



**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)
(Open/National)**

Country: Federated States of Micronesia

Project: Pacific Islands Regional Oceanscape Program – Economic Resilience (PROPER)

Grant No.: IDA-E371-FM

Assignment Title: Contracts Administrator

Reference No. FM-NORMA-508021-CS-INDV

The National Government of the Federated States of Micronesia (FSM) has applied for financing from the World Bank toward the cost of the Pacific Island Oceanscape Program – Second Phase for Economic Resilience and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include ensuring sound end-to-end contract administration in planning, implementation, and monitoring of project contracts for the successful implementation of the PROPER Project in FSM. The Contract Administrator will be responsible for day-to-day contractual activities and will work closely with the Project Team under the supervision of the Project Manager in developing, drafting, negotiating, and administering contracts. The detailed Terms of Reference (TOR) for the assignment can be found on the DOFA website at dofa.gov.fm or at the NORMA website at norma.fm.

The FSM National Oceanic Resource Management Authority (NORMA) 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 curriculum vitae with description of experience in similar assignments, similar conditions, and copies of degree(s) and relevant certificates).

The criteria for selecting the Consultant are:

Required experience and educational background:

- Bachelor’s degree in law, business administration or related field.
- At least five years of experience with demonstrative effectiveness in providing technical support on contract administration.
- Demonstrated professional experience in the interpretation of contractual documents.
- Extensive knowledge of related FSM national laws and regulations.
- Fluent in written and spoken English.

Desirable skills:

- FSM National Government or States experience
- Passed FSM Bar
- Experience drafting or reviewing donor-funded projects contracts.

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 dated February 2025 (“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 1700 hours Pohnpei local time.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) preferably by September 22, 2025.

FSM National Oceanic Resource Management Authority

Attn: Mr. O'Kean Ehmes, PROPER Project Manager

PO Box PS 12

Pohnpei, FM 96941

Federated States of Micronesia

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