

REQUEST FOR EXPRESSIONS OF INTEREST

(INDIVIDUAL CONSULTING SERVICES)

Federated States of Micronesia

FSM Skills and Employability Enhancement Project

Grant No.: D-9870

Assignment Title: Technical Assistance: Piloting of In-school Youth Apprenticeship Program in FSM

Reference No. (as per Procurement Plan): FM-NDOE-523484-CS-INDV

The National Department of Education (NDOE) received financing from the World Bank toward the cost of the FSM Skills and Employability Enhancement Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include providing technical assistance and coordination support to assist the NDOE and the State Departments of Education to design, launch, and pilot in-school youth apprenticeship programs, by adopting the in-school youth apprenticeship standards operating procedures (SOP) developed and reviewed by all four FSM state stakeholders in September 2025.

The Consultant will be responsible for the following areas of work, collaborating closely with national and state-level stakeholders in vocational education and skills training:

- Support development, refinement and adoption of State-level apprenticeship MOUs, SOPs, and implementation tools
- Support State-level coordination among schools, government bodies, and industry partners
- Provide technical assistance and training to teachers, workplace supervisors, and stakeholders
- Support launch, monitoring, and completion of pilot cohorts
- Monthly progress reporting and end-of assignment report

The detailed Terms of Reference (TOR) for the assignment is annexed to this REOI *and* can be found at the FSM Department of Finance and Administration (DOFA) website’s Career Opportunities page at <https://dofa.gov.fm/opportunity/>.

The National Department of Education 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 by submitting:

- **Cover letter**
- **Latest curriculum vitae/Resume** with description of experience in similar assignments, similar conditions, etc.)
- **Work sample(s)** – e.g., apprenticeship framework or SOP sample, ideally high school level.

Firms' staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are:

Mandatory requirements

- Bachelor's Degree in education, business management, human resources, vocational training, or a related field
- Proven experience in apprenticeship frameworks and SOP development
- Familiarity with high school-level apprenticeship practices
- Experience in managing stakeholder consultations
- Experience in delivering capacity-building training, including soft skills development

Desirable requirements

- A postgraduate in a relevant field (e.g., education, vocational training, business administration, or human resources)
- Familiarity with the FSM Governments Education System.

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's *Procurement Regulations for IPF Borrowers* Seventh Edition, September 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 8am to 5pm (local time).

Expressions of interest must be delivered in a written form with the latest CV/resume and work sample(s) to the address below by e-mail) **by 3pm on Friday, January 9, 2026 Pohnpei time.**

FSM National Department of Education

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TERMS OF REFERENCES

CONSULTING SERVICES

Technical Assistance: Piloting of In-school Youth Apprenticeship Program in FSM

Project Name	FSM Skills and Employability Enhancement Project
Grant Number	D-9870
Implementing Agency	FSM National Department of Education
Contract Name	Technical Assistance: Piloting of In-school Youth Apprenticeship Program in FSM
Contract Reference Number	FM-NDOE-523484-CS-INDV
Intended Start Date	Februaruy 2026

1. Background

The Federated States of Micronesia (FSM) is committed to enhancing its vocational education offerings in high schools, particularly in response to the growing demand for skilled professionals in various industries. To support this effort, the National Department of Education (NDOE) is implementing the Skills and Employability Enhancement (SEE) Project, which focuses on developing occupational profiles, curricula, and apprenticeship programs aligned with industry needs. The project also seeks to build the capacity of educators, strengthen school-industry partnerships, and equip students with market-relevant skills to enhance their employability. Specifically, the SEE Project consists of the following three main components:

- **Component 1: Improving equitable access to vocational education and training.** The objective of this component is to ensure TVET access to all eligible youth, especially the poor and vulnerable youth, women, persons with disabilities, and geographically disadvantaged groups such as students or trainees from outer islands. The component aims to achieve this by expanding the availability of quality skills training while providing information, incentives, and support to increase participation of under-represented and disadvantaged groups in TVET.
- **Component 2: Improving the relevance and quality of TVET.** The objective of this component is to enhance the relevance and quality of training offered by TVET institutions by upgrading the training curricula and its standards; improving the quality of trainers; and making provisions for independent testing and certification of skills.
- **Component 3: Improving labor market information and employment services.** This component aims to establish capacity within the Government to provide labor market information and employment support services with a view to improve labor market outcomes among potential workers—including TVET graduates—in FSM. To this end, the activity will support schools and relevant Government units, and the SDOEs, in their efforts to match jobseekers with appropriate vacancies through comprehensive job search assistance.

