

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)
Federated States of Micronesia (FSM) Nationals Only**

FEDERATED STATES OF MICRONESIA
THROUGH THE DIGITAL FSM PROJECT (P170718)
Assignment Title: Project Assistant
Reference No.: FM-DOTCI-202158-CS-INDV

The Government of the Federated States of Micronesia (FSM) has received financing from the World Bank toward the cost of the Digital FSM Project (P170718) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include liaising and working with the Project Manager, consultants, Central Implementing Unit staff and other Department staff on finance and procurement requirements of the project.

The detailed Terms of Reference (TOR’s) for the assignment are attached to this request for expressions of interest.

The Department of Transportation, Communication and Infrastructure (DTCI) 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 (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.).

Criteria for selecting the Consultant:

1. Bachelor’s Degree from a recognized institution in Accounting, Business Administration or other relevant degree. Associate Degree may be considered with proven experience;
2. Experience with working in a team environment;
3. Fluency in written and spoken English;
4. Competency in the use of computer applications, especially MS Office and Excel

Desirable Requirements:

1. Organized and detail-oriented person;
2. Experience in procurement, project accounting and/or administration.

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*, Fourth Edition, November 2020 (“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 *i.e.*, 0800 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by Friday, March 26, 2021.

Attn: Mike Lott,
Project Coordinator,
Federated States of Micronesia - Digital FSM Project
Department of Transportation, Communication and Infrastructure (DoTC&I)
Palikir, Federated States of Micronesia (FSM)
Office: +691 320-2865
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Web: www.tci.gov.fm

cc to:
communications@tci.gov.fm
FSM TCI – Communications Division

And
CIU, Procurement
ciu.digitalfsm@gov.fm

**FSM World Bank Projects
Project Assistant
TERMS OF REFERENCE**

LOCATION: FSM National Government, Palikir – Project Implementation Unit (PIU)

DURATION: Initial contract duration of two year (full time) with 3 months probationary period.
Potential to extend based on satisfactory performance.

A. Background

The National Government of the Federated States of Micronesia (FSM) has partnered with the World Bank (WB) to implement development activities within the FSM. The current and pipeline portfolio includes projects in the sectors of Energy, Fisheries, Information & Communication Technology, Public Financial Management strengthening and Maritime Transport.

To support the implementation of WB Projects, Project Implementation Units are established for each Project with a Project Manager and a Project Assistant. The Government has a vacancy in the Digital FSM project for a Project Assistant.

The Project Assistant will liaise and work with the Project Manager, consultants, CIU finance staff and other Department staff on finance and procurement requirements of the project under the direction of the Project Manager.

B. Scope of Work

- Monitoring the activities of the project by filing of all project related documents and maintaining records;
- Scheduling meetings/programs for trainings or missions arrange workshops, conferences, meetings;
- Arrange project related travel;
- Prepare all documentation required to raise and process payments for the Project and filing required supporting documents in accordance with FSM Regulations and World Bank requirements.
- Reconcile PIU manual ledger records to information processed through the CIU and recorded on the financial management system.
- Assist with the procurement process including advertising, receiving bids/proposals, drafting no objection requests as well as keeping STEP up to date;
- Assisting also with organizing evaluation committees and publishing results of tender processes as relevant;
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project.
- Assist in monitoring the implementation of and updating of the project procurement plan;
- Maintain a list of vendors supplying general items for project implementation;
- Update the CU contract management System for all active contracts;
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received and comply with specifications, examine the conditions of material received, and approve invoices for payment;
- Interact with the finance staff and Project Manager to ensure correct and timely payment to contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations.
- Assist in monitoring and reporting of fund status and procurement implementation status and progress to the World Bank as required including preparation of related reports;

C. EXPERTISE REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree from a recognized institution in Accounting, Business Administration or other relevant degree. Associate Degree may be considered with proven experience;
- Experience with working in a team environment;
- Fluency in written and spoken English;
- Competency in the use of computer applications, especially MS Office and Excel

Additional Desirable Requirements:

- Organized and detail-oriented person;
- Experience in procurement, project accounting and/or administration.

Duration of the Period

The position will be for an initial two (2) year period. (Probationary period of three months, annual performance review determines whether contract would be continued). This is a full-time position and may be extended based on satisfactory performance.