

**REQUEST FOR EXPRESSIONS OF INTEREST
Individual Consulting Services**

Name of Project	Project for Strengthening Public Financial Management
Loan No/Credit No/ Grand Number	P161969
Assignment Title	DoFA Website Development
Procurement Plan Ref Number	FM-DOFA-463529-CS-INDV
Country of Delivery	Federated States of Micronesia

The Government of the Federated States of Micronesia (FSM) has received financing from the World Bank toward the cost of the Project for Strengthening Public Financial Management and intends to apply part of the proceeds for the following consulting services.

The consulting services (“the Services”) includes include technical assistance to the Treasury Department to configure the financial management information system (FMIS) to generate timely and accurate financial reports to GASB standards. The anticipated start date is February 1, 2025 with an end date of August 25, 2025.

The detailed Terms of Reference (TOR) for the assignment is attached to this REOI.

The Department of Finance & Administration of FSM now invites eligible consulting firms (“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.

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.

The best qualified firm to carry out the services will be selected in accordance with the Consultant’s Qualifications Based Selection (CQS) method set out in the Regulations and based on the following criteria:

- Experience in public sector accounting and reporting advisory services
- Experience working with U.S. federal and local governments, and/or jurisdictions n preparing financial statements according to U.S. GAAP and U.S GASB reporting standards

Further information can be obtained at the address below during office hours 8:00 AM to 4:00 PM (Pohnpei local time). Email is preferred.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by January 3, 2025

Government of the Federated States of Micronesia

Department of Finance & Administration

Attn: Lynda Roades, Project Manager

P.O. Box PS 158

Palikir, Pohnpei, FM 96941

Tel: (703) 819-2314

Fax: (691) 320-7728

E-mail: *pfm1@dofa.gov.fm*

Attachment: Terms of Reference (TOR)

Federated States of Micronesia
Project for Strengthening Public Financial Management (P161969)
Terms of Reference – DoFA Website Development
FM-DOFA-463529-CS-INDV

LOCATION: Department of Finance & Administration

DURATION: Initial contract duration of eight (8) months

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, Maritime Transport, and Public Financial Management. The objective of the Strengthening Public Financial Management Project is to improve revenue management and to improve the reliability and timeliness of financial reporting. The Department of Finance & Administration (DoFA) is the implementing agency for project, which benefits the National Government of FSM and the four State Governments of Pohnpei, Chuuk, Yap and Kosrae. The five components of the project are:

1. ‘Strengthening the PFM Environment’ aims to improve the Public Financial Management (PFM) environment through revision of legislation, regulations and procedures.
2. “Financial Management Information System” introduces a new financial management information system (FMIS) to support effective management of public resources and improve financial reporting.
3. The “Revenue Management System” component will improve tax and other revenue collection and management for the National Government of FSM.
4. “Change Management and Human Resource Development” introduces reforms to improve individual professional capabilities and institutional capacity development needed to maintain the benefits of the reforms. This component includes activities to strengthen gender equity and citizen outreach initiatives.
5. A “Project Management” component supports the overall project management and coordination between Government entities, the World Bank, and other relevant stakeholders through the Project Implementation Unit (PIU).

B. OBJECTIVE:

The overall objective of this consultancy is to update the current design of the DoFA website to improve the customer experience, through a digital solution that is intuitive to use and navigate, with pages optimized for viewing on mobile devices. The new website, once deployed, should enable customers to click-through to find relevant and useful information.

C. STATEMENT OF WORK

Under the overall supervision of the PFM Project Manager and in collaboration with the Central Implementation Unit’s Communication Specialist and DoFA IT, the consultant will ensure the new website is:

- Optimized across all layers to minimize page load time and maintain functionality in low-bandwidth environments

- Follows international accessibility standards
 - Employs Search Engine Optimization (SEO) strategies to improve visibility on Google’s search engine result pages (SERPS)
 - Easily discoverable in the English language
1. Research and Analysis
 - a. Assess the current website structure and contents in terms of user-friendliness, information retrieval, accessibility, ease of maintenance/update
 - b. Benchmark good practices with other similar websites, focusing on layout design, navigation, usability, website monitoring, website management, document management
 2. Design
 - a. Develop three mock-ups to offer an excellent user interface (UI), navigation and search function, and an intuitive application process.
 - b. Ensure the site interface is responsive, displaying all functions consistently, across various devices.
 3. Development
 - a. Link to other, key government websites (e.g., Department of Justice, National Public Auditor)
 - b. Provide future ability to integrate social media components, e.g., LinkedIn, Instagram, FaceBook
 - c. Implement interactive elements, e.g., surveys, to encourage user engagement
 - d. Search function to enable users to search for, and locate, content based on keywords and phrases
 - e. Provide an Events Calendar with viewing options
 - f. Incorporate an appropriate Document Management System (DMS)
 4. Browser Compatibility – the website and the Content Management System (CMS) should be compatible with all browsers, supporting at least their two most recent versions
 5. Content Management System, software development, security and hosting
 - a. The consultant will work closely with the CIU Communications Specialist and Communication Officer to provide a straightforward mechanism to ensure regular content updates align to the website design. The consultant should also offer advice on any technical specifications for the content wirework.
 - b. The consultant will adhere to the Government of FSM’s Web Security Policy and Security.
 - c. The consultant will provide training for the CIU Communication Specialist, the Communications Officer, and DoFA IT on website maintenance and content updates.
 - d. The source code of all versions will be delivered to the PFM PIU.
 6. Hosting – The website will be hosted by DoFA.
 7. Copyright and Intellectual Property
 - a. The domain name and all site-related matters are the copyrights and property of DoFA.
 - b. The source code for the website and mobile application shall be handed over to the PFM PIU upon delivery of the final version and before final payment.

- c. Handover documents, including the maintenance plan, security details, hosting information, and any other information related to the website, shall be provided.
 - d. All information and assets related to the platform will be the property of the PFM PIU and DoFA.
8. Licensing – open source technologies must be used. This can be further refined, modified, and amended during discussions between the consultant and the PFM PIU and DoFA regarding the technical and financial aspects of the platform development.
 9. Project Management – Weekly or as needed check-in calls and meetings with the PFM PIU during the design and build of the website will be conducted to review and provide feedback.

D. OUTPUTS AND DELIVERABLES

1. Design direction based upon research of current website, required functionalities and content
2. Three design mock-ups based on feedback from direction design. This includes technical review of wireframes for desktop and mobile devices.
3. Build an interactive prototype of selected wireframe for testing
4. Build a Content Management System
5. Conduct training/demonstration on website updates and maintenance
6. Address and resolve identified bugs and issues
7. Handover documents

E. QUALIFICATIONS

1. Mandatory
 - At least 10 years' experience in designing for Word Press, including the latest versions
 - Experience in the development of responsive theming for desktop and mobile devices on Word Press
 - Experience in development of information architecture and UX design
 - Visual design sensibility that is clean, simple, and sharp, with the ability to edit as needed
2. Desired
 - Experience with website-based dashboards
 - Experience in multilingual sites with additional complexity

• DURATION OF ASSIGNMENT

A total of twelve (12) weeks (tentatively from February 3, 2025 to April 25, 2025).

F. DOCUMENT SUBMISSION

Prospective applicants are requested to submit the following documents as part of the Expression of Interest package:

- Cover Letter and CV: A cover letter, not to exceed one page, along with a comprehensive Curriculum Vitae
- Three recent and relevant samples
- Names and email addresses of three referees