REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)

Federated States of Micronesia
FSM Skills and Employability Enhancement Project
Grant No.: D-9870
Assignment Title: Assistant-Skills Certification Unit
Reference No. (*as per Procurement Plan*): FM-NDOE-416131-CS-INDV

The Federated States of Micronesia's National Department of Education 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 administrative, logistical, coordination, and operational support to the Skills Certification Unit (SCU), which is responsible for piloting and operationalizing FSM's national skills testing and certification system. The assignment is essential to ensure smooth coordination of activities, stakeholder engagement, and documentation during Phase 2 implementation.

The Consultant will work in close collaboration with national and state-level stakeholders in skills certification and personnel certification – an initiatve being undertaken for the first time in the FSM – and will be responsible for the following key work areas:

- Administrative and logistical support to SCU meetings, workshops, and pilot testing activities
- Coordination and communication with Program Commitees, assessors, and other stakeholders
- Supporting the SCU Director in preparing testing and documentation packages for certification activities
- Secretariat support and preparation of meeting minutes and follow-ups
- Other related tasks assigned by the SCU Director or SEE Project Manager

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.)

The criteria for selecting the Consultant are:

Mandatory requirements

- Associate's degree in education, business administration, management, or a related field.
- At least 1 year of relevant experience providing administrative, coordination, or clerical support, preferably in an office, education, or project environment.
- Strong oral communication ability in English.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and ability to handle data entry and basic reporting.

Desirable requirements

- Experience working in a technical/vocational education, certification, or training institution.
- Familiarity with World Bank-funded or donor-funded projects.

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* 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 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, December 26, 2025 Pohnpei time**.

FSM National Department of Education
Attn: Hyunjeong Lee, Project Manager
P.O. Box PS 87, Palikir, Pohnpei, FM 96941
Tel: +691-320-5219
E-mail: hyunjeong.lee@national.doe.fm with a copy to steve.mendiola@national.doe.fm and angelyne.aten@national.doe.fm.

TERMS OF REFERENCES
CONSULTING SERVICES

Assistant – Skills Certification Unit
FSM Skills and Employability Enhancement Project

*This position is **open to FSM nationals and residents**. **Relocation expenses** will be provided for the selected candidate if they currently reside in **Yap, Kosrae, or Chuuk**.*

Project Name	FSM Skills and Employability Enhancement Project
Grant Number	D-9870
Implementing Agency	FSM National Department of Education
Contract Name	Assistant-Skills Certification Unit
Contract Reference Number	FM-NDOE-416131-CS-INDV

1. Background

The Government of the Federated States of Micronesia (FSM), through the Skills and Employability Enhancement (SEE) Project financed by the World Bank, is establishing a Skills Certification Unit (SCU) under the Department of Resources and Development (DRD) in partnership with the National Department of Education (NDOE).

The SCU is responsible for developing and implementing a national system for skills testing and certification, ensuring that skills training programs across FSM are aligned with competency-based standards and recognized by industry. **A national certification system is a critical step in strengthening the credibility of skills training, enabling graduates and professionals to demonstrate compentency to employers, improving workforce mobility, and support FSM's participation in regional and international labor marekts.**

Under Phase 1, an international consulting firm developed the roadmap, procedures, templates, and documentation required to operationalize the SCU. Phase 2 (2026-2027) will focus on piloting and operationalizing the system with support from national stakeholders.

To support the effective coordination and day-to-day management of these activities, the SCU requires an Assistant to provide administrative, logistical, and technical support to the Unit.

2. Objective

To support the SCU and its Director in the coordination, documentation, and implementation of pilot testing and certification activities under the SEE Project.

3. Scope of Work

Under the direct supervision of the Director, Skills Certification Unit, and the overall supervision of the SEE Project Manager, the Assistant will undertake the following tasks:

3.1 Administrative and Logistical Support

- Maintain organized records of SCU documents, including templates, minutes, correspondence, and reports.
- Support the scheduling and logistics of SCU meetings, workshops, and pilot testing activities.
- Coordinate travel arrangements and communications.
- Assist in compiling reports, presentation materials, and workshop documents.

3.2 Coordination and Stakeholder Engagement

- Support the Director of SCU in liaising with Program Committees, assessors, other key bodies, and industry represetatives.
- Maintain a stakeholder contact database and help track participation and follow-up actions.

3.3 Operational Support

- Assist in preparing testing materials and documentation packages for pilot assessments.
- Support data entry and compilation of results from assessors and examinees.
- Maintain and update the assessor, candidate registry, and certified persons/certificates issued registry under guidance from the Director of SCU.

3.4 Other Duties

- Provide secretariat support during SCU committee meetings and workshops.
- Assist in drafting meeting summaries and follow-up action plans.
- Undertake any other tasks as requested by the Director of SCU or PIU Manager related to the successful execution of Phase 2 activities.
- Assist the SEE Project Manager with administrative and coordination tasks, as requested.

4. Duration and Level of Effort

The assignment will run for 12 months (February 2026 - Janary 2027), on a full-time basis.

A similar engagement may be extended for up to six months (January - June 2027), subject to availability of funds and satisfactory performance.

5. Qualifications

5.1 Mandatory requirements

- Associate's degree in education, business administration, management, or a related field.
- At least 1 year of relevant experience providing administrative, coordination, or clerical support, preferably in an office, education, or project environment.
- Strong oral communication ability in English.

- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and ability to handle data entry and basic reporting.

5.2 Desirable requirements

- Experience working in a technical/vocational education, certification, or training institution.
- Familiarity with World Bank-funded or donor-funded projects.

6. Location and Office Supplies

The Assistant – Skills Certificational Unit will be based at SCU housed at the FSM DRD in Palikir, Pohnpei. Any project related travel shall be covered by the project funds.

Office space and basic office equipment (computer, internet, and communication tools) will be provided to the Assistant.