

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

COUNTRY: Federated States of Micronesia (FSM)
NAME OF PROJECT: Implementation Capacity for Transformative Results Project (IMPACT),
GRANT NO.: IDA-D5560
Assignment Title: Procurement Specialist
Reference No.: FM-DOFA-487919-CS-INDV

The Federated States of Micronesia (FSM) has received financing from the World Bank (WB) toward the cost of the Implementation Capacity for Transformative Results Project (IMPACT), and intends to apply part of the proceeds for consulting services.

The Procurement Specialist will be responsible for providing on demand procurement support and technical assistance to the individual Implementing Agencies (IAs) and Project Implementing Units (PIUs). This will be undertaken in compliance with the applicable WB Procurement Regulations, the provisions of the Legal Agreements, the FSM National Government laws and Financial Management Regulations 2021. The Procurement Specialist will be required to be familiar with the portfolio related procurement documents, including and not limited to the Procurement Plans, Loan Agreements, Project Appraisal Documents, Project Procurement Strategy for Development (PPSDs) and Project Operations Manuals. In addition to day-to-day support to all IAs and PIUs, the Procurement Specialist will provide procurement-related training.

The detailed Terms of Reference (TORs) for the assignment may be obtained through the Federated States of Micronesia Department of Finance & Administration website (www.dofa.gov.fm) or by e-mailing to the address indicated below in this REOI.

The FSM National Government's Department of Finance and Administration (DoFA) now invites eligible individual 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 (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc. and details of three references).

The criteria for selecting the Consultant are:

Mandatory

- Master's degree or equivalent in procurement, alternatively in management/ engineering/ legal/ finance fields.
- At least ten (10) years of experience in procurement and contract management.
- At least five (5) years of experience in the position of a procurement specialist or equivalent for projects financed by Donor agencies.
- Knowledge and experience of World Bank procurement guidelines and/or regulations
- Fluent in both spoken and written English.

Desirable

- Training in procurement from a development agency or Public Procurement (attendance certificate, course certificate, classroom or online);
- Experience in large civil works procurement, infrastructure projects including drafting of RFB documentation and administering, preparation of FIDIC contracts.
- Experience with World Bank Systematic Tracking of Exchanges in Procurement (STEP).
- Experience working in the Pacific island countries and and/or similar remotely located Small Island Developing States (SIDS).

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" September 2023 ("Procurement 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 Pohnpei Time (Local Time).

Expressions of interest must be delivered in a written form to the email addresses below by Friday, 20th June, 2025 to:

Secretary, Department of Finance and Administration,

Attn:

Mr. Kwame Shiroya, Program Manager

Central Implementation Unit

Department of Finance & Administration Palikir,

Federated States of Micronesia (FSM)

Email: kwame.shiroya@dofa.gov.fm

And CC to: Central Implementation Unit- ciu.dofa@gov.fm

TERMS OF REFERENCE

INTERNATIONAL PROCUREMENT SPECIALIST

Assignment:	CIU Procurement Specialist (PS)
Reference:	FM-DOFA-487919-CS-INDV
Client/Employer:	Central Implementation Unit (CIU), Department of Finance & Administration (DOFA)
Duration:	One (1) year, extendable upon mutual understanding and annual performance for the duration of project (5 years).
Probation Period:	Six (6) months' probation period may extend depending on candidate's satisfactory performance. Annual performance review to determine if contract would be extended.
Location:	Palikir, Pohnpei – Federated States of Micronesia
Expected date of Start:	July 2025

1. Background

The Federated State of Micronesia (FSM) is among the most vulnerable nations in the world. It is highly exposed to adverse effects from climate change and natural hazards which can result in disasters that affect its entire economic, human, and physical environment and impact its long-term development agenda.

In recognition of these risks, international development agencies are working with the FSM national and state governments to implement several projects throughout the four island states of the nation. Specifically, through World Bank financing, the Government of the FSM has ten (10) active projects within the FSM portfolio. The ten active projects include:

1. P130592 Pacific Regional Connectivity Program 2: East Micronesian Cable Project (EMC).
2. P161969 Project for Strengthening Public Financial Management (PFM).
3. P165183 Sustainable Energy Development and Access Project (SEDAP).
4. P170718 Digital FSM.
5. P172225 Prioritized Road Investment and Management Enhancement Project (PRIME).
6. P170173 Strategic Climate-Oriented Road Enhancements Project (SCORE).
7. P176965 Skills and Employability Enhancement Project (SEEP).
8. P178237 Pacific Regional Oceanscape Program – 2nd phase for Economic Resilience (PROPER) Project.
9. P181253 Access and Renewable Increase for Sustainable Energy (ARISE)
10. P181237 FSM Strengthening Public Financial Management II Project
11. P506422 Implementation Capacity for Transformative Results Project (IMPACT)
12. And additional projects that will be added during the duration of this contract.

