



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: Procurement Specialist

REFERENCE NO.: FM-DOFA-567189-CS-INDV

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 consulting services ("the services") include the Procurement Specialist Assignment. The consultancy duration is for eighteen (18) months starting from the contract commencement date. The objective of the assignment requires the Procurement Specialist to proactively work with all relevant Implementing Agencies (IAs), Project Implementing Agencies (PIUs), and all relevant Implementing Agencies (IAs), provide sound advice, facilitate procurement arrangements that successfully deliver procurements in a timely manner to achieve the Project Development Objectives. This will be undertaken in compliance with the applicable World Bank Procurement Regulations, the provisions of the project Financing Agreements, and the FSM National Government laws and Financial Management Regulations 2021.

The role includes capacity building of relevant staff within the CIU and PIUs. The PS will also be required to become familiar with portfolio related documents, including and not limited to the Procurement Plan, Financing Agreement, Project Appraisal Document, Project Procurement Strategy for Development (PPSD), and Project Operations Manuals.

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:

Mandatory:

Desirable Requirements:

- Master's degree or equivalent in Procurement, alternatively in Engineering, Law, Business Administration or Finance.
- Minimum ten (10) years of experience in carrying out procurement duties in public procurement or Donor financed projects.
- Minimum of five (5) years of experience in the use of procurement systems and practices in at least two (2) different countries, with at least one being a developing country.

Desirable

- Knowledge and experience of World Bank Procurement Regulations and associated guidance.
- Experience in large civil works procurement and infrastructure projects, including drafting of bidding documentation, preparation and administering of FIDIC contracts.
- Experience with World Bank Systematic Tracking of Exchanges in Procurement (STEP).
- Experience working in the Pacific island countries and/or similar remotely located Small Island Development States (SIDs).

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 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 **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, August 31, 2026.**

Secretary, FSM Department of Finance and Administration

Attn: Program Manager

P.O. BOX PS-158

Palikir, Pohnpei, FM 96941

Tel: (691)- 320-2639

E-mail: kwame.shiroya@dofa.gov.fm

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TERMS OF REFERENCE

Procurement Specialist

Project	Implementation Capacity for Transformative Results (IMPACT)
Hiring Agency	Department of Finance and Administration (DOFA)
Location	Palikir, Pohnpei
Duration	18 months
Expected Start Date	October 1, 2026

BACKGROUND

The Government of the Federated States Micronesia (FSM) is receiving World Bank support to finance activities under the Implementation Capacity for Transformative Results (IMPACT) project. The objective of the project is to strengthen institutional capacity and enhance technical skills in project management of development financed projects.

A core feature of the implementation of existing World Bank projects in FSM is the role of the Central Implementation Unit (CIU). Based in DOFA, the CIU provides support in the following areas: procurement, financial management, environmental and social risk, and monitoring and evaluation (M&E). The CIU works with Project Implementing Units (PIUs) in each of the Implementing Agencies (IAs) involved in execution of World Bank projects.

The World Bank portfolio in the FSM has nine (9) active projects. The Procurement Specialist (PS) will support the nine (9) active projects below and any other additional projects that may be added during the duration of this contract.

1. P161969 Project for Strengthening Public Financial Management (PFM).
2. P170718 Digital FSM.
3. P172225 Prioritized Road Investment and Management Enhancement Project (PRIME).
4. P170173 Strategic Climate-Oriented Road Enhancements Project (SCORE).
5. P176965 Skills and Employability Enhancement Project (SEEP).
6. P178237 Pacific Regional Oceanscape Program – 2nd phase for Economic Resilience (PROPER) Project.
7. P181253 Access and Renewable Increase for Sustainable Energy (ARISE)
8. P181237 FSM Strengthening Public Financial Management II Project
9. P506422 Implementation Capacity for Transformative Results Project (IMPACT)

ASSIGNMENT OBJECTIVE

As a member of the CIU, the PS is required to proactively work with all relevant IAs, and associated PIUs, providing sound advice, facilitating procurement arrangements that successfully deliver procurements in a timely manner to achieve the Project Development Objectives.

The PS is also expected to build the capacity of relevant staff within the CIU and PIUs on World Bank procurement guidelines/regulations, sourcing and contracting for more effective delivery of procurement activities.

