



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: Project for Strengthening Public Financial Management (P181237)

GRANT NO.: IDA-E4120

ASSIGNMENT TITLE: Project Manager

REFERENCE NO.: FM-DOFA-512424-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") involves supporting the implementation of the Public Financial Management II Project. The Government seeks to engage a qualified Project Manager to lead the Project Implementation Unit (PIU) and oversee the effective, efficient, and timely implementation of the Project.

The Project Manager will provide leadership and results-based management of the project, ensuring technical, operational, financial and administrative outputs align with project results framework.

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 and cover letter clearly outlining experience in similar assignments, similar conditions, etc. and two references**).

The criteria for selecting the Consultant are:

Minimum Mandatory Requirements:

- A Master's degree (or equivalent) Public Administration, Business Administration, Economics, or a related discipline.
- At least ten (10) years' experience in implementation of public financial management, or public sector reform projects or programs with a significant IT and capacity development component.
- At least five (5) year' project management or team leadership experience.
- Demonstrated ability to work effectively within diverse cultural and multidisciplinary background.

Desirable Requirements:

- Familiarity and experience with management of projects funded by the World Bank or other international development partners.
- Familiarity and experience with World Bank procurement and financial management guidelines.
- Project Management Certifications.
- Work experience in Small Island Pacific Countries is a plus.
- Experiencing in implementing Financial Management Information Systems for governments is highly desirable.

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, September 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

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

And CC: ciu.dofa@gov.fm

Federated States of Micronesia
Project for Strengthening Public Financial Management (P181237)
Terms of Reference

Title:	Project Manager
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), with support from the World Bank, are working to improve fiscal management practices and increase fiscal transparency at the National Government level through the Strengthening Public Financial Management II Project (P181237). 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

The project components are: (i) improved fiscal management practices and controls, (ii) expanded core FMIS, (iii) enhanced human resource capacity, communications and change management, and (iv) project management.

PURPOSE AND OBJECTIVES OF THE ROLE

The project seeks to hire a **Project Manager** to the Project Implementation Unit (PIU). The Project Manager is responsible for the effective, efficient and timely implementation of the Project for Strengthening Public Financial Management II Project.

SCOPE OF WORK, DUTIES, AND RESPONSIBILITIES

The Project Manager will provide leadership and results-based management of the Project. The Project Manager will exercise oversight of project activities to ensure technical, operational, financial and administrative outputs are aligned with the project Results Framework, to include, but necessarily limited to:

Supervisory Responsibilities

- Coordinates the hiring process and trains members of the project staff
- Coordinates and oversees deliverables of long- and short-term consultants
- Assigns duties and responsibilities and oversees workflow of project staff
- Conducts performance evaluations that are timely and constructive
- Sets and tracks project milestones; manages and accounts for unforeseen delays and other risks and then realigns schedules and expectations as needed
- Establishes and implements project communication plans, providing status updates to stakeholders
- Collects, analyses, and summarizes information and trends as needed to prepare project status reports

Project Delivery

- Leads, directs, and coordinates the design of the overall project and the development of the implementation plan and project timelines ensuring that project activities run on time and within budget
- Develops comprehensive/detailed project budget and workplans, in coordination with the CIU Procurement, Finance, Communication, M&E, and Safeguards experts. These documents should include all project activities, the roles and responsibilities of stakeholders, and corresponding milestones
- With support from component consultants and experts, oversee the implementation of sub-component activities based on the relevant project documents, including, as needed, supervision and guidance of other project staff, consultants, and experts with a view to achieving project results
- Maintains oversight and coordination of vendor implementation plans and delivery of all activities (vendor, government and, where relevant, third parties) including ensuring FMIS compliance with US GASB accounting and reporting principles and standards.
- Manages supplier and consultant contracts and identifies potential bottlenecks and constraints and provide recommendations to address them
- Prepares project progress reports and participates in the preparation of financial and procurement reports; ensuring all project reports and files are kept up-to-date
- Leads the procurement and financial activities, in coordination with the FM and Procurement officers, in accordance with the procurement and budget plans and the relevant procedures and guidelines of GoFSM and the World Bank
- With the support of the CIU M&E Specialist, monitors the project's progress towards achieving its objectives in coordination with the World Bank task team leaders,

identification of implementation risks and development of mitigation measures, as required.

