

## **REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)**

**The deadline has been extended to December 26, 2024 by 3pm (Pohnpei time).**

Federated States of Micronesia

**FSM Skills and Employability Enhancement Project**

**Grant No.:** D-9870

**Assignment Title:** Gender Action Plan Development

**Reference No. (as per Procurement Plan):** FM-NDOE-437171-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 a Gender Action Plan (GAP) aligned with the project components, activities and national legislation to promote gender equality and social inclusion throughout the project’s implementation. This role is essential for 1) identifying key areas of intervention for effective gender mainstreaming within each of the project’s subcomponents, in alignment with the Project Development Objective and Indicators, and 2) outlining the structures, processes, and interventions necessary for successful gender mainstreaming.

The GAP will serve as a guide for the Project and its stakeholders, including government entities, educational institutions, and local businesses, to promote gender-responsive approaches and actions within the project, 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:

- Literature Review
- Identification of Key Entry Points for gender equality within project activities
- Field Visit
- Gender Analysis
- Finalization of the GAP

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., sample gender analysis or gender action plan.

The criteria for selecting the Consultant are:

#### **6.1 Mandatory requirements**

- Master of Arts in social sciences, gender studies, or a related discipline.
- Minimum of eight years of relevant professional experience in gender analysis, mainstreaming, capacity needs assessment, training, and mentoring.

#### **6.2 Desirable requirements**

- Proven experience in designing Gender Action Plans (GAP) for gender-related development and interventions.
- Thorough understanding of gender contexts, with experience working with government institutions and non-governmental organizations supporting gender and development.
- Good knowledge of gender-related socio-economic factors in education, including Pacific regional experiences.

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 Thursday, December 26, 2024 Pohnpei time.**

FSM National Department of Education

**Attn: Hyunjeong Lee, Project Manager**

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## Terms of Reference

### FSM Skills and Employability Enhancement (SEE) Project

#### Gender Action Plan Development

<b>Project Name</b>	FSM Skills and Employability Enhancement Project
<b>Grant Number</b>	D-9870
<b>Implementing Agency</b>	FSM National Department of Education
<b>Contract Name</b>	Gender Action Plan Development
<b>Contract Reference Number</b>	FM-NDOE-437171-CS-INDV
<b>Intended Start Date</b>	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.

To ensure effective project implementation, the Project Implementation Unit (PIU) was established at the NDOE. The PIU collaborates closely with State Departments of Education, the Department of Resources and Development, selected high schools offering vocational programs, and local businesses to

implement state-level activities. The SEE Project became effective on February 9, 2023, and is expected to be completed by June 30, 2027.

## 2. Objective

The primary objective of this assignment is to develop a Gender Action Plan (GAP) aligned with the project components, activities and national legislation to promote gender equality and social inclusion throughout the project’s implementation. Specifically, the plan will:

- Identify key areas of intervention for effective gender mainstreaming within each of the project’s subcomponents, in line with the Project Development Objective and Indicators.
- Outline the structures, processes, and interventions required for successful gender mainstreaming.

## 3. Implementation/Reporting Arrangements

- The Consultant will report to the SEE Project Manager. This is a part-time, short-term assignment with travel to FSM required.
- The Consultant will work closely with the Project Steering Committee, Project Management Unit, Central Implementation Unit, and other relevant stakeholders to ensure the timely and effective execution of project activities.

## 4. Scope of Work

The consultant will be responsible for developing a comprehensive, user-friendly Gender Action Plan that aligns with the Project Development Objective (PDO) and indicators, ensuring gender-responsive implementation throughout the project period. This assignment will involve collaboration with:

- The National Department of Education (Implementing Agency)
- Safeguards teams at the Central Implementation Unit (CIU) within the Department of Finance and Administration
- The Department of Health and Social Affairs, State Governments and relevant non-government organizations (NGOs) in FSM.

## 5. Expected Deliverables and Tentative Timeline

Based on the tasks outlined in the scope of work, this assignment is expected to take a total of 30 days over the period of **December 2024 – January 2025**:

Scope	Key Activities	Deliverable	Travel	Tentative Timeline
5.1 Planning	Review the SEE project documents and identify key entry points in terms of activities that ensure gender equality in implementing project activities.	<b>Inception Report:</b> Outlining the methodology, engagement plan, and work schedule, to be submitted within one week of contract signing.	Not required	7 days (December 2024)
5.2 Literature review and	<ul style="list-style-type: none"> <li>• Conduct a literature review of relevant</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft GAP</b></li> <li>• Field notes</li> </ul>	Required to all FSM states (data	15 days (early

online consultation	<p>studies and action plans concerned with gender in the education sector.</p> <ul style="list-style-type: none"> <li>• Review Project's PDO and result indicators, and targets</li> <li>• Conduct a gender analysis to identify challenges, opportunities, and key interventions</li> <li>• Conduct site visit and consult with national / state project implementing partners and obtain information</li> </ul>	highlighting key insights	collection and consultation)	January 2025)
5.3 GAP refinement and finalization	Develop a practical GAP to guide and advise gender mainstreaming within the project.	<b>Finalization of GAP</b> with feedback from key stakeholders.	Not required	15 days (end of January 2025)

### 5.1 Key Deliverable Review process

The NDOE will review all key deliverables within 14 business days from the date of submission. Any feedback or required revisions will be communicated promptly to the consultant to ensure timely adjustments.

### 5.2 Document Transfer

All deliverables will be submitted by the consultant electronically via email and Google Drive to ensure easy access for the NDOE and SEE Project team.

## 6. Qualifications

### 6.1 Mandatory requirements

- Master of Arts in social sciences, gender studies, or a related discipline.
- Minimum of eight years of relevant professional experience in gender analysis, mainstreaming, capacity needs assessment, training, and mentoring.

### 6.2 Desirable requirements

- Proven experience in designing Gender Action Plans (GAP) for gender-related development and interventions.
- Thorough understanding of gender contexts, with experience working with government institutions and non-governmental organizations supporting gender and development.
- Good knowledge of gender-related socio-economic factors in education, including Pacific regional experiences.

## **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. Location and Office Supplies**

The Consultant is expected to arrange their own office space, procure general office supplies, and provide necessary office equipment throughout the assignment. The Project Implementation Unit is available to extend logistical support for the required travels.