

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

*This position is **open to FSM nationals and residents**. **Relocation expenses** will be provided for the selected candidate if they currently reside in **Yap, Kosrae, or Chuuk**.*

Federated States of Micronesia

FSM Skills and Employability Enhancement Project

Grant No.: D-9870

Assignment Title: **Contract Management Officer**

Reference No. (as per Procurement Plan): FM-NDOE-453364-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 assisting the Project Manager in the efficient management and administration of all contracts related to the SEE Project. This role is essential for ensuring compliance with procurement regulations and project standards, facilitating timely contract execution, and proactively identifying and mitigating potential risks. The Contract Manager will report to the SEEP Project Manager. Specifically, the Contract Management Officer will provide support in the following areas:

- Contract and overall project support
- Contract monitoring
- Liaison and coordination
- Reporting and documentation
- General support to the Project Manager

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:

- **A current curriculum vitae/resume** with a description of experience in similar assignments and conditions

- **A cover letter** with a concise summary of their qualifications and relevant work experience

The criteria for selecting the Consultant are:

Mandatory requirements

- A minimum of an Associate's Degree in Business Administration, Finance, or a related field.
- At least 3 years of professional experience in contract management, procurement, project coordination, or a related field in any sector (e.g., private, public, NGO).
- Basic knowledge of contract preparation and review, including the ability to track deliverables and ensure adherence to agreed terms.
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- Clear communication skills in English, both written and verbal.
- Proficiency in Microsoft suite, Google Workspace.

Desirable requirements

- Bachelor's Degree or equivalent in Business Administration, Finance, with an additional two years of work experience.
- Familiarity with financial management and budget monitoring related to contract implementation.
- Experience working on projects funded by international donors or in a similar large-scale, multi-stakeholder project environment.

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 5pm on Monday, November 25, 2024.**

FSM National Department of Education

Attn: Hyunjeong Lee, Project Manager

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**TERMS OF REFERENCES
CONSULTING SERVICES**

Project Name	FSM Skills and Employability Enhancement Project
Grant Number	D-9870
Implementing Agency	FSM National Department of Education
Contract Name	Contract Management Officer
Contract Reference Number	FM-NDOE-453364-CS-INDV

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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.

Successful execution of the SEE Project hinges on effective collaboration among a diverse array of stakeholders, including State Departments of Education, high schools, and local business partners. Given the scope of the project, managing a substantial volume of contracts and maintaining transparent communication among all parties are essential for the project's success.

2. Objective

The primary objective of the Contract Management Officer is to assist the Project Manager in ensuring the efficient management and administration of all contracts related to the SEE Project. This role is vital for guaranteeing compliance with procurement regulations and project standards, facilitating the timely execution of contracts, and proactively identifying and mitigating potential risks. The contract manager will report to the SEEP Project manager.

The Contract Management Officer will play a key role in streamlining the procurement process, ensuring adherence to project standards, and supporting the Project Manager in executing project activities effectively. This position requires a proactive individual who is adept at, or willing to, navigate contract documents and execution while contributing to the overarching goals of the project.

3. Scope of Work

This position will initially have a three-month probationary period. The Contract Management Officer will be responsible for the following key tasks:

1. Contract and Project Support

- Prepare draft contracts, amendments, cost estimates and letters for procurement under process and ongoing active contracts for the Project Manager's review, ensuring all terms and conditions are aligned with project requirements.
- Assist in monitoring project deliverables and progress, ensuring compliance with project standards and applicable regulations.
- Under the guidance of the Project Manager, partake/facilitate the evaluation process for procurable goods, services, and works to ensure optimal selection.
- Facilitate communication among stakeholders to ensure smooth implementation of contracts and project activities.

2. Contract Monitoring

- Maintain and update accurate records of contract documents, amendments, and communications.
- Develop and manage a contract tracking system to monitor key milestones, deadlines, and deliverables for all contracts.
- Ensure that all required documentation for contract close-out is completed, submitted, and archived.

3. Liaison and Coordination

- Work closely with the Central Implementation Unit (e.g., procurement, financial management) to ensure seamless coordination during contract preparation, implementation, and execution.
- Serve as the secondary point of contact between the PIU and contractors/Suppliers/Consultants/Service Providers to follow up on deliverables, resolve contract-related inquiries, and ensure effective contract management.

4. Reporting and Documentation

- Prepare and submit regular reports on contract performance, including financial updates, risk assessments, contract status, and compliance to project timelines.
- Ensure that all contract-related documentation, including amendments and correspondence, are accurately filed for future reference, audits, and internal reviews.
- Assist the Project Manager in preparing procurement and contract progress reports for internal and external stakeholders.

5. Support to Project Management

- Assist the Project Manager in updating and managing contract information and status in an internal procurement platform (STEP) and any other relevant internal procurement platforms to ensure transparency and accurate reporting.
- Provide support to the Project Manager in drafting procurement plans, contract updates, and revisions on the procurement system, as needed.
- Take notes or record minutes of contractor/consultant meetings as requested by the Project Manager in a timely manner.
- Help organize project-related events and activities, ensuring all logistical details are managed effectively.

4. Qualifications

4.1 Mandatory requirements

- A minimum of an Associate's Degree in Business Administration, Finance, or a related field.
- At least 3 years of professional experience in contract management, procurement, project coordination, or a related field in any sector (e.g., private, public, NGO).
- Basic knowledge of contract preparation and review, including the ability to track deliverables and ensure adherence to agreed terms.
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- Clear communication skills in English, both written and verbal.
- Proficiency in Microsoft suite, Google Workspace.

4.2 Desirable requirements

- Bachelor's Degree or equivalent in Business Administration, Finance, with an additional two years of work experience.
- Familiarity with financial management and budget monitoring related to contract implementation.
- Experience working on projects funded by international donors or in a similar large-scale, multi-stakeholder project environment.

5. Location and Office Supplies

The Contract Management Officer will be based at the SEE Project Implementation Unit (PIU) housed at the FSM NDOE in Kolonia, Pohnpei. Any project related travel shall be covered by the project funds.

The following office supplies and equipment will be provided to the Contract Management Officer:

- A dedicated workspace at the NDOE.
- Access to a laptop with the necessary software and tools required for contract management, including Microsoft Office Suite and Google Workspace.
- Access to office communication tools, including phone, internet, and printing services.
- Any additional supplies or equipment necessary to carry out contract management duties effectively will be provided as needed.