



**Government of the Federated States of Micronesia**  
Department of Finance & Administration  
P.O Box PS158 Palikir, Pohnpei FM 96941

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

**\*\*\*\*\*DEADLINE EXTENSION\*\*\*\*\***

**FSM Nationals Only**

**FEDERATED STATES OF MICRONESIA  
DIGITAL FSM PROJECT (P170718)**

Grant No.: IDA-D5560

**Assignment Title: Central Implementation Unit (CIU) Procurement Officer**

**Reference No.: FM-DOFA-473185-CS-INDV**

The FSM National Government through the Department of Finance and Administration has received financing from the World Bank toward the cost of the Digital FSM Project (P170718) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include providing additional procurement support and technical assistance to Project Implementation Units and Implementing Agencies (IA) involved in implementation of World Bank funded projects. The Procurement Officer (PO) is required to proactively work with all relevant stakeholders so that the procurement arrangements successfully deliver Value for Money (VfM) in achieving the different Project Development Objectives. This will be undertaken in compliance with the applicable World Bank Procurement Guidelines/ Regulations, the provisions of the Legal/ Financing Agreements, and the National Government regulations.

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites and can also be obtained from the email address listed below: <https://dofa.gov.fm/vacancies>, <https://gov.fm/index.php/fsm-publicinfo/job-vacancy> and is also attached to this Request for Expression of Interest.

The Department of Finance and Administration now invites interested 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 (**Provide Cover Letter and attach Resume/curriculum vitae (CV) with description of experience in similar assignments, provide at least two (2) reference emails, , etc.**). The criteria for selecting the Consultant are:

**Mandatory**

- Associate Degree or equivalent from a recognized institution in Procurement, engineering, Accounting or Business Administration.
- Minimum of one (1) year of relevant experience.
- Fluency in written and spoken English and Micronesian languages.
- Competency in the use of computer applications, especially MS Office and Excel.

**Desirable**

- Experience working for donor funded projects like ADB, World Bank, UN Agencies.
- Training in procurement preferably from a Development Agency, knowledge of the World Bank procurement regulations.

Candidates that meet the above minimum requirements will be scored in accordance with the following criteria.

Criterion	Maximum Points
General Qualifications (general education, training, and experience)	40
Adequacy for the assignment (relevant education, training, experience in the sector/similar assignments)	60

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 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 **0800 to 1700 hours**.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) on or before **5:00 p.m. Friday, March 28<sup>th</sup>, 2025**.

FSM Department of Finance and Administration  
 Attn: Kwame Shiroya  
 P.O. Box PS-158  
 Palikir, Pohnpei, FM 96941

Tel: (691-320-2639

email: [kwame.shiroya@dofa.gov.fm](mailto:kwame.shiroya@dofa.gov.fm) And CC: [ciu.dofa@gov.fm](mailto:ciu.dofa@gov.fm)

## **Attachment 1: Terms of Reference**

### **A. BACKGROUND**

The Government of the Federated States of Micronesia (FSM) has received financing from the World Bank to support development activities within the FSM. The current and pipeline portfolio includes 9 projects in the sectors of Energy, Fisheries; Information and Communication Technologies; Public Financial Management, Road's infrastructure and Education Sectors.

To support the preparation and implementation of World Bank financed projects, the Government of FSM is strengthening its capacity in core cross cutting functions including financial management, environmental & social safeguards, Monitoring & Evaluation, communication and procurement by establishing a Central Implementation Unit (CIU) within the Department of Finance and Administration (DoFA). To this end the Government of FSM is seeking to engage a Procurement Officer to support the World Bank portfolio.

The Procurement Officer will report to the CIU Program Manager and will work closely with the CIU's Procurement Team, particularly the Procurement Specialist. The Procurement Officer will assist the CIU Procurement Team to mentor and provide guidance to the PMUs on the procurement and contracts management processes, bidding and proposal documents to be used, bids/proposals evaluation process, publications of business opportunities and results, and developing and implementing a reporting mechanism.

### **B. SCOPE OF SERVICES.**

The Procurement Officer will be responsible for providing additional procurement support and technical assistance to Project Implementation Units and Implementing Agencies (IA) involved in implementation of World Bank funded projects. The Procurement Officer (PO) is required to proactively work with all relevant stakeholders so that the procurement arrangements successfully deliver Value for Money (VfM) in achieving the different Project Development Objectives. This will be undertaken in compliance with the applicable World Bank Procurement Guidelines/ Regulations, the provisions of the Legal/ Financing Agreements, and the National Government regulations.

