

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

Country: FEDERATED STATES OF MICRONESIA

Name of Project: Access and Renewable Increase for Sustainable Energy (P181253)

Assignment Title: Procurement Officer

Reference No. FM-DOFA-438918-CS-INDV

The Government of The Federated States of Micronesia (FSM) has applied for financing from the World Bank toward the cost of the Access and Renewable Increase for Sustainable Energy Project (ARISE), and intends to apply part of the proceeds for consulting services

The consulting services (“the Services”) include: Procurement of goods, works and services under the project implementing entity for ARISE Project in accordance with the FSM Government and World Bank procedures. The Procurement Officer (PO) will liaise and work with the ARISE Project Manager, CIU Procurement, other Department of Resources and Development (DoRD) and State Utility staff on procurement requirements of the project. The PO will assist in ensuring that all procurements under ARISE are conducted in accordance with the provisions in the legal agreement between the Work Bank and the FSM Government.

The Project Procurement Officer will provide procurement support while working under the overall direction of the ARISE Project Manager.

The Department of Resources and Development, 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/Resume with description of experience in similar assignments, similar conditions, etc.).

The criteria for selecting the Consultant are:

a) Mandatory Requirements:

- Bachelor Degree from a recognized institution in procurement, engineering, Project management, Business Administration or equivalent.
- Minimum of one-year relevant experience.
- 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.

b) Desirable Requirements:

- Experience working for donor funded projects like ADB, World Bank, UN Agencies;

- Demonstrated ability to work under pressure and pay attention to detail;
- Ability to learn quickly;
- Organized and detail-oriented person;
- Experience in preparation of WB procurement documents (SPD's).

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. The detailed Terms of Reference (TOR) for the assignment are attached.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail or by e-mail) by 5:00 pm Pohnpei Time, September 27, 2024.

Department of Finance and Administration
Attn: Kwame Shiroya, CIU Program Manager
P.O. Box PS 158 Palikir, Pohnpei, FM 96941
Tel: (691)-320-2639
E-mail: Kwame.shiroya@dofa.gov.fm
And cc: ciu.dofa@gov.fm

TERMS OF REFERENCE

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 (ICT), Public Financial Management strengthening, Education and Roads.

The Access and Renewable Increase for Sustainable Energy (ARISE) is a World Bank (WB) financed Energy project where the primary objective is (i) to expand access to electricity service and (ii) increase renewable energy generation in targeted project areas.

To support the implementation of ARISE, a Project Implementation Unit (PIU) consisting of a Project Manager and Project Officer will work in the already established PIU at Department of Resources and Development (DoRD). The PIU is responsible for coordinating the implementation of the Project with the (DoRD), DoFA and the States Utility Companies. The PIU will also be

responsible for preparing and implementing the Project in accordance with Procurement regulations as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

In order to strengthen project management support to the portfolio of WB-financed projects, a Central Implementation Unit (CIU) has been established under the Investment Finance Unit in the Department of Finance and Administration. The objective of the CIU is to provide support to PIUs in the preparation, implementation and reporting of WB-financed projects. The CIU will assist ARISE PIU in core cross-cutting functions including financial management, environmental & social safeguards, monitoring & evaluation, communications and procurement.

B. MAIN OBJECTIVE OF THE ASSIGNMENT

The Procurement Officer (PO) would be responsible for the procurement of goods, works and services under the project implementing entity for ARISE Project in accordance with the FSM Government and World Bank procedures.

C. SCOPE OF SERVICES.

The PO will liaise and work with the ARISE Project Manager, CIU Procurement, other DoRD and State Utility staff on procurement requirements of the project. The PO will assist in ensuring that all procurements under ARISE are conducted in accordance with the provisions in the legal agreements between the Work Bank and the FSM Government.

