

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

Country: FEDERATED STATES OF MICRONESIA

Name of Project: Sustainable Energy Development and Access Project (P165183)

Grant No.: IDA-D3970

Assignment Title: Project Officer, 2024

Reference No. FM-DORD-450331-CS-INDV

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

The consulting services (“the Services”) include provision of organized and efficient office support to the PIU. The Project Officer will work Monday through Friday, eight hours per working day, to provide administrative support to the PIU and coordinate administrative and financial processes with the Central Implementation Unit (CIU). The PO will liaise and work with the Project Manager, CIU staff, other DoRD staff, FSM Treasury, and Department of Justice, on finance requirements of the project. The PO will assist and ensure that all funds disbursed and procurements under SEDAP/ARISE are conducted in accordance with the provisions in the legal agreements between the Work Bank and the FSM Government.

The detailed Terms of Reference (TOR) for the assignment are attached to this REOI and can be found at the following website: <https://dofa.gov.fm>

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.). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are:

Requirements skills and experience:

Mandatory

- Associate degree in related field, Bachelor preferred
- At least 3 years of experience in office administration
- Excellent computer and Microsoft software skills – Especially on Word and Excel
- Strong writing and communication skills
- Fluent in English

Desired

- Working experience with donor-funded technical assistance projects
- Working experience in energy/utilities.

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 5th 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 local time.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 11th October 2024.

Secretary, Department of Department of Resources and Development
Attn: Andrew Daka
Project Manager, Sustainable Energy Development and Access Project
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Tel: +691 9320-2620/2646/5133
E-mail: sedap@rd.gov.fm
and copy to: ciu.sedap@gov.fm

TERMS OF REFERENCE

Project Officer

Energy Division, Department of Resources and Development Federated States of Micronesia

A. Background

The Department of Resources and Development is responsible in supporting and managing the development of the nation's economy and utilization of its natural resources in a sustainable manner. The Department is also responsible for assisting/coordinating with the States of Chuuk, Kosrae, Pohnpei and Yap to develop their economies by focusing on the four priority sectors of Agriculture, Energy, Fisheries, and Tourism.

FSM R&D's Energy Division is looking for an energetic person with excellent organizational skills and a positive attitude to provide administrative support to the Sustainable Energy Development and Access Project (SEDAP) and Access and Renewable Increase for Sustainable Energy (ARISE). The incumbent reports to SEDAP/ARISE Project Manager/s. Candidates should be able to assist SEDAP/ARISE management by handling office tasks, being well prepared and responsive, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

B. Purpose and Objectives of Role

The purpose of the role of the Project Officer is to provide organized and efficient office support to the PIU. The objective of the role of the Project Officer is to adhere to policies of the National Government while providing administrative support.

C. Scope of the Assignment

The Project Officer will work Monday through Friday, eight hours per working day, to provide administrative support to the PIU and coordinate administrative and financial processes with the Central Implementation Unit (CIU).

The PO will liaise and work with the Project Manager, CIU staff, other DoRD staff, FSM Treasury, and Department of Justice, on finance and procurement requirements of the project. The PO will assist and ensure that all funds disbursed and procurements under SEDAP/ARISE are conducted in accordance with the provisions in the legal agreements between the Work Bank and the FSM Government.

a. Financial Management

- Assist the Project Manager with the preparation of the annual budgets for the Project.
- 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 SEDAP/ARISE Projects and filing required supporting documents in accordance with FSM Regulations and World Bank requirements.

- Reconcile PIU/s 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.

b. Procurement Management

- Assist in monitoring the implementation of and updating of the project procurement plan in STEP, in collaboration with the Procurement Officer.
- Assist in the preparation of procurement activities for goods, works and services as appropriate, in collaboration with the Procurement Officer.
- Assist with any clearance processes from relevant government agencies and/or the World Bank task team.
- Assist with the procurement process including but not limited to advertising, receiving bids/proposals, organizing evaluation committees, etc.
- Upload all procurement related documents in STEP for all activities.
- Coordinate with the Project Manager to ensure alignment and availability of budget;

c. Vendor/Contract Management

- Assist the Procurement Officer as needed to 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 DoRD and the World Bank 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 SEDAP/ARISE Project records and retaining those records for the duration as required by the donors and local regulations.

e. General Administration and Logistics

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

- Filing of all project related documents.
- Assist 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 trainings or missions.
- Arrange workshops, conferences, meetings, as well as help in the coordination of the Steering Committee and associated meetings and logistics.
- Support the coordination and management of SEDAP/ARISE implementation progress through liaising with other State Utility companies/Owners Engineers as needed.
- In collaboration with the staff of the Power Utilities and the CIU M&E Specialist in monitoring implementation of State level implementation of project activities;
- Collects general information related to project implementation (field reports, contractor reports and site visits) and with collaboration with the CIU Communication Specialist prepare materials that contribute to the visibility of the project.
- In collaboration with the CIU's communication, safeguards, and monitoring staff, ensure adequately communication with project affected communities, relevant citizen organizations/NGOs, and interested Government agencies to ensure successful implementation.
- In close collaboration with the Project Manager and E&S Specialists at the CIU, ensure that activities under ARISE and SEDAP are undertaken in accordance with all E&S Instruments, as detailed in the ESCP, and with FSM environment and social regulatory requirements.

D. Requirements skills and experience:

Mandatory

- Associate degree in related field, Bachelor preferred
- At least 3 years of experience in office administration
- Excellent computer and Microsoft software skills – Especially on Word and Excel
- Strong writing and communication skills
- Fluent in English

Desired

- Working experience with donor-funded technical assistance projects
- Working experience in energy/utilities.

E. Position and Project 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.

The position supports the SEDAP/ARISE Project throughout the duration of the project. This position has a competitive salary.

Probationary period of six months, annual performance review determines whether contract would be continued.

Office space, furniture and Equipment will be provided

