

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	Data Migration Specialist
Procurement Plan Ref Number	FM-DOFA-480081-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 May 1, 2025 for a three month period.

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

The Department of Finance & Administration 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:

- Cover letter
- Curriculum vitae with description of experience in web design, social media,
- Contact details for two references

THE CRITERIA FOR SELECTING THE CONSULTANT ARE:

Mandatory Qualification and Experience:

1. Bachelor’s degree in computer sciences, business or accounting
2. Minimum of 5 years of overall technical experience is required
3. A very good knowledge and previous experience using Microsoft Access, Excel and SQL Server
4. Excellent communication and organizational skills, including a wide range of architectures and technologies

Desirable Qualifications and Experience

1. Previous experience in working with Fundware (legacy system) or FreeBalance (new system)
2. Experience with converting text files to a format that can be read (e.g. SQL Server or Access) and removing the headers from reports

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* July 2016, Revised 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 *0800 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person or by e-mail) by 5:00 p.m. (local Pohnpei time, GMT+11), Friday, March 21, 2025.

Department of Finance & Administration
Attn: Lynda Roades
PFM Project Manager
Project for Strengthening Public Financial Management
Palikir, Federated States of Micronesia
E-mail: *pfm1@dofa.gov.fm*
and cc to: Central Implementation Unit: ***ciu.pfm@gov.fm***

Attachment: Terms of Reference (TOR)

Federated States of Micronesia
Project for Strengthening Public Financial Management (P161969)
Terms of Reference – Data Migration Specialist
FM-DOFA-480081-CS-INDV

LOCATION: Department of Finance & Administration – Treasury Division
DURATION: Contract duration of three (3) months

A. Background:

The National Government of the Federated States of Micronesia (FSM) have 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 strengthening Public Financial Management (PFM).

The objective of the project for Strengthening Public Financial Management Project is to improve the completeness, reliability and timeliness of financial reports of the National and four State Governments of FSM (Chuuk, Kosrae, Pohnpei, and Yap). The project is implemented through the Department of Finance & Administration (DoFA).

The project has five components:

1. Strengthening the public financial management environment
2. **Financial Management Information System (FMIS)**
3. Revenue Management System (RMS)
4. Change management and human resource development
5. Project management

Component 2 of the project funds the supply and installation of a commercial-off-the-shelf (COTS) financial management information system (FMIS) to enhance FSM Governments' revenue and expenditure management, and reporting capabilities. The current system used by each of the respective governments is Fundware, written in code (e.g., COBOL) dating back to the 1960's. As part of the conversion to the new system, data and records in the Fundware system need to be reviewed and then migrated to the new system, FreeBalance. FreeBalance will provide the format for the data to be imported and the responsibilities of the Data Migration Adviser will be to extract the data from Fundware and provide it to FreeBalance in the format required.

B. PURPOSE AND OBJECTIVE OF THE ROLE

The purpose of this role is to support DoFA and the State governments in extracting data from the legacy system (Fundware) to extract and prepare the cleansed data to populate the new FMIS.