The Project Procurement Officer will provide procurement support while working under the overall direction of the ARISE Project Manager, to undertake the following activities:

a. Procurement Management

Under the direction of the ARISE Project Manager, the procurement officer shall undertake the following activities:

- Prepare and or update the Project Procurement Plan (if needed) to be submitted for Bank review and no-objection
Conduct effectively, an assessment of all procurement requirements under ARISE (ideally during the first year, or at least starting the second year); contributing to the development of TORs, preparation of Bidding/Tender documents and submission to WB for “No Objection”
- Issuance and/or support issuance of documentation; organizing logistics for Bid/Tender submission and evaluation of offers and quotations
- Ensure an efficient mechanism for preparing expressions of interest, and manage the related RFQ’s, RFPs processes, including accompanying negotiations;
- Plan and facilitate negotiations associated with contractual engagements of individuals and firms;
- Monitor the execution/implementation of all contracts with the objective of ensuring timely execution;
- Prepare and implement procurement plans and tracking mechanisms;

- Responsible for day-to-day procurement activities of the Secretariat (in accordance with procurement plans and the respective Grant Agreements);
- Act as Liaison on procurement activities on behalf of The Project with, partners and all relevant stakeholders; In particular, liaise with the Secretariat of DoFA, the Secretariat of Treasury, and the Secretariat of the Department of Justice to ensure that contract (contract amendment) validation and payments be processed promptly to ensure prompt contract effectiveness and implementation.
- Provide procurement support services at all levels of project implementation;
- Undertake any other duties as may be assigned by the Project Manager.
- Maintain the procurement plan on STEP to align with the approved Workplan and Budget.
- Stay informed about any new regulations affecting procurement under the project. Periodically consulting as needed the Project Operations 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.
- 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.
- Develop and update the contract register and the asset register.
- Follow up with vendors to ensure that materials ordered have been received and comply with specifications, examine the conditions of material received, and approve invoices for payment.

b. Contract Management

- 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 CIU finance staff and Project Manager to ensure correct and timely payment to suppliers, contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations.

D. QUALIFICATIONS

c) Minimum Requirements:

- Bachelor Degree from a recognized institution in procurement, engineering, Project management, Business Administration or equivalent.
- Minimum of one-year relevant experience.
- 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.

d) Desirable Requirements:

- Experience working for donor funded projects like ADB, World Bank, UN Agencies;
- Demonstrated ability to work under pressure and pay attention to detail;
- Ability to learn quickly;
- Organized and detail-oriented person;
- Experience in preparation of WB procurement documents (SPD's).

E. POSITION DURATION

The position will be for an initial one (1) year period. This is a full-time position and may be extended based on satisfactory performance and availability of funds. The position supports the ARISE in the preparatory and implementation phases of the project.

F. LOCATION

The position will be located within the DoRD, Palikir Pohnpei but services the Project Implementing Agencies which are the FSM DoFA for the Preparatory Phase, and DoRD and State Utility Companies during full project implementation phase.

G. RESOURCES PROVIDED

The Government will provide the office space, including office furniture, access to the IT equipment, stationery, internet, communications, and related utilities for the Consultant. The Consultant is fully responsible for their cost of local transportation (e.g., to/from the office). If required to travel to outer islands or other countries, this would be funded by the project.

H. SPECIFIC DELIVERABLES OR MILESTONES OF THIS CONTRACT

Key Deliverables	Timing	KPI
Assist in preparing key procurement documents	Ongoing	% of documents completed on time
Assist in preparation of the procurement plan	Ongoing	Time taken to complete activity
Monitor and update the procurement plan in STEP	Ongoing	% of procurement plan accuracy in STEP
Monitor the implementation of planned procurement activities	Monthly Report	% of activities captured in report

Assist with any clearance processes from relevant government agencies and/or the WB task team	Ongoing	Time taken to complete activity
Carry out the procurement process: advertising, receiving bids/proposals, drafting no objection request and justifications, organizing evaluation committees and publishing results of tender processes as required	Ongoing	% Completion of activities vs procurement plan
Prepare and update the project asset register	Ongoing	% of assets maintained in register
Stay informed about any new government regulations affecting project procurement	Ongoing	Timeliness of relevant updates to wider team
File and maintain all procurement documents	Ongoing	% of procurement documents filed
Maintain a list of Suppliers/Contractors/Consultants/Service Providers	Monthly	% of vendors contained in list
Prepare and maintain a contract management register	Ongoing	% of contracts contained in register
Be involved in contract planning and implementation	Ongoing	Report from supervisor