2. Objectives of the assignment

As a member of the CIU, the Procurement Specialist (PS) is required to proactively work with all relevant Implementing Agencies (IAs), and associated Project Implementation Units (PIUs),

facilitating procurement arrangements that successfully deliver Value for Money (VfM) in achieving the Project Development Objectives timely. This includes building the capacity of the whole system, procedures, processes and templates for more effective delivery of procurement, providing sound advice, guidance and in some case delivery of procurement services, and reporting on performance.

3. Implementation Arrangements

Under the IMPACT project (P506422), the Department of Finance and Administration (DoFA), has established a Central Implementation Unit (CIU) to help support implementation of WB financed projects. The objective of the CIU is to centrally house positions that are required across the portfolio, which includes: procurement, financial management, social and environmental risk management, monitoring and evaluation, and communications. Centralizing these roles provides for in country full time specialists/advisors; achieving its aims to strengthen coordination and consistency across the portfolio, harmonization with country processes and increase capacity building of FSM national and State citizens.

All projects have a PIU located within the implementing Department/Division for the project comprising at least a full time Project Manager, project officer and relevant technical and support specialists.

Scope Of Work

The Procurement Specialist, together with procurement staff (a Procurement Officer), will be responsible for providing on demand procurement support and technical assistance to the individual Implementing Agencies (IA), PIUs in their respective procurement implementation including DoFA.

This will be undertaken in compliance with the applicable WB Procurement Regulations, the provisions of the Legal Agreements, and the FSM National Government laws and Financial Management Regulations 2021. The Procurement Specialist will be required to become familiar with the portfolio related procurement documents, including and not limited to the Procurement Plan, Loan Agreement, Project Appraisal Document, Project Procurement Strategy for Development (PPSD) and Project Operations Manuals.

The Specialist will also assist the IAs in procurement-related training and provide day-to-day support to all IAs and Project Implementation Units in handling procurement tasks and issues. Under the overall coordination and supervision of the CIU Program Manager, the Procurement Specialist will be expected to carry out the following activities but not limited to:

Specific duties:

- a. Responsible for supporting the Project Managers to implement their procurement plans, providing quality assurance and support the drafting of Bidding documents and preparing activity launch in an efficient and timely manner.
- b. Provides advice to Implementing Agencies with the preparation of new project and sequencing procurement plans, specifically market analysis and strategic sourcing (for

high value and critical path) activities within the World Bank funded portfolio and early market engagement activities for all activities above US\$10 million.

- c. Supports the Project Implementation Units (PIUs) and or Implementing Agencies (IAs) in development of procurement plans, advertisement of request for invitations/ proposal and development of evaluation reports.
- d. Supports the PIUs and or IA's in development of draft contract documents, contract amendments/ variations and contract negotiations with key suppliers/ contractors.
- e. Establishes relationships with the legal team and other interested parties to ensure all contractual terms and conditions comply with FSM and World Bank requirements.
- f. Manages the overall procurement support from CIU and its effective and efficient delivery, meeting the needs of PIUs. This includes coordinating the work of the Procurement Officer's and working with engineering firms in developing bidding documents.

General duties:

- 1. Ensures that the PPSD for each project is updated every 12 months in accordance with updated workplans.
- 2. Provides procurement training to all IA consultants and other relevant stakeholders as required and guides, mentors and trains national procurement consultants and other relevant staff in procurement undertakings.
- 3. Maintains an efficient procurement and contract routing tracking system and proper filing of procurement related documents, to ensure quick retrieval of procurement information by the PIU, visiting World Bank Missions and Annual Auditors.
- 4. Develops and implements a Capacity Building Strategy for all relevant staffs in the PIUs and IAs. The strategy needs to prioritize use of readily available resources (e.g. <https://www.procurementlearning.org/index.php>). This includes building the skills and capacity of the Procurement Officer.
- 5. Ensures clear procurement procedures (meeting World Bank and government requirements) are documented and available to guide all PIUs and IAs in the Project Operating Manuals (POMs) / Standard Operating Procedures (SOP) and other documents as required.
- 6. Monitors and tracks contracts being processed, provides quality assurance on any procurement related issues especially deviations from agreed procurement schedules or cost increases and resolves issues in a timely manner.
- 7. Implements a centralized Procurement/ Contract Register (List of all procurement contracts awarded) and ensure timely updates and tracking across all PIUs.
- 8. Ensures STEP system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project (accordingly, all the procurement activities under the Project will be entered into, tracked and monitored online through the system.

