

**Government of Federated States of Micronesia**  
**Department of Transport, Communications and Infrastructure (DTCI)**  
**Project Management Unit (PMU)**  
**Proposed Sustainable and Resilient Road Improvement Project (SRRIP)**  
**Asian Development Bank (ADB)**  
**Terms of Reference**  
**Position: Project Officer, PMU**

**Overview**

The Federated States of Micronesia's Department of Transportation, Communications, and Infrastructure (DoTC&I) is recruiting a qualified Project Administrator with experience in implementing projects financed by International Financial Institutions, particularly, ADB projects in challenging environments.

**Background**

The Federated States of Micronesia (FSM) is made up of four semi-autonomous states (Kosrae, Pohnpei, Chuuk, Yap) located between Palau and the Philippines to the west and the Republic of the Marshall Islands (RMI) to the east. Although its land area covers just 700 square kilometers, FSM consists of more than 600 islands scattered over an area of about 2.6 million square kilometers, including its Exclusive Economic Zone.<sup>1</sup> As with other small island developing states (SIDS) in the region, FSM faces significant challenges related to its small size, remoteness, geographical dispersion, environmental fragility and sensitivity to external shocks.<sup>2</sup> In particular, frequent natural disasters and climate change impose high costs and may even threaten the physical viability of some areas of both the main islands and more remote outer islands. Droughts, typhoons, storm waves, flooding and landslides all affect FSM.

FSM is particularly vulnerable to the impacts of severe weather events. For example, in 2015, Typhoon Maysak wiped out 90 percent of key agricultural crops in Chuuk and Yap, affecting 29,000 people and causing US\$8.5 million in damages. Climate change increases the likelihood that the country will suffer serious adverse environmental, social, and economic losses in the years to come.<sup>3,4</sup> Many people live within the coastal zone and are therefore vulnerable to climate related changes in precipitation, sea level, storms, and coastal erosion.

***Roads Sector***

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<sup>1</sup> An Exclusive Economic Zone is a sea zone prescribed by the United Nations Convention on the Law of the Sea (UNCLOS) over which a state has special rights regarding the exploration and use of marine resources, including energy production from water and wind.

<sup>2</sup> Systematic Country Diagnostic, Report No. 102803, ADB, January 20, 2016.

<sup>3</sup> In acknowledging that a variety of definitions may be used for the terms risk, hazard, vulnerability and exposure, the following definitions are used for these ToRs.

<sup>4</sup> FSM Country Profile. ADB Group Climate Change Knowledge Portal. 2018.

The road network is of critical importance to FSM's economic development. It provides for the day-to-day well-being of its people by increasing their access to economic activities and social services. However, the road network faces a range of vulnerabilities to severe weather events and climate change, including: (i) coastal exposure to sea-level rise, storm surge, wave action during high tides and typhoons; (ii) inland flooding and landslips during extreme rainfall events; and (iii) accelerated pavement deterioration due to extreme weather and rising water tables in some locations. It is estimated that around 89 percent of the population lives within one km of the coast, and critical infrastructure - such as hospitals, schools, places of employment, tourist infrastructure, port facilities, airports, and roads—is located primarily in the coastal zone.<sup>5</sup> FSM's road network and users already suffer regular temporary – sometimes only for hours, but occasionally longer - breaks of serviceability as vulnerable links or locations can be frequently rendered impassible and journeys disrupted by flooding, debris deposit, culvert, bridge and/or pavement damage. Expected climate change effects - the combination of rising sea level and more intense typhoons – will place these coastal assets and communities at a higher level of risk.

Within the National Government, DoTC&I has the responsibility for the delivery of transport infrastructure, manages the overall program and delegates day-to-day project management tasks for official development assistance to Project Implementation Units (PIUs).

At the state level, the Pohnpei State Office of Transportation and Infrastructure, Kosrae Department of Transportation and Infrastructure, Chuuk Department of Transportation and Public Works and Yap Department of Public Works and Transportation are responsible for the administration of construction projects, maintenance of infrastructure and regulation of the provision of public transportation within the individual State. Funding for road maintenance and capital road works is allocated annually by the National Government to State Governments.

The project is well aligned with ADB's Strategy 2030 and Pacific Approach, 2021–2025; the government's Strategic Development Plan (SDP, 2004–2023); updated Infrastructure Development Plan (IDP, 2016–2025), identifying \$209.0 million worth of roads and pedestrian facility projects (19.0% of the total identified investment needs) and responds to government's "*Pave the Nation*" Program which aims to address pressing social and economic infrastructure needs.<sup>6</sup>

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<sup>5</sup> Andrew, N. L., P. Bright., L. de la Rua, S. J. Teoh, M. Vickers. 2019. "Coastal proximity of populations in 22 Pacific Island Countries and Territories." *PLoS One* 14, no. 9. <https://doi.org/10.1371/journal.pone.0223249>.

<sup>6</sup> ADB. 2018. [Strategy 2030: Achieving a Prosperous, Inclusive, Resilient, and Sustainable Asia and the Pacific](#). Manila; ADB. 2021. [Pacific Approach, 2021–2025](#). Manila; Government of the FSM, Department of Environment, Climate Change & Emergency Management. 2021. [Strategic Development Plan, 2004–2023](#). Pohnpei; and Government of the FSM, Department of Transportation, Communication & Infrastructure. 2015. [Infrastructure Development Plan, 2016–2025](#). Pohnpei.