In 2025, the NDOE developed a draft Standard Operating Procedures (SOP) to guide the implementation of in-school youth apprenticeship programs nationwide, including procedures for partner engagement, student eligibility, supervision, and assessment.

In September 2025, representatives from all four FSM states convened to review the draft SOP and share their existing work-based learning initiatives, which could adopt the SOP. During 2024 – 2025, Chuuk State stakeholders collectively prioritized the establishment of a Certified Nursing Assistant (CNA) Youth Apprenticeship Program, to be implemented in partnership with Chuuk Hospital School, Chuuk Department of Education, Chuuk State Hospital, and possibly the Department of Commerce & Industry. Chuuk stakeholders agreed to develop a shared implementation plan, including the development and adoption of a memorandum of understanding (MOU), SOP, in-school youth apprenticeship soft skills training, and pilot implementation.

In Yap, Yap High School has been facilitating on-the-job (OJT) programs in four sectors – hospitality/tourism, construction, agriculture, and transportation – since 2024. Yap stakeholders have expressed interest in adopting the in-school youth apprenticeship proposed SOP to provide students with more structured, competency-based work experience.

Kosrae and Pohnpei have also expressed similar interest in adopting the proposed SOP in order to enhance pathways from schools to employment.

To support these initiatives, NDOE seeks to recruit a consultant to guide, capacitate, and coordinate stakeholders throughout the design, launch, piloting, monitoring and completion of at least one cohort of in-school youth apprenticeship programs in each state.

2. Objectives

The purpose of the engagement is to provide technical, operational and capacity-building assistance to State stakeholders to establish, launch, and implement targeted in-school youth apprenticeship programs, starting with Chuuk and Pohnpei, and possibly to Kosrae and Yap upon confirmation:

- Supporting inter-agency coordination
- Assisting in developing SOPs and MOU agreements
- Capacitating supervisors, mentors and instructors
- Delivering training on in-school youth apprenticeship programming and soft/core skills to instructors, mentors and students
- Supporting in pilot implementation and monitoring

3. Implementation/Reporting Arrangements

The Consultant will work closely with the Project Implementation Unit, and other relevant stakeholders to ensure the timely and effective execution of project activities. The Consultant will report directly to the Project Manager.

4. Scope of Work

Phase	Scope	Objectives
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Phase 1	Chuuk	<ul style="list-style-type: none"> • Finalize a maximum of two apprenticeship program MOUs and accompanying SOPs • Support stakeholder technical alignment (e.g., DOE, Hospitals, Commerce & Industry) • Convene Program Pre-Launch Partner Meetings • Deliver pre-apprenticeship soft/coreskills & employment readiness training to instructors, mentors, and students • Support preparation and delivery of Certified Nursing Assistant (CAN) examination • Support implementation and completion of Cohort 1 pilot • Support hiring process with an employer(s) for successful program graduates
	Pohnpei	<ul style="list-style-type: none"> • Meet with potential partners and conduct training for selected programs and apprenticeship program framework, SOP and MOU • Finalize a maximum of two apprenticeship program MOUs and accompanying SOPs (per state) • Support stakeholder technical alignment (e.g., DOE, R&D, employers) • Convene Program Pre-Launch Partner Meetings • Deliver pre-apprenticeship soft/coreskills & employment readiness training to instructors, mentors, and students • Implementation and completion of pilot program (cohort 1)
Phase 2	Kosrae	<ul style="list-style-type: none"> • Meet with potential partners and conduct training for selected programs and apprenticeship program framework, SOP and MOU (travel to Kosrae 5 days in January, 2026) • Finalize a maximum of two apprenticeship program MOUs and accompanying SOPs • Support stakeholder technical alignment (e.g., DOE, REA, employers) • Convene Program Pre-Launch Partner Meetings • Deliver pre-apprenticeship soft/coreskills & employment readiness training to instructors, mentors, and students • Support preparation and delivery of CAN examination (if applicable)

Note: If confirmed by the schools, these activities will be added to the scope of this assignment through a formal amendment.