Assist PIU's/ IAs throughout the procurement process for goods, works and non-consulting and consulting services according to project Procurement Plans and the applicable World Bank's Procurement Guidelines/Regulations and the National Government regulations, that includes:

9. Developing, updating and monitoring the procurement plan(s) including preparing the procurement time schedule for the implementation of this plan;
10. Drafting of the following documents: Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs), technical specifications (in consultation with the subject matter expert), Bill/ Schedule of Quantities (BoQs) or Activity Schedule in consultation with and with guidance from the subject matter expert or end users, Term of References (ToRs) based on critical input from the subject matter expert or end users, Request for Proposals (RFPs), Bidding Documents.
11. Ensuring that all tender/ notices are as per the Standard Bidding Document (SBD) adhering to the World Bank's Procurement Regulations.
12. Facilitating responding, in a timely fashion, to any bidder's complaints including preparing draft responses to procurement complaints received.
13. Setting up record keeping systems for all prior review and post review contracts to monitor the Procurement Performance of all IDA projects. Based on the Procurement Plan data in STEP, the PS is required to establish the number and amount of procurement activities to be contracted (in excel files) and to monitor progress monthly.
14. Assisting with the evaluation of bids/proposals, and the preparation of reports, more specifically:
 - As needed or requested, prepare bids/proposal evaluation templates/guidance and participate, in bids/proposal evaluation committees to guide/assist on evaluations
 - Ensures the technical, commercial and financial aspects of the bids/proposals are evaluated, in accordance with the requirements of the relevant procurement documents.
 - Reviews and provides timely advisory support on contract packages procured.

Qualification, Skills and Experience Requirements

Mandatory

- Master's degree or equivalent in procurement, alternatively in management/ engineering/ legal/ finance fields.
- At least ten (10) years of experience in procurement and contract management.
- At least five (5) years of experience in the position of a procurement specialist or equivalent for projects financed by Donor agencies.
- Knowledge and experience of World Bank procurement guidelines and/or regulations
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- Experience working in the Pacific island countries and and/or similar remotely located Small Island Developing States (SIDS).

Institutional and Organization Arrangement

The PS will be hired by the DOFA and will be posted to CIU, where office space and facilities will be provided. The PS is required to follow DOFA's working hours, but depending on the business needs PS may be requested to work extended hours.

The duration will be for 12 months with the opportunity to extend based on performance and the availability of financing. The position is a full-time position to be located in Palikir, Pohnpei, Federated States of Micronesia may require local travel to the other three states. The Government of FSM will provide office space, general office supplies and office equipment.

The PS will report to the Program Manager CIU, DOFA. The PS will be required to regularly attend Project Management Unit (PMU) Offices in order to meet with Project Teams. The remuneration for the selected individual consultant will be based on the Renumeration Framework approved by DOFA for consultants working with Donor Funded Projects in FSM.

All CIU full-time personnel are not allowed to accept additional paid employment or otherwise provide services for any another organization. Declare and provide conflict of interest statement. The Consultant agrees to work on a full-time basis and not to undertake any other employment, consulting, or business activities that may conflict with its obligations to the Client or that may adversely affect their ability to perform the services.

Key Performance Indicators

Performance Indicator	Audience	Purpose And Description	Frequency	Target	Data Source
Annual Procurement Plans	Project Managers and Project Implement Unit staff	To ensure that the project teams up to date procurement plans	Once a year	Before the beginning of each financial year	Sensitization session agenda, presentation and signed attendance sheets
Procurement and Contract Management status reports	Assistant Secretary / Program Manager	To ensure that the management is up to date with all procurements	Monthly	11	Submitted report
Contracts Register	Assistant Secretary / Program Manager	To ensure that the management is up to date with the status of all contracts	Monthly	11	Submitted report
Record Keeping system/ template	Project Managers and Project Implement Unit staff	To ensure that the project teams up to date procurement activities	8 months after contract signing	11	Data populated in the system

Procurement Onboarding session and Capacity Building Report	New Project Managers and Project Implement Unit staff	To provide a general overview of the procurement regulations for World Bank funded projects	Submitted to Assistant Secretary after training		Onboarding presentation
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These are provided in detail with outputs, indicators and targets over five years. In summary, they measure:

1. Inception report presented within the first 3 months
2. Percentage planned workstream SOPs drafted (first two years), revised subsequent years
3. Number of workstream PMU consultants/IA Staff received learning support for at least one hour per month, annually. Capacity Building Report after training.
4. Number of workstream monthly reports produced (to agreed standard) within one week of each month ending
5. Number of semesters workstream reports (to agreed standard) within one month of the close of the semester
6. Satisfaction survey of PMU and IA officers Specialist has worked with.