



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)
FSM NATIONALS ONLY**

Country: FEDERATED STATES OF MICRONESIA

NAME OF PROJECT: Project for Strengthening Public Financial Management (P181237)

GRANT NO.: IDA-E4120

ASSIGNMENT TITLE: Procurement Officer

REFERENCE NO.: FM-DOFA-510716-CS-INDV

The Government of The Federated States of Micronesia (FSM), with support from the World Bank, is implementing the Strengthening Public Financial Management II Project (P181237) and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include procurement of goods, works, and services under the project implementing entity for PFM II Project in accordance with the FSM Government and World Bank procedures. The Procurement Officer (PO) will liaise and work with the PFM II Project Manager, CIU Procurement Specialist on all procurement requirements of the project. The PO will assist in ensuring that all procurements under PFM II are conducted in accordance with the provisions in the legal agreement between the World Bank and the FSM Government.

The Procurement Officer will provide procurement support while working under the overall direction of the PFM II Project Manager.

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 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 (**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:

- Bachelor's Degree from a recognized institution in Procurement, Accounting, Business Administration or equivalent degree or a relevant Associate Degree with 5 years proven experience.
- Minimum 6 months of relevant work experience in similar field.
- Experience with working in a team environment.
- Fluency in written and spoken English.

- Competency in the use of computer applications, especially MS Office and Excel.

Desirable Requirements:

- Experience working for donor funded projects like ADB, World Bank, and UN Agencies.
- Demonstrated ability to plan and organize tasks and with proven ability to meet deadlines.

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, November 7th, 2025**.

Secretary, FSM Department of Finance and Administration

Attn: Kwame Shiroya

P.O. BOX PS-158

Palikir, Pohnpei, FM 96941

Tel: (691)320-2639

E-mail: kwame.shiroya@dofa.gov.fm

And CC: ciu.dofa@gov.fm

Federated States of Micronesia
Project for Strengthening Public Financial Management II (P181237)
Procurement Officer
Terms of Reference
For FSM Nationals Only

Title:	Procurement Officer
Location:	Palikir, National Government of the Federated States of Micronesia - Department of Finance and Administration (DoFA)
Duration:	Initial contract duration of 2 years (full time) with the potential to extend based on available finance and satisfactory performance
Tentative Start Date:	As soon as possible

BACKGROUND

The Government of the Federated States of Micronesia (FSM) has received a grant from the World Bank to improve fiscal management practices and increase fiscal transparency at the National Government level. The project builds upon key public financial management (PFM) achieved under the previous PFM I project and intends to institutionalize those achievements by:

- Expanding the core financial management information system (FMIS) to line departments and agencies
- Improve systems and process in budget formulation and execution, procurement, treasury functions, internal controls, and reporting
- Strengthening technical capacities of the Department of Finance & Administration (DoFA)
- Review existing PFM legislation to identify changes to support transition to a digital PFM environment

Project components are:

- a. Improved fiscal management practices and controls.
- b. Expanded core FMIS
- c. Enhanced human resource capacity, communications and change management, and
- d. Project management.

To support the implementation of PFM II project, a Project Implementation Unit (PIU) consisting of a Project Manager, Financial Management Officer and a Procurement Officer will be established at the Department of Finance and Administration (DoFA).

The PIU will be responsible for coordinating the implementation of the Project with the DoFA authorities and receiving internal approvals where necessary. The PIU will also be responsible for preparing and implementing the Project in accordance with Procurement regulations, February 2025 as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

In order to strengthen project management support to the portfolio of WB-financed projects, a Central Implementation Unit (CIU) has been established under the Investment Finance Unit in the Department of Finance and Administration. The objective of the CIU is to provide support to PIUs in the preparation, implementation and reporting of WB-financed projects. The CIU will assist PFM PIU in core cross-cutting functions including financial management, environmental & social safeguards, monitoring & evaluation, communications and procurement.

The Procurement Officer is a key position within the Project Implementation Unit. The position requires its holder to be willing to learn and pay attention to details. Additionally, the position requires its holder to be goal driven and enthusiastic.

