of training or capacity-building programs.

### Desirable requirements

3. Familiarity with the education system and industry landscape in FSM.
4. Awareness of project management principles for overseeing the development and maintenance of the centralized database.

## E. REPORTING OBLIGATIONS

Regular reporting and updates on the progress of skills testing and certification activities to the Project Manager will be required, ensuring alignment with the broader educational goals set by the NDOE and R&D.

The deliverables of the Consultant will include but not be limited to the following, all under the technical supervision of the PIU:

Output	Timeframe
Monthly progress report	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 stakeholder consultations, working group meetings, and other relevant meetings	Within the following day of the meeting.
Inputs to key project documents	As required

## F. EVALUATION

The evaluation process consists of two stages. Initially, candidates' qualifications are assessed against the mandatory requirements outlined in *Section D*. For those who pass this stage, their qualifications will then be scored based on predefined criteria of both the mandatory and desirable requirements listed in Section D. Selected candidates may subsequently undergo interviews.

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

### Scoring Criteria

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

Criterion	Maximum Points
Mandatory requirements	80
Desirable requirements	20

## G. DURATION

The position will be for an initial one-year period with a six-month probationary period. An evaluation of the consultant's performance will be conducted before the end of the probationary period. Project-related travel expenses will be covered by the project.

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

## H. LOCATION

The Director will be stationed at the Skills Certification Unit, where necessary office equipment and supplies will be provided to facilitate her/his duties.