



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)

Country: FEDERATED STATES OF MICRONESIA

NAME OF PROJECT: FSM and RMI: Implementation Capacity for Transformative Results (IMPACT) (P506422)

GRANT NO.: IDA-E4570

ASSIGNMENT TITLE: International Social Specialist

REFERENCE NO.: FM-DOFA-514315-CS-INDV

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

The Department of Finance and Administration (DOFA) is seeking to recruit a full-time Social Specialist to support risk management activities for World Bank-financed project in the FSM. The position will provide technical advice and implementation support to ensure compliance with World Bank Environmental and Social Framework (ESF) and FSM national requirements.

The detailed Terms of Reference (TOR) for this assignment can be found at the following website: <https://dofa.gov.fm>, on this REOI, and can be obtained at the address given below.

The Department of Finance and Administration now invite 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 (**attach a curriculum vitae/Resume and cover letter with description of experience in similar assignments, similar conditions. etc.**).

The criteria for selecting the Consultant are:

Minimum Mandatory Requirements:

- A Master's Degree in social science, planning, anthropology, or similar, with eight (8) years' experience in social assessment and resettlement policies/issue management in the development context; or, Bachelor's degree with ten (10) years' experience in social assessment and resettlement policies/issue management in the development context.
- Demonstrated experience working with remote and small state communities on infrastructure projects as social safeguard specialist using Good Industry International Practice for engagement of affected people and beneficiaries of development projects.

- Demonstrated experience in the application of development partner social safeguard and risk policies, in particular policies on resettlement, land, SEA/SH and labor management and experience in World Bank or other development partner safeguards policies. Evidence to be provided of successful project outcomes.
- Demonstrated experience associated with people management, proactively working with stakeholders and deliver solutions to social risks and issues, and delivering multicultural workshops/training/capacity building and mentoring roles.

Desirable Requirements:

- Experience working in the Pacific Island countries, preferably in the North Pacific Islands States and/or similar remotely located cultures/communities.
- Experience in/appreciation of gender development issues associated with small island training and awareness/management of these issues.
- Demonstrated experience associated with Gender Based Violence and skills in delivering training and awareness/management of these issues.
- Experience and necessary skills to build capacity with team members and stakeholders, both informally and formally.
- Experience working within multi sector and multicultural teams.

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 1700s**. Expressions of interest must be delivered in a written form to the address below (in person, or by mail or by e-mail) **by 5pm Pohnpei Time, October 30th, 2025**.

Secretary, FSM Department of Finance and Administration

Attn: Kwame Shiroya

P.O. BOX PS-158

Palikir, Pohnpei, FM 96941

Tel: (691)320-2639

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And CC: ciu.dofa@gov.fm

TERMS OF REFERENCE

Title:	International Social Specialist
Project:	Implementation Capacity for Transformative Results (IMPACT)
Location:	Department of Finance and Administration (DoFA), Palikir, Micronesia
Duration:	24 months may be extended, based on “satisfactory performance” and funds availability
Tentative Start Date:	November 2025

Background

The Department of Finance and Administration (DoFA) is seeking to recruit a full-time International Social Specialist to support social risk management activities for World Bank-funded projects in the Federated States of Micronesia (FSM). The Government of FSM has partnered with the states and several government departments to implement a project as part of its development activities within the FSM. The current portfolio includes projects in the sectors of Energy, Fisheries, Information & Communication Technology (ICT) / Digital, Public Financial Management, Social Protection and Jobs, and Transport.

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 comprise:

1. P130592 Pacific Regional Connectivity Program 2: FSM Connectivity Project (EMC)
2. P170718 Digital FSM Project/ Digital FSM II (Digital FSM)
3. P176965 FSM Skills and Employability Enhancement (SEE) Project.
4. P165183 Sustainable Energy Development and Access Project (SEDAP)
5. P172225 FSM Prioritized Road Investment and Management Enhancement Project (PRIME).
6. P170773 FSM Strategic Climate-Oriented Road Enhancements Project (SCORE)
7. P178237 Pacific Regional Oceanscape Program – 2nd phase for Economic Resilience Project (PROPER).
8. P181253 Access and Renewable Increase for Sustainable Energy (ARISE)
9. P181237 Strengthening Public Financial Management II Project (PFM II)
10. P506422 Implementation Capacity for Transformative Results Project (IMPACT).

