

Procurement Notice *Program Coordinator* has been created. ✕

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# Micronesia, Federated States of

## Institution

World Bank

## Procurement type

Consulting Services- Individual

## Notice Type

✓ Request for Expression of Interest

## Project

Pacific Regional Connectivity Program 2: FSM Connectivity Project

## Title

Program Coordinator

### REQUEST FOR EXPRESSIONS OF INTEREST

**(INDIVIDUAL CONSULTING SERVICES)**

**FEDERATED STATES OF MICRONESIA**

**Department of Transport, Communications & Infrastructure**

**Pacific Regional Connectivity Program 2: FSM Connectivity Project (P130592)**

**Assignment Title: Program Coordinator****Reference No.: FM-DOTCI-161706-CS-INDV**

The Federated States of Micronesia has received financing from the World Bank toward the cost of FSM Connectivity Project, and intends to apply part of the proceeds to deploy a Program Manager to the Communications Division of the Department for Transport, Communications & Infrastructure (DTC&I) to support the Division in project management and provide capacity building.

The Program Coordinator will support the Assistant Secretary Communications and his staff on a full time basis in managing the project as well as the Digital FSM Project. For further details see the detailed Terms of Reference (TOR's) below.

DTC&I 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, references 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.

See the TOR's below on criteria for selecting the Consultant.

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 July 2016, revised November 2017 and August 2018* ("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.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **Friday, August 28, 2020, 4 pm (local time)**

Attn: Mark DeOrio (Mr)

Assistant Secretary Communications

Department of Transport, Communications & Infrastructure

Federated States of Micronesia (FSM)

Email: [communications@tci.gov.fm](mailto:communications@tci.gov.fm) (<mailto:communications@tci.gov.fm>) / [mark.deorio@tci.gov.fm](mailto:mark.deorio@tci.gov.fm) (<mailto:mark.deorio@tci.gov.fm>)

and cc to:

Central Implementation Unit

[ciu.ict@gov.fm](mailto:ciu.ict@gov.fm) (<mailto:ciu.ict@gov.fm>) / [rob.solomon@gov.fm](mailto:rob.solomon@gov.fm) (<mailto:rob.solomon@gov.fm>)

**Terms of Reference****Digital FSM Program Coordinator****FSM National Government**

**Location:** Department of Transport, Communications & Infrastructure – Communications Division

**Duration:** Initial contract duration of 24 months full time.

## A. Background

The Federated States of Micronesia (FSM) received financing from the World Bank (WB), effective as of March 11 2015, to implement the FSM Connectivity Project (P130592)<sup>[1]</sup>. The FSM Connectivity Project has three components: (i) international connectivity infrastructure; (ii) technical assistance and (iii) project management. The development objective of the FSM Connectivity Project is to reduce the cost and increase the availability of information and communication technology services in the FSM. The closing date of the FSM Connectivity Project is November 30, 2022.

The FSM Connectivity Project has 3 Implementing Agencies (IAs), the FSM Telecommunications Cable Corporation (FSMT Cable), the Telecommunications Regulation Authority (TRA) and the Department of Transport, Communications & Infrastructure (DTC&I). FSMT Cable is responsible for component (i) above and has completed 2 of its 3 sub-components, submarine cable connections for Yap and Chuuk. The bidding process for the remaining sub-component, the Kosrae/Nauru/Kiribati cable, is currently underway. The TRA is eligible for technical assistance under Component 2 and has completed all major procurements under the project. There is approximately \$1 million available remaining under Component 2 which DTC&I is responsible for implementing. DTCI is also responsible for overall coordination of the FSM Connectivity Project.

The FSM has also received financing from the WB for the Digital FSM Project (P170718) [2]. The Digital FSM Project has four components being (1) National Digital Connectivity Infrastructure, including Fiber to The Home (FTTH) and broadband connectivity for the Outer Islands; (2) Digital Government Platform; (3) Enabling environment for digital government and the digital economy; and (4) project management. The Project development objective is “to increase access to more affordable internet, promote private sector investment in digital services and improve Government's capacity to deliver digital government services.” The Digital FSM project was approved by the WB Board on March 27, 2020. It is expected to receive FSM government approval shortly and to be declared effective by May 2020.

The Digital FSM Project has 5 Implementing Agencies (IAs), FSMT Cable, the TRA, the Department of Health and Social Affairs (DoHSA), the DTC&I and the Department of Finance and Administration (DoFA). The Digital FSM project will be implemented over a six-year period. The lead implementing agency is DTCI, which will oversee the implementation of all components. FSMT Cable is responsible for implementing Component 1. DTCI is responsible for Component 2 and Subcomponents 3(a), 3(b) and 4(a). The TRA is responsible for Subcomponent 3(c). The DoHSA is responsible for Subcomponent 3(d), which is focused on strengthening and mainstreaming gender. DoFA is responsible for implementing Subcomponent 4(b), which provides core funding for the Central Implementation Unit (CIU) located within DoFA.