PURPOSE AND OBJECTIVES OF THE ROLE

The Procurement Officer (PO) would be responsible for the procurement of goods, works and consultancy services under the project implementing entity for PFMII Project in accordance with the FSM Government and World Bank procedures.

SCOPE OF SERVICES.

General Duties

The PO will liaise and work with the PFM Project Manager and CIU Procurement Specialist on all procurement requirements of the project. The PO will assist in ensuring that all procurement activities under PFMII are conducted in accordance with the provisions in the legal agreements between the World Bank and the FSM Government national legislation. The Procurement Officer will provide procurement support while working under the overall direction of the PFM Project Manager, to undertake the following activities:

Specific Duties

Procurement Management

Under the direction of the PFM Project Manager, the procurement officer shall undertake the following activities:

- Prepare and or update the Project Procurement Plan (at least annually) via the Systematic Tracking of Exchanges in Procurement (STEP) system and submit for Bank review and no-objection.
- Assist in issuance and/or support issuance of documentation including advertising through Expression of Interests and collecting EOI's for evaluation; organizing logistics for Bid/Tender submission, coordination of evaluation committee and timely evaluation of bid proposals and quotations. Submit procurement documents when subject to Bank Prior review.
- Facilitate negotiations associated with contractual engagements of individuals and firms and maintain a written copy of the negotiated minutes
- Act as Liaison on procurement activities on behalf of The Project with, partners and all relevant stakeholders;
- Update activities, timelines and upload documentation the procurement plan on STEP to align with the approved Workplan and Budget.
- Stay informed about any new regulations affecting procurement under the project. Periodically consulting as needed the Project Operations Manual and proposing modification or updates of this document as needed.
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project.
- Maintain a list of vendors supplying general items for project implementation and consider aggregation of separate activities into a single process where possible.
- Maintain a contract register of all active contracts noting contract start date, end date, contract ceilings and all other relevant information and coordinate with the project financial management officer on payments to date and balance remaining

- Follow up with vendors to ensure that materials ordered have been received and comply with specifications, examine the conditions of material received, and approve invoices for payment.

Contract Management

- Maintain a list of vendors supplying general items for project implementation.
- Support the Project Manager to ensure contract expiry is avoided, assist PM to prepare amendment with CIU Procurement support. Update information in contract register on a timely basis, first in first out.
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received and comply with specifications, inspect and certificate delivery of the conditions of material or goods received, and approve invoices for payment.
- Interact with the CIU finance staff and Project Manager to ensure correct and timely payment to suppliers, contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations.

REPORTING AND OUTPUTS

- The Procurement Officer reports to the Project Manager of PFM I project.
- Assist the Project Manager to monitor and report on general Project progress to DoFA and the World Bank as required.

DELIVERABLES AND KEY PERFORMANCE INDICATORS

Key Deliverables	Timing	KPI
Assist in preparation of the procurement plan	Ongoing	Time taken to complete activity
Monitor and update the procurement plan in STEP	Ongoing	% of procurement plan accuracy in STEP
Prepare and update the project asset register	Ongoing	% of assets maintained in register
File and maintain all procurement documents	Ongoing	% of procurement documents filed
Maintain a list of Suppliers/Contractors/Consultants/Service Providers	Monthly	% of vendors contained in list
Prepare and maintain a contract management register	Ongoing	% of contracts contained in register

QUALIFICATIONS

Minimum Requirements:

- Bachelor's Degree from a recognized institution in Procurement, Accounting, Business Administration or equivalent degree or a relevant Associate Degree with 5 years proven experience.
- Minimum of six (6) months of relevant work experience in similar field.
- Experience with working in a team environment.
- Fluency in written and spoken English.

- Competency in the use of computer applications, especially MS Office and Excel.

Desirable Requirements:

- Experience working for donor funded projects like ADB, World Bank, UN Agencies.
- Demonstrated ability to plan and organize tasks and with proven ability to meet deadlines.

DURATION, LOCATION and CONDITIONS of ASSIGNMENT

The position is a full-time position to be located in Pohnpei, FSM. 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.