

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

The deadline has been extended to November 20, 2024 by 12pm (Pohnpei time).

Federated States of Micronesia

FSM Skills and Employability Enhancement Project

Grant No.: D-9870

Assignment Title: Development of Apprenticeship Framework and Materials and Delivery of Training

Reference No. (as per Procurement Plan): FM-NDOE-453362-CS-INDV

The National Department of Education received financing from the World Bank toward the cost of the FSM Skills and Employability Enhancement Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include developing high-school-level apprenticeship Standard Operating Procedures (SOP) and supporting materials, as well as delivering training to project stakeholders. This role is crucial for establishing streamlined standards across high schools offering vocational education and training programs, addressing a current gap across FSM states. The SOP will support all stakeholders, including government entities, educational institutions, and local businesses, in overcoming challenges related to hands-on training for young people, in full alignment with the TOR referenced in this REOI.

The Consultant will be responsible for the following areas of work, collaborating closely with national and state-level stakeholders in vocational education and skills training:

- Needs Assessment
- Development of Apprenticeship Framework and SOP
- Development of Training Materials
- Training and Capacity Building
- Finalization and Validation of Key Outputs

The detailed Terms of Reference (TOR) for the assignment is annexed to this REOI *and* can be found at the FSM Department of Finance and Administration (DOFA) website’s Career Opportunities page at <https://dofa.gov.fm/vacancies/>.

The National Department of Education 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 by submitting:

- **Latest curriculum vitae/Resume** with description of experience in similar assignments, similar conditions, etc.)
- **Work sample(s)** – e.g., apprenticeship framework or SOP sample, ideally high school level.

The criteria for selecting the Consultant are:

6.1 Mandatory requirements

- Bachelor's Degree in education, business management, human resources, vocational training, or a related field
- Proven experience in apprenticeship frameworks and SOP development
- Familiarity with high school-level apprenticeship practices
- Experience in conducting needs assessments and stakeholder consultations
- Excellent training and capacity-building skills

6.2 Desirable requirements

- Master's degree in a relevant field (e.g., education, vocational training, business administration, or human resources)
- Familiarity with the FSM context, ideally in all four states
- Strong understanding of all selected industries

The attention of interested Consultants 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 8am to 5pm (local time).

Expressions of interest must be delivered in a written form with the latest CV/resume and work sample(s) to the address below by e-mail) **by 3pm on Wednesday, November 20, 2024 Pohnpei time.**

FSM National Department of Education

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**TERMS OF REFERENCES
CONSULTING SERVICES**

**Development of an in-School Youth Apprenticeship Framework, Standard Operating Procedures, and Work
Process Materials**

Project Name	FSM Skills and Employability Enhancement Project
Grant Number	D-9870
Implementing Agency	FSM National Department of Education
Contract Name	Development of Apprenticeship Framework and Materials and Delivery of Training
Contract Reference Number	FM-NDOE-453362-CS-INDV
Intended Start Date	December 2024

1. Background

The Federated States of Micronesia (FSM) is committed to enhancing its vocational education offerings in high schools, particularly in response to the growing demand for skilled professionals in various industries. To support this effort, the National Department of Education (NDOE) is implementing the Skills and Employability Enhancement (SEE) Project, which focuses on developing occupational profiles, curricula, and apprenticeship programs aligned with industry needs. The project also seeks to build the capacity of educators, strengthen school-industry partnerships, and equip students with market-relevant skills to enhance their employability. Specifically, the SEE Project consists of the following three main components:

- **Component 1: Improving equitable access to vocational education and training.** The objective of this component is to ensure TVET access to all eligible youth, especially the poor and vulnerable youth, women, persons with disabilities, and geographically disadvantaged groups such as students or trainees from outer islands. The component aims to achieve this by expanding the availability of quality skills training while providing information, incentives, and support to increase participation of under-represented and disadvantaged groups in TVET.
- **Component 2: Improving the relevance and quality of TVET.** The objective of this component is to enhance the relevance and quality of training offered by TVET institutions by upgrading the training curricula and its standards; improving the quality of trainers; and making provisions for independent testing and certification of skills.
- **Component 3: Improving labor market information and employment services.** This component aims to establish capacity within the Government to provide labor market information and employment support services with a view to improve labor market outcomes among potential workers—including TVET graduates—in FSM. To this end, the activity will support schools and relevant Government units, and the SDOEs, in their efforts to match jobseekers with appropriate vacancies through comprehensive job search assistance.

2. Objectives

- Conduct a comprehensive needs assessment for the apprenticeship program.
- Develop an in-school youth apprenticeship framework and concise Standard Operating Procedures (SOP).
- Develop relevant materials for the apprenticeship programs and their work processes.
- Provide training on the Apprenticeship Framework/SOP and work processes to selected businesses and participating high schools in all four FSM states.

3. Implementation/Reporting Arrangements

The Consultant will work closely with the Project Steering Committee, Project Implementation Unit, and other relevant stakeholders to ensure the timely and effective execution of project activities. The Consultant will report directly to the Project Manager.