SCOPE OF WORK

The PS, working together with procurement staff in the CIU (currently a national Procurement Officer), will be responsible for providing on demand procurement support and technical assistance to PIUs in their respective procurement implementation. This includes support to the IMPACT PIU in DOFA. This will be undertaken in compliance with the applicable World Bank Procurement Regulations, the provisions of the project Financing Agreements, and the FSM National Government laws and Financial Management Regulations 2021.

The PS will be required to become familiar with the portfolio related procurement documents, including and not limited to the Procurement Plan, Financing Agreement, Project Appraisal Document, Project Procurement Strategy for Development (PPSD) and Project Operations Manuals.

The PS will also assist the IAs in procurement-related training and provide day-to-day support to all IAs and PIUs in handling procurement tasks and issues. The position and contract require the individual to be fluent in spoken English and proficient in written English. Under the overall coordination and supervision of the CIU Program Manager, the PS will be expected to carry out the following activities but not limited to:

Specific duties:

1. PPSDs: Work jointly with the PIUs to prepare and update PPSDs. Liaise with PIUs to ensure that the PPSD for each project is updated every twelve (12) months in accordance with updated workplans.
2. Procurement Plans: Work with Project Implementation Units (PIUs) to develop, update and efficiently execute procurement plans. Advise IAs on the sequencing of activities within procurement plans, and strategic sourcing for high-value or critical-path activities. Supports the development and updating of the procurement plan(s).

3. Market Engagement: support PIUs to execute early market engagement activities for all high-value portfolio activities valued above US\$10 million. At the request of the PIUs, review all tender/ notices to ensure compliance with the Standard Bidding Document (SBD) of the World Bank's Procurement Regulations.
4. Bidding Documentation: Advise on the appropriate bidding documents and support PIUs in the preparation and finalization of bidding documents (including requests for proposals) in coordination with engineering firms and technical teams. At the request of the PIUs, review all tender/ notices to ensure compliance with the Standard Bidding Document (SBD) of the World Bank's Procurement Regulations.
5. Process Administration: Support PIUs and IAs through the specific procurement stages, such as advertising notices, opening bids, and quality assurance on evaluation reports. Assists PIU's/IAs throughout the procurement process for goods, works and non-consulting and consulting services according to project Procurement Plans and the applicable World Bank's Procurement Guidelines/ Regulations and the National Government regulations, that includes:
6. Contract Management: Support PIUs to draft contract documents and contract amendments / variations.
7. Legal Compliance: Support the Department of Justice in contract routing to verify that all contractual terms strictly align with both FSM national laws and World Bank statutory requirements.
8. Capacity building: Identify procurement and contract knowledge and skills gaps among CIU and PIU personnel and develop and implement targeted mentoring and training activities to address the gaps. Develops and implements a Capacity Building Strategy for all relevant staffs in the PIUs and IAs. This includes building the skills and capacity of the Procurement Officers. Provides procurement training to all IA consultants and other relevant stakeholders as required and guides, mentors and trains national procurement consultants and other relevant staff in procurement undertakings.
9. Team Coordination: manage the delivery of CIU procurement support to PIUs, including supervising and coordinating the daily workflows of assigned to the CIU Procurement Officer.
10. Ensures clear procurement procedures (*meeting World Bank and government requirements*) are documented and available to guide all PIUs and IAs in the Project Operating Manuals (POMs) / Standard Operating Procedures (SOP) and other documents as required.
11. Monitors and tracks contracts being processed, provides quality assurance on any procurement related issues especially deviations from agreed procurement schedules or cost increases and resolves issues in a timely manner.

12. At the request of the PIUs, advise Project Manager on how to respond in a timely fashion, to any bidder's complaints including preparing draft responses to procurement complaints received.
13. Liaise with World Bank HEIS and Design and Supervision Consultants implementing project procurement
14. Participate in World Bank FSM project activities - ISM, CPPR, etc
15. At the request of the PIUs, provide quality assurance for evaluation of bids/proposals, and the preparation of reports, more specifically:
 - Ensures the technical, commercial and financial aspects of the bids/proposals are evaluated, in accordance with the requirements of the relevant procurement documents.