The Digital FSM Project requires an “all of Government” approach, as success will not only be dependent on inputs from various Government departments (DTCI as lead agency, the DoFA, the Department of Justice, the DoHSA etc.), key national agents (the FSMT Cable and the TRA) and the four State Governments, but will require a high degree of proactive coordination and collaboration between them to ensure the FSM Digital Projects’ success. Additional *ad hoc* working level committees will also be established involving a wider group of stakeholders as needed to support Project implementation activities.

A governance and project management structure is being implemented to enable effective oversight and appropriate resourcing to support the Digital FSM Project, including:

- National and the four State governments will enter into Project Implementation Agreement(s) setting out the respective commitments of the National and State governments to ensuring the proper coordination and implementation of Project activities. The Implementation Agreement(s) will establish a steering committee comprising representatives from the National government from DTCI (chair), DoFA, DoHSA, DoJ, FSMT Cable and TRA, and representatives from the four State governments. The steering committee will be responsible for the implementation of the Project Implementation Agreement(s).
- Technical level project working committee(s) will be established comprising representatives of the key agencies whose coordinated efforts are critical to the success of the Projects. The Project Steering Committee will be responsible for ensuring the overall success of the Projects, that there are clear performance accountabilities for each agency, monitoring the performance of those agencies against their performance, and proactively seeking resolution to any matters that are impeding the progress of the Program;
- A Project Implementation Unit within DTC&I with mandate, staffing and other resources suitable for the effective day to day management of the Digital FSM Project. The Project Coordinator will lead the Project Implementation Unit under the supervision of the Assistant Secretary of DTC&I;
- A Central Implementation Unit exists which is responsible for providing safeguards, procurement and financial management support for all WB Projects.

## **B. Scope of Work**

The Program Coordinator will be responsible for supporting and overseeing the implementation of the FSM Connectivity Project and the Digital FSM Project (the two projects collectively referred to as the FSM Digital program). The Program Coordinator (PC) will report to the Assistant Secretary of DTC&I. The PC will be expected to play an influential role in four critical areas:

- Developing, implementing, ensuring an understanding of, and supporting the IAs adherence to all implementation requirements and standards, particularly implementation performance monitoring, implementation planning, reporting, monitoring and evaluation (M&E) systems, procurement, Financial Management (FM) arrangements, disbursements, safeguards requirements, citizen engagement, grievance redress mechanism (FSM Connectivity Project) and grievance mechanism (Digital FSM Project), and stakeholder and community communications, among others, that support the FSM Digital Program, including with input from the CIU where appropriate;
- Supporting the Governance arrangements by being an effective secretariat to the Project Steering Committee (“PSC”), providing the PSC with the planning tools and information necessary to function effectively, and

otherwise proactively supporting the proper functioning of the PSC;

- Working closely, proactively and cooperatively with the responsible IAs officers, providing effective support to them while also ensuring they provide the relevant information necessary to enable effective oversight of the performance of the Project;
- Overseeing the work of the PIU and ensuring that the work is managed in a timely manner, is fit for purpose, meets the requirements of the Project and is achieved in manner that maintains confidence of all stakeholders.

### C. Specific Tasks

The PC will be expected to support DTC&I and the IAs and to carry out the following activities, but not limited to:

- Ensure the effective implementation of the Project Implementation Manuals for each Project, including recommending updates where appropriate. The Project Implementation Manuals set out the arrangements for: (a) day to day institutional coordination; (b) disbursement and financial management; (c) procurement processing procedures including the decision-making process; (d) environmental and social safeguards management; (e) monitoring and evaluation, reporting and communication; and (f) such other administrative, financial, technical, operational and organizational arrangements and procedures as required for the Projects;
- Consolidate the annual work programs and procurement plans for the IA's for each Project;
- Support and monitor the compliance of IAs in respect to the respective Project Implementation Plans, WB, government and/or other legal agreements and ensuring that documentation is maintained as per agreements, regulations or policies;
- Provide effective secretariat support to the PSC, including ensuring (i) regular meetings are held; (ii) developing effective agendas; (iii) ensure the PSC has the appropriate information tools to monitor and assess overall performance of the Digital FSM Project implementation; (iv) ensure regular reporting of relevant Project data to the PSC in a form that enables the PSC to exercise effective governance over the Digital FSM Project (v) support the PSC in its deliberations,; (vi) ensure effective minutes are kept and reports from the PSC to Ministers and other stakeholders;
- Oversee the management of DTCI Project Implementation Unit consultants to ensure full adherence to contract conditions and terms of reference; support DTCI in conducting annual performance evaluations for any consultants hired by the PIU under the FSM Digital program;
- Undertake regular meetings with the Responsible IA's officers (both one on one, and collectively where necessary to ensure a shared vision and joined up work program) to assess how each agency work program is progressing, ensuring that the agency is adequately anticipating, and appropriately investing in, the tasks it needs to undertake, and that there is early identification of likely Project roadblocks or risks and early decisions made on how to address those road blocks or risks;
- Provide ongoing active and effective support and training to the Responsible IA's officers to enable more effective Project performance, and to ensure that Program reporting and monitoring tools are developed, populated and evaluated in a manner that enables the efficient progress of the project;
- Coordinate World Bank supervision or implementation support missions;