C. SCOPE OF SERVICES

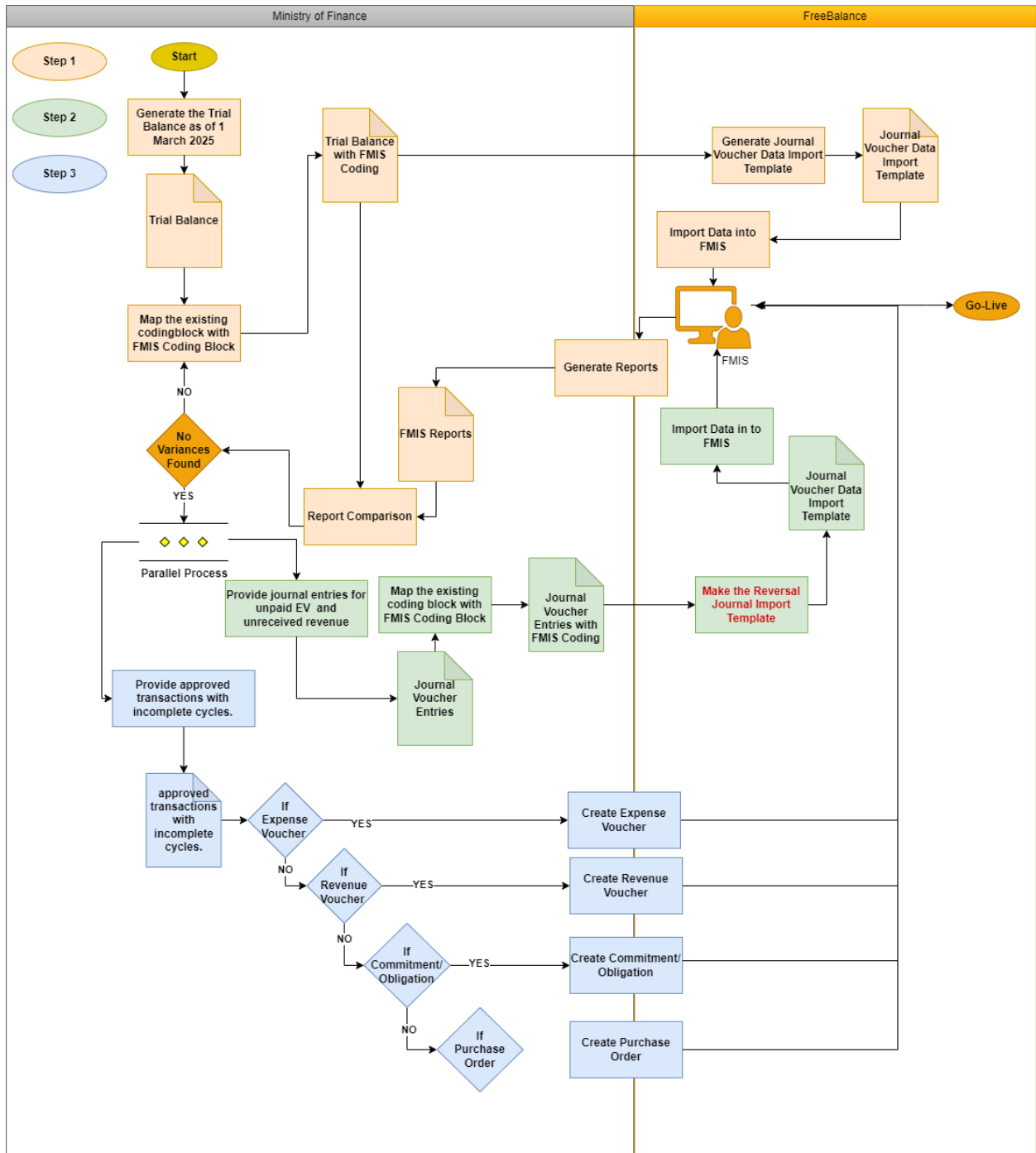
The Data Migration Specialist will work in close coordination with the Treasury Advisor and under the policy direction of the Assistant Secretary Treasury. A mapping table has been completed for the conversion of data and will be run against any data that includes account codes before it is provided to FreeBalance.

The FMIS team have identified the current data locations. There are Microsoft Access databases setup for each entity's export that includes an ODBC link to the COBOL tables. Fundware also includes tools to extract that data to SQL server and a limited amount of the data (mainly receivables) is available natively in SQL Server. Where the ODBC link does not provide all of the information required then reports will need to be run in Fundware, and the information extracted from there. Fundware reports can be exported as text files which will then need to be manipulated to extract the data required.

The tasks to be completed for the National Government and each of the 4 States includes the following:

- Coordinate the export of data from Fundware for the following items and anything else that needs to be imported to FreeBalance:
 - Ledger balances for FY23 from the trial balance;
 - Trial balance for the date that the conversion is scheduled or transaction details for FY24;
 - Budget data for FY24, FY25 and FY26;
 - Supplier vendors that have been cleaned up to only include vendors used in the past 12 months or with outstanding encumbrances and where possible to remove duplicates;
 - Purchase orders, encumbrances, commitments and payable invoices that are open as at the conversion date;
 - Receivable customers details, cleaned up to include only those used in the last 12 months and removing duplicates;
 - Receivable invoices that are open at the conversion date;
 - Bank reconciliation uncleared transactions for each bank account;
 - Assets details for all fixed assets (currently held in an Excel spreadsheets);
 - Employee details and balances of leave and payments made for the year as at the conversion date;
 - Payroll deduction and allowance details
- Transfer cleaned data to FMIS-vendor supplied templates for upload into the new system
- Test the migrated data for completeness and accuracy

A high level data conversion process is as follows:



This plan does not include all of the information to be extracted at this stage.

D. OUTPUTS

1. Work Plan
2. Extract the data required from Fundware and cleanup to remove duplicates
3. Write clean data to the excel spreadsheets provided by FreeBalance
4. Test Reports on Migration

E. QUALIFICATION AND EXPERIENCE REQUIREMENTS

The prospective candidate shall have previous experience in FMIS implementations and have direct experience in data migration and manipulation. Previous experience working with Fundware or other applications written in COBOL is a plus.

Mandatory Qualification and Experience:

5. Bachelor's degree in computer sciences, business or accounting
6. Minimum of 5 years of overall technical experience is required
7. A very good knowledge and previous experience using Microsoft Access, Excel and SQL Server
8. Excellent communication and organizational skills, including a wide range of architectures and technologies

Desirable Qualifications and Experience

3. Previous experience in working with Fundware (legacy system) or FreeBalance (new system)
4. Experience with converting text files to a format that can be read (e.g. SQL Server or Access) and removing the headers from reports

F. DURATION, LOCATION and CONDITIONS of ASSIGNMENT

The position is a full-time position in Palikir, State of Pohnpei, FSM. Domestic travel to other states will be required from time-to-time.

The position is an integral part of the Project Implementation Unit, and will report to the Assistant Secretary Treasury and the PFM Project Manager.

The duration will be until the end of the project in August 2025.