Project Implementation Arrangements

To support the implementation of IMPACT, a Project Implementation Unit (PIU) consisting of a Project Manager, Procurement Officer and a Finance Officer will be established within the PIU. The IMPACT PIU will be responsible for the day-to-day implementation of project activities and be supported by the Central Implementation Unit (CIU). The CIU comprises of local and international staff. The international staff provide support in common function areas including procurement, financial management (FM), environmental and social (E&S) aspects, and monitoring and evaluation (M&E). The objective of the CIU is to provide support to PIUs in the preparation and implementation of WB-financed projects. The CIU (*as currently structured*) will assist the IMPACT PIU in core cross-cutting functions for the IMPACT project and for the World Bank funded projects in FSM.

The current structure of the CIU E&S team comprises an International Environmental Specialist, and a locally based Environmental and Social Officers. The CIU E&S team provides portfolio level oversight, technical guidance, quality assurance of E&S instruments, capacity building to PIUs, coordinating with WB and other relevant stakeholders, and ensures compliance with ESF and national requirements. The Social and Environment Specialist will develop a coordination mechanism to ensure that the workload across the portfolio is addressed in a coordinated and timely manner. The Social Specialist will work under the direct guidance of the FSM Department of Finance and Administration and report to the IMPACT Project Manager.

Scope of Work

The Social Specialist will be responsible for providing technical advice and support to DoFA management, Implementing Agencies and the project implementation units under the World Bank funded projects. The portfolio consists of several projects that will require robust social risk management oversight. The Social Specialist will be expected to lead and coordinate the efforts towards developing or supporting the development of respective social risk instruments, providing advice and advancing the implementation and monitoring of World Bank social risk policies. The Social Specialist is also responsible for working constructively and maintaining relationships with key stakeholders such as State EPA's, World Bank, relevant Federal and State Departments and local and national non-government organizations (NGOs). The Social Specialist will be expected to carry out the following activities but not limited to:

Project Preparation:

- **Project Management** – Prepare and manage the overall FSM/WB project social workplans including for instrument preparation grievance management, monitoring and reporting on the preparation and implementation phases of each project Participate in World Bank missions, field trips, meetings etc. as required.
- **Social risk screening**– Screen the social risks and identify the relevant laws, policies, and standards that apply to project activities. Contribute to project design in a way that avoids, manages or mitigates social risks.

- Prepare social Instruments – Prepare social impact assessments, social management plans, stakeholder engagement plans (SEPs), resettlement plans (RPs), social audits, land due diligence assessments, sexual exploitation and abuse and sexual harassment (SEA/SH) action plans, labor management plans (LMPs) and other relevant relevant documents, and as required throughout project implementation
- Recruit and Supervise Social Consultants – Prepare ToR/s for specialist services associated with the development of social instruments e.g. SEP, RPs, LMP; review and evaluate proposals from consultants; manage the quality of consultant’s deliverables to World Bank, DoFA, Implementing Agencies and relevant FSM government standards; technical review of draft and final deliverables. Coordinate document reviews with World Bank E&S Specialists.
- Stakeholder Engagement, Consultations and Disclosure – Prepare and maintain SEPs for each project. Coordinate the stakeholder engagement and consultation activities for each project, managing the inputs from consultants, the PIU and Implementing Agencies. Take responsibility for recording communications or ensuring that communication activities undertaken by others is recorded and ensure that feedback is directed back into the Project. The Specialist will support the public disclosure of information.
- Land access – ensure relevant land requirements are completed including ensuring that land access is confirmed in line with WB and state laws, and that relevant agreements and required land access permits are obtained on time, including through implementation
- Project Operations Manual – Prepare in collaboration with the CIU safeguard team the social sections of Project Operations Manuals; review and update as required through implementation

Project Implementation:

- Project Management – oversee the implementation of social instruments for each project, identifying resource requirements, timelines, key milestones, budgets, bottlenecks, and align tasks with the PIU and CIU E&S teams work plans.
- Manage the Grievance Mechanism (GM) – In coordination with the CIU E&S team and respective Project Manager(s), prepare detailed processes for receiving, managing, recording and closing out complaints, grievances and other project feedback. Ensure the GM is well-publicized during all consultations and communications. Participate in training PIU staff, DoFA staff, IA staff, key government (national and state) and community stakeholders, contractors, and consultants in GM. Ensure all grievances and complaints are recorded from all projects and all sources. Keep track of all grievance management and ensure close out within timeframes. Assist with resolving difficult grievances that cannot be resolved by the community, Project Manager, Implementing Agencies, Contractor or Supervising Engineer.

