



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: Monitoring and Evaluation Specialist

REFERENCE NO.: FM-DOFA-514312-CS-CDS

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 M&E Specialist will support projects in developing and maintaining effective monitoring and evaluation systems, ensuring accurate tracking of progress against performance indicators and targets. The Specialist will analyze implementing data, identify challenges, and provide actionable recommendations for course correction. Reports and recommendations produced will enhance accountability to stakeholders, support management decision-making, and facilitate documentation of lessons learned.

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 and cover letter with description of experience in similar assignments, similar conditions. etc.**).

The criteria for selecting the Consultant are:

Minimum Mandatory Requirements:

- Degree Mathematics, Economics, Political Science, Sociology, Statistics or related field.
- Minimum ten (10) years of experience in working for public sector or donor funded projects at the level of a specialist or Advisor.
- Excellent writing and analytical skills in drafting concept notes and reports.
- Ability to communicate in English both verbally and in writing.

- Skilled in facilitating stakeholder consultations, ensuring alignment with donor requirements, and applying best practices in monitoring and evaluation to support impact-driven programming.
- Proven expertise in results-based management and strategic planning, with extensive experience in developing Theories of Change, Results Frameworks, and Project Development Objective Indicator for development Projects.
- Extensive experience in designing and delivering capacity building programs, training workshops, and onboarding processes for diverse stakeholders, including government partners, NGOs, and project staff.

Desirable Requirements:

- Master's Degree in Social Science preferably in program evaluation, development planning or economics.
- At least five (5) years of project related experience in using relevant software (for example SPSS, STATA).
- At least five (5) years' experience in carrying out evaluations in a development context and or Small Island Developing States.

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 21, 2025**.

Secretary, FSM Department of Finance and Administration

Attn: Kwame Shiroya

P.O. BOX PS-158

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TERMS OF REFERENCE
Implementation Capacity for Transformative Results (IMPACT)
Monitoring and Evaluation Specialist

Title:	Monitoring and Evaluation 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:	As soon as possible

A. BACKGROUND

The Department of Finance and Administration (DoFA) is seeking to recruit a full-time International Monitoring and Evaluation Specialist to support the Department to monitor the extent to which World Bank-funded projects are working towards achieving their intended objectives.

The Government of Federated States of Micronesia (FSM) has partnered with the States and Government Departments to implement several projects 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

The DoFA is undertaking a major step towards improving project design and implementation under the World Bank financed Implementation Capacity for Transformative Results Project (IMPACT).

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 Department of Finance and Administration is seeking the services of a Monitoring and Evaluation Specialist to support the systematic collection and analysis of data to determine project advancement, progress towards achievement of the project development objectives and where applicable assess the effectiveness and impact of projects implemented using World Bank funding. The Monitoring and Evaluation Specialist will work under the direct guidance of the FSM Department of Finance and Administration and report to the IMPACT Project Manager.

B. SCOPE OF WORK

The primary purpose of the M&E Specialist will be to support projects in establishing robust M&E systems, tracking progress against indicator targets, provide insights into implementation challenges, and offer recommendations where applicable for course correction. The recommendations/ reports developed by the Specialists will serve multiple purposes, including accountability to stakeholders, inform decision-making for Management and documenting lessons learned.

Core Duties

The M&E Specialist will be expected to carry out the following activities but not limited to:

1. Development of the theory of change, results framework and project Development Objective Indicators for all World Bank supported new projects implemented in FSM.
2. Ensuring that M&E activities are integrated into the annual work plans of each project in the World Bank portfolio.
3. Lead the systematic gathering of data and reporting on project progress. Ensuring that data collection aligns with project indicators and reporting requirements. This includes identifying gaps in available data, challenges in data collection processes (such as access, quality, timeliness, and disaggregation), and analyzing their underlying causes. The role also involves proposing and implementing practical strategies to address these challenges and improve the overall quality and reliability of project data to support evidence-based decision-making.
4. Assist in the development of annual project specific monitoring and evaluation plans in consultation with the Project Implementation Units and other stakeholders.