#### **a. Procurement Management**

- In conducting the following activities, the Procurement Officer will follow the procedures as specified in the Projects Financing Agreements, Projects Appraisal Documents, PPSDs, POMs and detailed in the Procurement Plans for prior and post review procurement activities.

- Assist and Support with preparation of procurement plans and documents - utilizing the World Bank's system STEP - Systematic Tracking of Exchanges in Procurement.
- Assist and Support the Procurement Team with review technical specifications, refine Terms of Reference (ToR) and prepare Request for Proposals (RFP) and bidding documents using standard World Bank documents, or any standard bidding document specifically designed for the project;
- Assist and Support in reviewing and evaluation of procurement documents received in the process of engaging consultants and bidders;
- Assist and Support with preparation, review, and/or clearance of TORs and bidding documents for all procurement activities required under the project;
- Assist and Support with management of the advertising process involved in procurement, procurement correspondence, bid receipt, and bid opening in strict accordance with agreed procurement procedures;
- Assist and Support in managing CIU procurement physical filing system in a systematic manner for all procurement documents (Goods, Works, Consultants and Non-Consultants Services);
- Assist and Support in preparing and execute purchase orders and requisitions; and
- Update and maintain list of vendors supplying various items;
- Assist and Support in developing and executing measurement tools to accurately gauge vendors' performance (quality, delivery times, etc.) and communicate results internally and externally as necessary;
- Assist and Support in checking invoices to ensure correct price, follow through to ensure that materials ordered have been received in concurrence to technical specifications in the contract agreement, examine the condition of materials received, and prepare advice to CSU for approval of payments; and
- Assist and Support in maintaining procurement records such as items or services purchased, costs, delivery, product quality or performance, warranties of all products/items procured, registration of all assets/items in accordance with World Bank and GoT requirements including inventories and compiling data on these for internal monthly reports.
- Assist and Support with follow up with concerned government departments and the World Bank to obtain the approval of the procurement plan and documents in a timely manner; and
- Perform any other duties in relation with procurement as may be directed by the CSU's Program Manager (s).
- Ensure an efficient mechanism for preparing expressions of interest, and manage the related RFQ's, RFPs processes, including accompanying negotiations;
- Plan and facilitate negotiations associated with contractual engagements of individuals and firms;
- Interact with the Project Finance Officer and Project Coordinator to ensure correct and timely payment to suppliers, contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations.

b. Contract Management

- Support PIU’s in establishing contract register.
- Maintain a list of vendors supplying general items for project implementation.
- Maintain a contract management listing of all active contracts noting contract start date, end date, contract ceilings and all other relevant information.
- Ensure timely execution of all contracts and monitoring;

**c. Expected key deliverables**

- Assist in Pre-bid meetings and Market engagement seminars.
- Attend World Bank supervision missions and support Project Manager’s queries
- Review and update Procurement Plan and PPSD’s in STEP
- STEP related operations such as data uploading

**C. QUALIFICATIONS**

**a) Minimum Requirements:**

- Associate Degree or equivalent from a recognized institution in Procurement, engineering, Accounting or Business Administration.
- Minimum of one (1) year of relevant experience.
- Fluency in written and spoken English and Micronesian languages.
- Competency in the use of computer applications, especially MS Office and Excel.

**b) Desirable Requirements:**

- Experience working for donor funded projects like ADB, World Bank, UN Agencies.
- Training in procurement preferably from a Development Agency, knowledge of the World Bank procurement regulations.

Candidates that meet the above minimum requirements will be scored in accordance with the following criteria.

Criterion	Maximum Points
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**D. POSITION DURATION**

The position will be for an initial six (6) months period (partly to be funded under Digital FSM project and from July 2025 to be funded by IMPACT). This is a full-time position for a twelve (12) Months initial period that may be extended subject to satisfactory performance.

**E. LOCATION**

The position will be located within the Department of Finance and Administration – Palikir.

**F. RESOURCES PROVIDED**

The Government will provide the office space, including office furniture, access to the IT equipment, stationery, internet, communications, and related utilities for the Consultant. The Consultant is fully responsible for their cost of local transportation (e.g., to/from the office). If required to travel to outer islands or other countries, this would be funded by the project.