- **Monitoring & Reporting** – Monitor the implementation of social activities. Provide quarterly progress reports (or more frequent as may be requested by DoFA) to the PIU, Project Manager, DoFA, and other stakeholders as directed, and other reporting as required. Identify indicators and collect data as required.
- **Incident Management** – Manage the response to social incidents and major non-compliances with permits, E&S instruments, State or Federal laws, and World Bank Safeguards Policies or the Environmental and Social Framework.
- **Social Advisor** – Actively contribute to Department, CIU and PIU team meetings, project progress, decision making and other tasks relating to the effective delivery of projects. Provide timely advice to the Project Manager and head of department/division, PIU and key stakeholders. Advise DoFA of any major social issues for which urgent measures are needed.
- **Training and Capacity Building** – Develop and maintain a capacity building plan for the FSM social portfolio. Provide on-going trainings, awareness raising, and people management on the World Bank Environmental and Social Framework, implementation of Safeguard's, Social instruments, and roles and responsibilities of the various team members and stakeholders, including Contractors. Maximise the transfer of knowledge and expertise in social management to PIU and Implementing Agency staff through mentoring and other forms of knowledge transfer.
- **Recruit and Manage Social Consultants** – Prepare ToR/s for specialist services associated with the development of social safeguard instruments e.g. SEP, RPF, LMP. Review and evaluate proposals from consultants. Manage the quality and timeliness of consultant's work, to World Bank, DoFA, and relevant EPA standards. Technical review of draft and final deliverables. Coordinate review by World Bank Social Specialists. Manage consultations and disclosures of documents.
- **Stakeholder Engagement and Consultations** – Prepare and maintain Stakeholder Engagement Plans for each project. Coordinate the stakeholder engagement and consultation activities for each project at national and local levels in conjunction with the CIU safeguard team/Project Manager to manage the inputs from consultants, the PIU and Implementing Agencies. Take responsibility for recording communications or ensuring that communication activities undertaken by others is recorded and ensure that feedback is directed back into the Project. The Specialist will support the public disclosure of information.
- **SEA/SH and Gender** – Manage SEA/SH risks across all projects, including ensuring that the GRM for receiving SEA/SH-related grievances is updated, operational, monitored and all grievances recorded; provide/manage training and awareness raising to all project staff, project consultants, direct and indirect workers; support the delivery of gender activities.
- **Procurement** - Review TORs, Bid Documents, and Contractor ESMP to ensure all Project ESMP requirements and World Bank Environment, Health and Safety Guidelines, are

included in the bid documents for civil works. Provide advice to Project Managers as to the capacity of shortlisted Contractors to comply with the Environmental and Social Management Plans (ESMP) and Frameworks (ESMF). Review CESMPs, in consultation with CIU E&S team and World Bank E&S Specialists.

- Review and Contribute to TORs for Technical Assistance, Supervising Engineers, and Other Specialists – Engaged by Projects ensuring the social safeguards instruments, World Bank Safeguards Policies and Environmental and Social Framework are adequately covered, as necessary. Review proposals to ensure sufficiently qualified staff and adequate resources are included. Review and comment on outputs/deliverables. Ensure stakeholders are adequately engaged and consulted in all technical advisory components.
- Provide ongoing structured training, capacity building and knowledge transfer to PIUs, state counterparts, contractors, and other stakeholders as required
- Supervise Contractors –Supervise the implementation of CESMPs. This will involve regular or intermittent project site visits. This may involve training site supervisors to undertake social monitoring and spot checks.
- Contingent Emergency Response (CER) –World Bank projects may include a CER component that is triggered under conditions agreed with the Government and World Bank, i.e., when the Government triggers a State of Emergency due to a natural disaster (typhoon, earthquake, flood, etc.). The Specialist is responsible for assessing the social impacts of any emergency response activities and to prepare necessary mitigation and management instruments. The Specialist is required to support implementation of work plans.

Knowledge Transfer

As part of the Social Specialists' duties (through various workshops and on the job training sessions), knowledge transfer to project implementation units and Implementing Agency staff will be expected. The Social Specialist will be expected to carry out the following activities but not limited to:

- Developing appropriate workshop schedules in consultation with the Department of Finance and Administration for PIU Social Officers including for Project Implementing Entities staff (where applicable).
- Developing and carrying out an on-the-job training for PIU Social officers.

Qualification and Experience Requirements

Mandatory:

- Master's degree in social science, planning, anthropology, or similar, with eight (8) years' experience in social assessment and resettlement policies/issue management in the development context; or, Bachelor's degree with ten (10) years' experience in social assessment and resettlement policies/issue management in the development context

- Demonstrated experience working with remote and small state communities on infrastructure projects as a social safeguard specialist using Good Industry International Practice for engagement of affected people and beneficiaries of development projects.
- Demonstrable experience in the application of development partner social safeguard and risk policies, in particular policies on resettlement, land, SEA/SH and labor management and experience in World Bank or other development partner safeguards policies. Evidence to be provided of successful project outcomes.
- Demonstrated experience associated with people management, proactively working with stakeholders to develop and deliver solutions to social risks and issues, and delivering multicultural workshops/training/capacity building and mentoring roles.