Qualification, Skills and Experience Requirements

Mandatory

- Master's degree or equivalent in Procurement, alternatively in Engineering, Law, Business Administration or Finance.
- Minimum ten (10) years of experience in carrying out procurement duties in public procurement or Donor financed projects. Including experience in reviewing procurement bidding documents and evaluation reports
- Minimum of five (5) years of experience in the use of procurement systems and practices in at least two (2) different countries, with at least one being a developing country.

Desirable

- Knowledge and experience of World Bank Procurement Regulations or similar MDBs Procurement procedures.
- Professional qualification/certification in Procurement Experience in large civil works procurement and infrastructure projects, including drafting of bidding documentation, preparation and administering of FIDIC contracts.
- Experience with World Bank Systematic Tracking of Exchanges in Procurement (STEP).
- Experience working in the Pacific island countries and and/or similar remotely located Small Island Developing States (SIDS).

Evaluation Criteria

CVs of all applicants will be evaluated as follows:

- a. All CVs will be scrutinized against the Mandatory requirements.

- b. The CVs of applicants that meet the mandatory requirements will then be scored according to the scoring criteria (below).
- c. The applicant with the highest score will be invited for an interview.
- d. Referees of the selected applicant will be contacted to verify prior experience, performance, and character traits.
- e. Subject to verification of experience and performance, the applicant will be invited for contraction negotiations.

Scoring Criteria

Criteria	Score
Master's degree or equivalent in Procurement, alternatively in Engineering, Law, Business Administration or Finance.	15
Professional qualification/certification in Procurement.	5
Minimum ten (10) years of experience in carrying out procurement duties in public sector organization or Donor financed projects. Including experience in reviewing procurement bidding documents and evaluation reports.	30
Minimum of five (5) years of experience the use of procurement systems and practices in at least two (2) different countries, with at least one being a developing country.	10
Knowledge and experience of World Bank/MDBs procurement guidelines and/or regulations.	10
Experience in large civil works procurement, infrastructure projects including drafting of bidding documentation, preparation and administering of FIDIC contracts.	10
Experience with World Bank Systematic Tracking of Exchanges in Procurement (STEP).	10
Experience working in the pacific island countries and and/or similar remotely located Small Island Developing States (SIDS).	10

INSTITUTIONAL AND ORGANIZATION ARRANGEMENTS

The PS will be hired by the DOFA and will be posted to CIU, where office space, supplies equipment and facilities will be provided. The PS is required to follow DOFA's working hours, but depending on the business needs the PS may be requested to work extended hours.

The duration will be for 18 months with the opportunity to extend based on performance and the availability of financing. The position is a full-time position to be located in Palikir, Pohnpei, Federated States of Micronesia and may require local travel to the other three states.

The PS will report to the Program Manager CIU, DOFA. The PS will be required to regularly attend PIU Offices in order to meet with Project Teams and the World Bank. The

remuneration for the selected individual consultant will be based on the Remuneration Framework approved by DOFA for consultants working with Donor Funded Projects in FSM.

All CIU full-time personnel are not allowed to accept additional paid employment or otherwise provide services for any another organization. The Consultant must declare and provide a conflict-of-interest statement. The Consultant agrees to work on a full-time basis and not to undertake any other employment, consulting, or business activities that may conflict with its obligations to the Client or that may adversely affect their ability to perform the services.

KEY PERFORMANCE INDICATORS

Performance Indicator	Audience	Frequency	Data Source
Annual Procurement Plans: Ensure each project has a current (updated) and approved procurement plan in place before the start of each financial year	Project Managers and Project Implement Unit staff	Once a year (by August 15).	WB no objections to PP in STEP
Procurement Management: Submit monthly procurement status reports, including delays with individual consultancy procurements, to the Assistant Secretary and Program Manager.	Assistant Secretary / Program Manager	Monthly	Submitted report
Contracts management: Ensure the contracts' register is up to date with the status of all contracts.	Assistant Secretary / Program Manager	Monthly	Submitted report
Capacity building: Onboard all new project managers and other PIU personnel with a general overview of the procurement regulations for World Bank funded projects.	New Project Managers and Project Implement Unit staff	As new hires join	Signed attendance sheet and onboarding presentation submitted to Assistant Secretary