5. Leads and supports efforts to monitor and evaluate project interventions, document results and provide feedback to stakeholders to guide decision-making.
6. Undertake monitoring field visits with the Implementing Units and or World Bank team where appropriate.
7. Undertake field visits to gather information on the perception of the community members or beneficiaries and other local stakeholders.
8. Work closely with Project Implementation Units in monitoring action items in Aide Memoires and Country Portfolio Performance Reviews.
9. Work closely with Project Implementation Units and the World Bank when undertaking of Mid-term reviews.
10. Work closely with Project Implementation Units and Implementing Agencies to develop project Implementation Completion Reports.
11. Provide individual project monthly project status summaries, quarterly M&E portfolio reports and recommendations.
12. Arrange at least one M&E session (annually) for Management (Secretaries and Assistant Secretaries) on M&E portfolio findings.
13. Assist FSM to implement a Government wide M&E framework, guidelines and other tools.

Knowledge Transfer

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

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

C. QUALIFICATIONS

The position requires substantive adaptability and may involve some functions that are supervisory in nature to oversee implementation of M&E activities.

Required experience and educational background

- Degree Mathematics, Economics, Political Science, Sociology, Statistics or relate field.
- Minimum tens (10) years of experience in working for public sector or donor funded projects at the level of a Specialist or Advisor.
- Excellent writing and analytical skill in drafting concept notes and reports.
- Ability to communicate in English both verbally and in writing.
- Skilled in facilitating stakeholder consultations, ensuring alignment with donor requirements, and applying best practices in monitoring and evaluation to support impact-driven programming.
- Proven expertise in results-based management and strategic planning, with extensive experience in developing Theories of Change, Results Frameworks, and Project Development Objective Indicators for development projects.

- Extensive experience in designing and delivering capacity building programs, training workshops, and onboarding processes for diverse stakeholders, including government partners, NGOs, and project staff.

Desirable Qualifications

- Master's degree in social science preferably in program evaluation, development planning or economics.
- At least five (5) years of project related experience in using relevant software (for example SPSS, STATA).
- At least five (5) years' experience in carrying out evaluations in a development context and or Small Island Developing States.

D. POSITION DURATION AND LOCATION

The Monitoring and Evaluation 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.

The duration will be for twenty-four (24) months with the opportunity to extend based on performance and availability of financing.

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

The Monitoring and Evaluation Specialist will be provided with all relevant project documentation and workspace.

E. KEY PERFORMANCE INDICATORS

Area	Indicator	Measured by	Indicator (where noted)
Preparation (new projects)	Development of the theory of change, results framework and project Development Objective Indicators	Assistant Secretary and Project Manager	Quality and effectiveness of the consultant's work in developing the Theory of Change, Results Framework, and PDO indicators, assessed by the level of stakeholder participation, timeliness of delivery, alignment with World Bank and donor requirements, and responsiveness to FSM needs.
Implementation	Monitoring Reports - quarterly monitoring reports	Assistant Secretary and Project Manager	Reports prepared to a strong standard on time for every project, proactive engagement with PIU.
Implementation	Mid Term Review	Assistant Secretary and Project Manager with inputs provided by WB and other stakeholders	Reports prepared to a strong standard on time for every project, proactive engagement with PIU.
Team support and input	Field monitoring reports	Assistant Secretary and Project Manager with inputs provided by stakeholders	Average 2 site visits per project per year.
Training	Deliver training on: • M&E sensitization sessions • Onboarding sessions for new project managers	Assistant Secretary and Project Manager with inputs provided by stakeholders	• 2x annually • As required
Capacity building	M&E workshops	Project teams	Number of project teams demonstrating a shared understanding of M&E requirements and evidence of data being used for decision-making.

Annex B: Consultant's Reporting Obligations

Item	Timeframe
Report on works	Monthly
M&E Plan	M&E plan (as part of the annual work plan)
M&E Framework	Within the first year of a new project. Annual monitoring report on implementation status of the frameworks
Field monitoring reports	At least once during each financial period
M&E section of the progress report	Quarterly and or as required
Implementation Completion Report	At least six (6) months after project closure
Monitoring Reports	Quarterly monitoring reports on implementation status of the plans
Mid Term Review	At the mid-point of the respective project or as and when required