## **Objectives of Assignment**

The overarching objective of the Project Administrator position is to serve as a core support for the Project Manager within DoTC&I to support all aspects of implementing the SRRIP (the Project). Sub-objectives of the assignment include:

- A.** Support the Project Manager in ensuring the Project complies with the requirements in the Grant Agreement;
- B.** Support the Project Manager in providing administrative support services to help ensure timely implementation of technical assistance and works packages associated with the Project by facilitating coordination among DoTC&I and other agencies and stakeholders, and proposing alternative plans as and when needed;
- C.** Support the Project Manager in planning the sequencing and timing of procurement activities based on a practical strategy for the Project and reflecting the updates in work plans; and
- D.** Support the Project Manager in establishing arrangements to improve fiduciary responsibilities (i.e. contract management, procurement, and financial management) of DoTC&I as an Implementing Agency
- E.** Support the implementation of Gender Action Plans (GAPs) including monitoring and reporting on gender-specific actions and activities and support broader gender capacity development initiatives for ADB-financed transport sector projects in Federated States of Micronesia

## **F. CORE DUTIES AND RESPONSIBILITIES**

The Project Administrator (PA) will work under the direction of the SRRIP Project Manager and undertake the following activities:

### **Finance & Procurement Related Activities**

The PA will liaise and work with the Project Manager, finance staff, and other DTCI staff on finance and procurement requirements of the project. The PA will assist to ensure that all funds disbursed and procurements under SRRIP are conducted in accordance with the provisions in the legal agreements between the Asian Development Bank and the FSM Government.

#### **a. Financial Management (in support of the Financial Management Specialist)**

- 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 SRRIP Project and filing required supporting documents in accordance with FSM Regulations and ADB requirements.
- Reconcile PIU manual ledger records to information processed through the Finance and recorded on the financial management system.

- Work alongside 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.

b. Procurement Management

- Support in monitoring the implementation of and updating of the project procurement plan.
- Support in the preparation of procurement activities for goods, works and services as appropriate. Assist with any clearance processes from relevant government agencies and/or the ADB task team.
- Support the procurement process including advertising, receiving bids/proposals, drafting no objection requests; assisting also with organizing evaluation committees and publishing results of tender processes as relevant.
- Coordinate with the Project Manager to ensure alignment and availability of budget;
- Stay informed about any new regulations affecting procurement under the project. Periodically consulting as needed the Program Administration Manual and proposing modification or updates of this document as needed.
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project.

c. Vendor/Contract Management (to be done in coordination with the Supervision Consultant)

- Maintain a list of vendors supplying general items for project implementation.
- Maintain a contract management listing of all active contracts noting contract start date, end date, contract ceilings and all other relevant information.
- 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.

d. Reporting and Outputs

- Assist in monitoring and reporting of fund status and procurement implementation status and progress to DTCI and the ADB as required including preparation of related reports.
- Assist with the preparation of quarterly finance and procurement status reports.
- Maintaining safe, complete, updated, organized, and easily retrievable filing system for the SRRIP Project records and retaining those records for the duration as required by the donors and local regulations.

## **General Administration and Logistics**

Under the direction of the Project Manager, provide administrative and logistical support to SRRIP on the Project as needed. Activities to include for example:

- Filing of all project-related documents.
- Work alongside the Project Manager with project reporting requirements.
- Arrange project-related travel.
- Undertake shopping for goods and services associated with incremental operating costs.
- Scheduling meetings/programs for training or missions.
- Arrange workshops, conferences, and meetings, as well as help in the coordination of the Steering Committee and associated meetings and logistics.
- Support the coordination and management of SRRIP implementation progress by liaising with other project-implementing agencies/focal points as needed.

### **Gender Project Risk Management**

Under the direction of the Project Manager, lead the implementation of the Gender mainstreaming efforts of the SRRIP project by providing monitoring and evaluation support to the Gender Action Plan. Activities to include for example: **Gender Action Plan:** Assist with planning, implementing, and monitoring and reporting on the project GAP and work with all stakeholders to ensure the conduct of all required activities and achievement of numerical targets in the GAP. Contribute to overall project regular reporting and provide recommendations to resolve any issues with issues and delays on GAP implementation as needed.

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

- Bachelor's Degree from a recognized institution in Accounting, Business Administration or other relevant degree. Relevant Associate Degree may be considered with proven extensive experience.
- Demonstrated MS Office proficient
- Minimum of three (3) years relevant experience with Donor partners.
- Experience with working in a team environment.
- Fluency in written and spoken English.
- Competency in the use of computer applications, especially MS Office and Excel.
- Demonstrated work experience with Women's Organizations in the FSM

### **Additional Desirable Requirements:**

- Demonstrated ability to work under pressure and pay attention to detail.
- Ability to learn quickly.
- Organized and detail-oriented person.
- Good communication skills.
- Experience in procurement, project accounting and/or administration.
- Demonstrated leadership capabilities

## **H. POSITION AND PROJECT DURATION**

The position will be for an initial one (1) year period. (Probationary period of six months, annual performance review determines whether contract would be continued). This is a full-time position and may be extended based on satisfactory performance. The position supports the SRRIP which is scheduled for completion in October 2029. Commencement targeted at November 2024.

### **Reporting Requirements**

The Project Administrator will report to the Project Manager of the SRRIP Project.

### **Services and Facilities to be Provided by the Client**

While in-country, DoTC&I will provide a desk, international and national phone lines, and access to the internet. The Consultant will be required to have his/her own computer.