

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

Federated States of Micronesia

FSM Skills and Employability Enhancement Project

Grant No.: D-9870

Assignment Title: Project Support Associate (Data Collection, Monitoring and Administration)

Reference No. (as per Procurement Plan): FM-NDOE-526573-CS-INDV

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

The consulting services (“the Services”) include providing monitoring, reporting, and results verification support to the FSM SEE Project, ensuring timely, accurate, and evidence-based tracking of project implementation and outcomes.

Under the direct supervision of the SEE Project Manager, the Consultant will be responsible for the following areas of work, collaborating closely with the M&E Specialist at the Central Implementation Unit:

- Collect, verify, and consolidate all required PDO-level and IRI-level data, as well as other data required to measure project impact and inform corrective actions
- Produce analytical progress reports with insights on what is working, what is not, and why
- Identify trends, lessons learned, and sustainability implications based on project evidence
- Support the drafting of the Project Completion Report by providing structured narratives, verified data, and evidence-based analysis.
- Support the conduct of beneficiary satisfaction surveys and analysis of the results
- Strengthen monitoring and reporting capacity of project beneficiary schools and SDOEs
- Provide administrative and operational support to the PIU as needed, including payment processing, documentation, logistical support, and coordination, particularly during periods of lower data collection workload

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.)

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

- Minimum of undergraduate degree in social sciences, administration or related fields
- Minimum of 2 years of experience in data collection or processing
- Minimum of 1 year of experience in administrative support

Desirable Requirements

- Good understanding of the FSM job market and skills development landscape
- Experience conducting beneficiary surveys, interviews or qualitative field work

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 Thursday, March 12, 2026 Pohnpei time.**

FSM National Department of Education

Attn: Hyunjeong Lee, Project Manager

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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

Project Support Associate (Data Collection, Monitoring and Administration)

Open to National Consultants Only.

Project Name	FSM Skills and Employability Enhancement Project
Grant Number	D-9870
Implementing Agency	FSM National Department of Education
Contract Name	Data Collection and M&E Support for the FSM SEE Project
Contract Reference Number	FM-NDOE-526573-CS-INDV
Intended Start Date	April 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 underrepresented 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 improving 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.

With 16 months remaining until project closure (June 30, 2027), systematic collection and analysis of results data is critical to track progress toward the Project Development Objective (PDO), Implementation Results Indicators (IRIs), and other performance targets.

Robust evidence is also essential for project sustainability, informing national policy dialogue, and supporting the preparation of the Project Completion Report (PCR). The SEE Project is therefore seeking a consultant to lead structured data collection, verification, and analysis across all implementing entities and to produce clear analytical reports for high-level stakeholders, including NDOE, State Departments of Education (SDOEs), and the Central Implementation Unit (CIU) under the Department of Finance and Administration (DOFA).

In addition, during periods when data-related workload is lighter, the consultant will provide administrative and coordination support to the Project Implementation Unit (PIU) to ensure efficient day-to-day project operations. **The administrative and operational support will be considered a secondary responsibility of the position.**

2. Objective

The main objectives of this full-time consultancy are to:

1. strengthen project Monitoring & Evaluation (M&E) through systematic data collection, validation, and analysis, ensuring accurate tracking of PDO and IRI indicators
2. support the Project Manager in evidence-based reporting and completion documentation
3. provide administrative support to the Project Implementation Unit, particularly during periods when M&E workload is limited.

Specifically, the consultant will:

1. Collect, verify, and consolidate all required PDO-level and IRI-level data, as well as other data required to measure project impact and inform corrective actions
2. Produce analytical progress reports with insights on what is working, what is not, and why
3. Identify trends, lessons learned, and sustainability implications based on project evidence
4. Support the drafting of the Project Completion Report by providing structured narratives, verified data, and evidence-based analysis.
5. Support the conduct of beneficiary satisfaction surveys and analysis of the results
6. Strengthen monitoring and reporting capacity of project beneficiary schools and SDOEs
7. Provide administrative and operational support to the PIU as needed, including payment processing, documentation, logistical support, and coordination, particularly during periods of lower data collection workload

3. Scope

Under the direct supervision of the SEE Project Manager, the Project Support Associate (Data Collection, Monitoring and Administration) will work closely with CIU's M&E Specialist.

Scope	Key Activities
3.1 Data collection and verification	<ul style="list-style-type: none"> • Contribute to developing data collection tools consistent with the project's Results Framework. • Collect and verify data from NDOE, SDOEs, schools, teachers, students, apprenticeship sites, and employers. • Cross-check and validate data accuracy through field visits and documentation reviews.

	<ul style="list-style-type: none"> Maintain a consolidated and cleaned database of all PDO- and IRI-level indicators, as well as other data required to measure project impact and inform corrective actions
3.2 Beneficiary satisfaction survey	<ul style="list-style-type: none"> Conduct surveys (online, phone-based, or face-to-face depending on state context) Work with CIU M&E Specialist to analyze results and produce insights on: <ul style="list-style-type: none"> Perceived relevance and quality of training offered through the project Usefulness of curricula and learning materials Satisfaction with infrastructure and equipment support Perceived employability gains among students Satisfaction level among stakeholders Use findings to assess what works well, what doesn't and implications for sustainability and scale-up
3.3 Data analysis and reporting	<ul style="list-style-type: none"> Contribute to conducting structured analysis of PDO/IRI indicator data and satisfaction survey results. Contribute to identifying trends, bottlenecks, and enabling factors across four states. Produce quarterly data sheets and semi-annual analytical reports. Prepare visualizations for high-level reporting.
3.4 Contribution to sustainability and lessons learned	<ul style="list-style-type: none"> Document what worked well, what did not, and why, drawing on evidence from four states. Analyze implementation variations and their impact on results. Contribute to sustainability recommendations for teacher training, CTE curriculum rollout, apprenticeship/on-the-job training programs, and school-level management of project investments.
3.5 Support to Project Completion Report	<ul style="list-style-type: none"> Provide clean, verified data for each PDO and IRI indicators. Draft sections on results, intermediate outcomes, lessons learned, and sustainability. Coordinate with PIU and CIU for factual verification. Produce annexes, tables, and supporting documentation required for the Project Completion Report.
3.6 Provision of administrative support	Provide general administrative and operational support to the PIU as instructed by the Project Manager

4. Deliverable and Tentative Timeline

This is a full-time position requiring the submission of monthly progress reports as the primary deliverable. The consultant will also provide input and draft sections/reports for regular and ad-hoc progress reports, as required, from the date of contract signing through project closing (June 30, 2027).

5. Qualifications

5.1 Mandatory Requirements

- Minimum of undergraduate degree in social sciences, administration or related fields
- Minimum of 2 years of experience in data collection or processing
- Minimum of 1 year of experience in administrative support

5.2 Desirable Requirements

- Good understanding of the FSM job market and skills development landscape
- Experience conducting beneficiary surveys, interviews or qualitative field work

6. Reporting and Coordination

The consultant will work under the supervision of the SEE Project Manager, and collaborate with the PIU, CIU and state stakeholders throughout project implementation

7. Duration and Level of Effort

- Duration: 15 months (April 2026 to June 2027) with a three-month probation period. Any underperformance during the probation period, and failure to undertake agreed corrective actions, may result in termination of the contract.
- This position will require regular travel to four FSM states for data collection.

8. Location and Office Supplies

Office space and basic office equipment (computer and internet) and supplies will be provided by the Project Implementation Unit, NDOE.