		<ul style="list-style-type: none"> • Provide CNA course MTOT (with SME master trainer) <u>if the school confirms to decide CNA rollout</u> • Implementation and completion of pilot program (cohort 1)
	Yap	<ul style="list-style-type: none"> • Meet with potential partners and conduct training for selected programs and apprenticeship program framework, SOP and MOU • Finalize a maximum of two apprenticeship program MOUs and accompanying SOPs (per state) • Support stakeholder technical alignment (e.g., DOE, R&D, employers) • Convene Program Pre-Launch Partner Meetings • Deliver pre-apprenticeship soft/coreskills & employment readiness training to instructors, mentors, and students • Implementation and completion of pilot program (cohort 1)

5. Deliverables and Tentative Timeline

Scope	Deliverables	Travel	Tentative Timeline
Chuuk	<ol style="list-style-type: none"> 1. Chuuk in-school apprenticeship Program MOU & SOP 2. Chuuk Program launch report 3. Chuuk soft/core skill training delivery report 4. Chuuk pilot completion report (Cohort 1) 5. Monthly progress reporting and end-of assignment/ pilot completion report (Cohort 1) report 	Required	February 2026 – June 2027
Pohnpei	<ol style="list-style-type: none"> 1. State-level in-school apprenticeship Program MOUs & SOPs 2. Program launch report 3. Soft/core skill training delivery report 4. Monthly progress reporting and end-of assignment/ pilot completion report (Cohort 1) report 	Required	March 2026 – June 2027

Kosrae Note: If confirmed by the schools, these activities will be added to the scope of this assignment through a formal amendment.	<ol style="list-style-type: none"> 1. Kosrae in-school apprenticeship Program MOU & SOP 2. Kosrae Program launch report 3. Kosrae soft/core skill training delivery report 4. Monthly progress reporting and end-of assignment/ pilot completion report (Cohort 1) report <p><u><i>If the school confirms to decide CNA rollout:</i></u></p> <ol style="list-style-type: none"> 5. Support preparation and delivery of CNA examination 6. Provide CNA course MTOT (with SME master trainer) 	Required	This activity will be added to the scope of this assignment through a formal amendment.
Yap Note: If confirmed by the schools, these activities will be added to the scope of this assignment through a formal amendment.	<ol style="list-style-type: none"> 1. State-level in-school apprenticeship Program MOUs & SOPs 2. Program launch report 3. Soft/core skill training delivery report 4. Monthly progress reporting and end-of assignment/ pilot completion report (Cohort 1) report 	Required	This activity will be added to the scope of this assignment through a formal amendment.

6. Evaluation Requirements

This section details the basis upon which selection of the successful candidate will be based.

Mandatory requirements

- Bachelor's Degree in education, business management, human resources, vocational training, or a related field
- Proven experience in apprenticeship frameworks and SOP development
- Familiarity with high school-level apprenticeship practices
- Experience in managing stakeholder consultations
- Experience in delivering capacity-building training, including soft skills development

Desirable requirements

- Post graduate degree in a relevant field (e.g., education, vocational training, business administration, or human resources)
- Familiarity with the FSM Governments Education system.

7. Selection Process

The selection process includes evaluation of EOI and potential interviews. Expected timing for the selection process will be communicated upon shortlisting of candidates.

8. Location, Facilities provided by the Client

The Consultant is expected to arrange their own office space, procure general office supplies, and provide necessary office equipment throughout the assignment. The Project Implementation Unit is available to extend logistical support for the required travels.