- Coordinates strategic planning and goal development for the project; monitors the results framework and compliance with safeguards requirements, achievement of goals and objectives and provides reports
- Oversees compliance of procurement, financial management, and disbursements, with support from the CIU, as appropriate and ensure that procurement activities are correctly recorded in STEP and all documents are uploaded in a timely manner.
- Ensures the effective preparation and implementation of the Safeguard's instruments for the Project, including implementation of the Environmental and Social Commitment Plan, Stakeholder Engagement Plan, Grievance Mechanism, Labor Management Procedures and Environmental and Social Management Plan, in close collaboration with the CIU Safeguards Team
- Provides ongoing active and effective support and training to the project support team (e.g., procurement officer, financial management officer, and project officer) to enable more effective project performance, and to ensure that Project reporting and monitoring tools are developed, populated, and evaluated in a manner that enables the efficient progress of the Progress
- Ensures good communication, with the support of the CIU Communications Specialist, and information flows among stakeholders and relevant agencies
- Other duties as applicable to the project as delegated by the Secretary of the Department of Finance & Administration

General Duties and Responsibilities

- Maintains regular coordination and quality assurance of expert inputs and products as well as among project partners to ensure coherence and complementarity of project activities
- Maintains regular communication on relevant project issues with the local and international counterparts, consultants and experts and ensuring quality and timely delivery of all agreed outputs
- Prepares/refines concept notes, negotiates with and prepares contracts for the engagement of experts/consultants for various services to be procured
- Develops, maintains, and revises terms of reference for project consultants, including objectives, scopes of work, timelines, deliverables, and reporting; provides oversight and accountability for all project consultants

- Build relationships with key project participants and ensures they are fully accessing and engaging with the project

Job Knowledge and Technical Expertise

- Able to lead a team, manage budgets, and deliver results under tight deadlines
- Has sound knowledge of project management tools and utilizes these regularly in work and assignments.

REPORTING REQUIREMENTS

The Project Manager reports to the Secretary, Department of Finance & Administration. The achievement of the development objective will require an “all of Department” approach. Success will be dependent on a high degree of proactive coordination, collaboration and inputs from the National and State Government. The Project Manager will work closely with the Project Steering Committee (chaired by Secretary Department of Finance & Administration) to ensure that the project is delivered within scope, budget and time. The Project Steering Committee (PSC)– a project governance committee comprising of relevant Secretaries and representatives of the key agencies whose coordinated efforts are critical to the success of the Project.

DELIVERABLES AND KEY PERFORMANCE INDICATORS

Key Deliverables	Timing
Monthly Project Status Report	Five days after end of month
Semester Reports	Cleared to submit to Bank every six months, due 45 days after 30 th June and 31 st December
Annual Workplan and Budget	To be submitted to the World Bank Task Team by 1 August each year, with updates provided as necessary
Annual Procurement Plan	To be submitted to the World Bank Task Team by 30 September each year, with updates provided as necessary
Performance Evaluations	Annual for all long-term consultants and at contract completion for short-term consultants
Ad-hoc reports	As directed by the Secretary of Finance, Assistant Secretary Treasury, or the Task Team Leader

QUALIFICATION AND EXPERIENCE

The Project Manager should be experienced in creating highly functioning teams drawn from diverse backgrounds and cultures. This individual is expected to tie tasks and activities to the intended outcomes of the project through strategic thinking, collaborative leadership, problem solving, and clear communication.

Mandatory

- 1) A Master’s degree (or equivalent) Public Administration, Business Administration, Economics, or a related discipline
- 2) At least ten (10) years’ experience in implementation of public financial management, or public sector reform projects or programs with a significant IT and capacity development component

- 3) At least five (5) years' project management or team leadership experience
- 4) Demonstrated ability to work effectively within teams with diverse cultural and multidisciplinary background

Desirable Qualifications and Experience:

- 1) Familiarity and experience with management of projects funded by the World Bank or other international development partners
- 2) Familiarity and experience with World Bank procurement and financial management guidelines
- 3) Project Management Certification
- 4) Work experience in Small Island Pacific Countries is a plus
- 5) Experience in implementing Financial Management Information Systems for governments is highly desirable.

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 Project Manager. The Project Manager 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.

The initial contract duration will be for 2 years with the opportunity to extend based on performance and the availability of financing.