- Consolidate semester reports for each Project that will include the updated Results Framework and the Action Table, listing the corrective actions to be implemented with deadlines and persons responsible clearly identified;
- Oversee project monitoring and evaluation (M&E) of progress and outcomes. This will be done through periodic consultations and routine reporting and engaging specialists; ensure monitoring and reporting on citizen engagement requirements for Digital FSM project.
- Ensure the effective implementation of the safeguards instruments for each Project by the IAs, including the FSM Connectivity Project Environment and Social Management Plan (ESMP) which includes a Grievance Redress Mechanism as outlined in the environment and social impact assessment (ESIA), and the Digital FSM Environmental and Social Commitment Plan, Stakeholder Engagement Plan, Grievance Mechanism, Labor Management Procedures and Environmental and Social Management Plan, in close collaboration with the CIU Safeguards Team;
- Oversee compliance with Procurement, FM and Disbursements, with support from the CIU as appropriate; the consultant shall support the IAs in making sure that procurement activities are correctly recorded in STEP and all documents are uploaded in a timely manner;
- Oversee compliance with record keeping requirements under each Project; ensure that all project records maintained by the IAs are available for inspection and review during World Bank supervision missions;
- Promote and develop capacity building and knowledge transfer to DTC&I project staff and other stakeholders as requested through workshops, trainings, and tutorials on project implementation requirements and recommendations, and project impacts;
- Perform other duties, as required by the Assistant Secretary of DTC&I, in support of fulfilling the national broadband connectivity policy.

#### **D. Desired skills, qualification and experience**

##### **Mandatory**

- Degree in business, management, engineering, law, finance, or other relevant field
- At least 10 years' leadership experience in project coordination and/or project management,
- Fluent in English, both verbally and in writing

##### **Desired**

- Experience with World Bank financed projects;
- Experience in senior project management roles in developing countries;
- Strong project leadership and communication skills;
- Strong interpersonal and negotiation skills;
- Good proactive problem anticipation and problem-solving skills;
- Experience working with multiple stakeholders

#### **E. Duration and Location**

The duration will be for two years with a potential third year based on funding availability and performance. The position is located in Pohnpei, Federated States of Micronesia. Travel, including to the other three states of FSM, may be required from time to time.

[1] See the World Bank's website for the project (<https://projects.worldbank.org/en/projects-operations/document-detail/P130592#> (<https://projects.worldbank.org/en/projects-operations/document-detail/P130592>))

[2] See Project Appraisal Document (<http://documents.worldbank.org/curated/en/432601585596558171/Federated-States-of-Micronesia-Digital-Federated-States-of-Micronesia-Project> (<http://documents.worldbank.org/curated/en/432601585596558171/Federated-States-of-Micronesia-Digital-Federated-States-of-Micronesia-Project>)) on the World Bank's website (<https://projects.worldbank.org/en/projects-operations/document-detail/P170718> (<https://projects.worldbank.org/en/projects-operations/document-detail/P170718>))

## Deadline

28 Aug 2020

### Date Posted

6 Aug 2020

### Status \*

Open

### DB Reference No

WB-P542767-08/20

### Borrower/BID

FM-DOTCI-161706-CS-INDV

### Project Id

P130592

### Language

English

### Related Notices and Contract Awards

WB-P521998-04/20 (<https://devbusiness.un.org/content/administrative-projectmanager-support-emc-management-committee-all-rfb-related-issues>)

WB-P519951-04/20 (<https://devbusiness.un.org/content/project-coordinator-22>)

WB-P518016-04/20 (<https://devbusiness.un.org/content/fsm-emc-office-support-equipment>)

WB-P503729-03/20 (<https://devbusiness.un.org/content/tras-spectrum-technical-support>)

WB-C486780-02/20 (<https://devbusiness.un.org/content/objective-assist-establishing-tra-pacific-leading-regulatory-body-capable-fulfilling>)

WB-P454781-01/20 (<https://devbusiness.un.org/content/administrative-project-manager-support-emcs-management-committee>)

WB-P155300-11/19 (<https://devbusiness.un.org/content/technical-project-manager-fsm-back-0>)  
WB-P155153-11/19 (<https://devbusiness.un.org/content/technical-project-manager-fsm-back>)  
WB-P195347-06/19 (<https://devbusiness.un.org/content/medium-term-regulatory-adviser-tra>)  
WB-C268673-05/19 (<https://devbusiness.un.org/content/pacific-regional-connectivity-program-2-palau-fsm-connectivity-project-chuuk-fronthaul-works>)

**\* Definition of status types:**

Open - Procurement notice is open for bidding;

Closed - Deadline has passed;

Cancelled - Procurement process is cancelled;

N/A - Not applicable, for General Procurement Notices with unspecified deadlines.


Please note that due to the difference in time zones, the actual deadline time may be a few hours earlier or later than when the status changes from Open to Closed on the website. Please do not solely rely on the above status and take note of the deadline in local time (found in the body of the text of each procurement notice).

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