Desirable:

- Experience working in the Pacific island countries, preferably in the North Pacific Islands States and/or similar remotely located cultures/communities.
- Experience in/appreciation of gender development issues associated with small island development states, preferably within the Pacific Islands.
- Demonstrated experience associated with Gender Based Violence and skills in delivering training and awareness/management of these issues.
- Experience and necessary skills to build capacity with team members and stakeholders, both informally and formally.
- Experience working within multi sector and multicultural teams.

Deliverables:

Report	Frequency
Progress report	Monthly
Input to semester report	Quarterly
Develop a capacity-building and training plan for staff/ PIU to understand the social safeguard mechanisms and application modalities.	Six-monthly

Key activities include the following:

- Provide social safeguards advice and support to all World Bank financed projects (active and under preparation) on an as needed basis;
- Preparation of Stakeholder Engagement Plans, Resettlement instruments, Labor Management instruments, Grievance Mechanisms and other instruments under the ESF as required;
- Undertake/delivery/document project-based stakeholder consultations for all projects as required.

- Supervision of social consultants (international and national) and accompany/manage social safeguard teams on project sites within the nation;
- Participate in project planning, review and development meetings, WB missions and review of all social instrument requirements for all projects;
- Provide social safeguards capacity building, mentoring and people management on the ESF training and awareness raising for implementing agencies, the CIU and key stakeholders;
- Develop, update and provide training and awareness raising on the standard operating procedures for social safeguards (jointly with the CIU Environmental Specialist team);
- Develop training and capacity development plan/s for Social Safeguards; the PIUs and other relevant stakeholders (in consultation with the CIU safeguard team);
- Provide monthly summary progress reports on project activities to be submitted to CIU Program Manager.
- Provide inputs into each of the project semester report as required.
- Develop a capacity-building plan for staff/ PIU to understand the social safeguard mechanisms and application modalities.

Key Performance Indicators

Area	Indicator	Measured by	Indicator (where noted)
Preparation	Environmental and social instruments and related documents provided (eg ESMP, SEP, RAP/land due diligence reports etc) for WB review and No Objection are prepared and provided in line with WB ESSs and are of sufficiently high quality with minimal revisions required	CIU Project Manager - with inputs provided by WB	No more than 5 substantive comments on drafts submitted to WB.
Implementation	Full implementation of all project ESCPs to maintain compliance with WB ESF. Reporting on activities supporting the management of social risk and impacts are provided to the WB in compliance with ESCP and related legal requirements which are of sufficiently high quality resulting in limitation clarification. Full implementation of SEP, RAP/land due diligence reports, grievance processes, and SEAH activities.	CIU Project Manager - with inputs provided by WB	Reports prepared to a strong standard on time for every project; proactive engagement with PIU and WB teams on key issues.
Implementation	Ongoing review of FSM project portfolio to conduct field-based site visits, monitoring and project implementation and to ensure ongoing identification of social risks and issues. Development of clear and informed	CIU Project Manager - with inputs provided by WB and other stakeholders	Average 2 site visits per project per year

	solutions provided in line with international good practice and World Bank ESSs and instruments.		
Team support and input	Collaborative and supportive working relationships are maintained with, and support provided to, CIU team members including the CIU Project Manager and Environmental Specialist.	CIU Project Manager - with inputs provided by stakeholders	CIU survey outputs
Training and capacity building	Deliver training on: <ul style="list-style-type: none"> • E&S sensitization sessions • Onboarding sessions for new project managers 	CIU Project Manager	<ul style="list-style-type: none"> • 2x annually • As required
Reporting	Reporting inputs: <ul style="list-style-type: none"> • semester report • monthly progress reports 	CIU Project Manager	<ul style="list-style-type: none"> • 2x annually • 11x annually
Meeting attendance and participation	Meetings: <ul style="list-style-type: none"> • Attendance and input at monthly risk/progress review meetings • Regular update to CIU management on social risks and issues (in coordination with environmental specialist) 	CIU Project Manager	<ul style="list-style-type: none"> • 11x annually • 11x annually

Institutional and Organization Arrangements

The Social Specialist will be located full time in Palikir, Pohnpei State and perform his/her duties in the FSM. Travel within FSM will be required. The Government of the FSM will provide office space, general office supplies and office equipment.

Data, Local Services, Personnel, And Facilities to Be Provided by The Borrower:

The recruited individual will be provided with all relevant project documentation and workspace. The duration will be for twenty-four (24) months with the opportunity to extend based on performance and availability of financing. The position is a full-time position located in Palikir, Pohnpei, FSM and will require local travel to the other three states of FSM.