4. Scope of Work

Scope	Objectives
Phase 1: Needs Assessment	<p><i>State visits required</i></p> <ul style="list-style-type: none"> • Assess the current apprenticeship or job shadowing programs available at high schools in FSM. • Identify needs for the apprenticeship programs in 8 industries: tourism/hospitality, construction, automotive, agriculture, energy, IT, graphic design + social media content creation and nursing. • Evaluate the readiness and capacity of high schools and businesses to participate in the apprenticeship program. • Collect feedback from stakeholders (students, teachers, business owners, industry experts) on the desired features and outcomes of the apprenticeship program.
Phase 2: Development of Apprenticeship Framework and SOP	<ul style="list-style-type: none"> • Based on the needs assessment, develop a comprehensive in-school youth apprenticeship framework for the suggested industries. • Draft a Standard Operating Procedure (SOP) detailing the implementation process, defining roles and responsibilities of stakeholders, and establishing stipend levels along with standardized payment and reconciliation procedures for stipends. • Ensure the framework and SOP are aligned with international best practices and tailored to the FSM context. • Develop monitoring and evaluation tools to assess the effectiveness of the apprenticeship program.
Phase 3: Development of Training Materials	<ul style="list-style-type: none"> • Create or adapt work process materials to support the implementation of the apprenticeship programs. • Ensure materials are relevant, practical, and user-friendly for both high schools and businesses. • Incorporate industry-specific content and soft skills training modules.
Phase 4: Training and Capacity Building	<p><i>State visits required</i></p> <ul style="list-style-type: none"> • Conduct training sessions for selected businesses and participating high schools in all four FSM states in Fiscal Year 25. • Ensure training covers the Apprenticeship Framework, SOP, and work processes. • Collect feedback from the trainees on the Framework, SOP and materials.

Phase 5: Finalization and Validation of Key Outputs	<p><i>A visit to NDOE required</i></p> <ul style="list-style-type: none"> Finalize the Framework, SOP and materials based on the feedback collected during Phase 4. Present the key outputs to the NDOE for validation.
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5. Deliverables and Timeline

Scope	Objectives	Deliverables	Timeline
Phase 1: Needs Assessment	<p><i>State visits required</i></p> <ul style="list-style-type: none"> Assess the current apprenticeship or job shadowing programs available at high schools in FSM. Identify needs for the apprenticeship programs in 8 industries: tourism/hospitality, construction, automotive, agriculture, energy, IT, graphic design + social media content creation and nursing. Evaluate the readiness and capacity of high schools and businesses to participate in the apprenticeship program. Collect feedback from stakeholders (students, teachers, business owners, industry experts) on the desired features and outcomes of the apprenticeship program. 	Comprehensive needs assessment report.	1 month (December 2024)
Phase 2: Development of Apprenticeship Framework and SOP	<ul style="list-style-type: none"> Based on the needs assessment, develop a comprehensive in-school youth apprenticeship framework for the suggested industries. Draft a SOP detailing the implementation process, defining roles and responsibilities of stakeholders, and establishing stipend levels along with standardized payment and reconciliation procedures for stipends. Ensure the framework and SOP are aligned with international best practices and tailored to the FSM context. Develop monitoring and evaluation tools to assess the effectiveness of the apprenticeship program. 	<ul style="list-style-type: none"> In-school youth apprenticeship framework document. Standard Operating Procedures (SOP) for the apprenticeship program. 	2 months (January-February 2025)

Phase 3: Development of Training Materials	<ul style="list-style-type: none"> • Create or adapt work process materials to support the implementation of the apprenticeship programs. • Ensure materials are relevant, practical, and user-friendly for both high schools and businesses. • Incorporate industry-specific content and soft skills training modules. 	Developed or adapted training materials.	1 month (March 2025)
Phase 4: Training and Capacity Building	<p><i>State visits required</i></p> <ul style="list-style-type: none"> • Conduct training sessions for selected businesses and participating high schools in all four FSM states. • Ensure training covers the Apprenticeship Framework, SOP, and work processes. 	<ul style="list-style-type: none"> • Training sessions conducted in all four FSM states. • Final report summarizing the process, findings, and recommendations for future improvements. 	1 month (June or July 2025)
Phase 5: Finalization and Validation of Key Outputs	<p><i>A visit to NDOE required</i></p> <ul style="list-style-type: none"> • Present the key outputs to the NDOE for validation. • Finalize the Framework, SOP and materials based on the feedback collected during Phases 4 and 5. 	<ul style="list-style-type: none"> • Finalized and validated Framework, SOP, and materials. • Final report summarizing the process, findings, and recommendations for future improvements. 	15 days (back-to-back with Phase 4)

6. Evaluation Requirements

This section details the basis upon which selection of the successful candidate will be based.

Mandatory requirements

- Bachelor's Degree in education, business management, human resources, vocational training, or a related field
- Proven experience in apprenticeship frameworks and SOP development
- Familiarity with high school-level apprenticeship practices
- Experience in conducting needs assessments and stakeholder consultations
- Excellent training and capacity-building skills

Desirable requirements

- Master's degree in a relevant field (e.g., education, vocational training, business administration, or human resources)
- Familiarity with the FSM context, ideally in all four states
- Strong understanding of all selected industries

7. Selection Process

The selection process includes review of EOI and potential interviews. Expected timing for the selection process will be communicated upon shortlisting of candidates.

8. Resources provided by the NDOE

The Project Implementation Unit is available to extend logistical support for the required travels.