

August 19, 2019

RFP# PMU-2019-001
CONTRACTING SPECIALIST FOR PMU

REQUEST FOR PROPOSAL

The FSM Department of Transportation, Communications and Infrastructure (DTC&I), Program Management Unit (PMU) is soliciting proposals from interested individuals to provide professional services to the Program Management Unit. The PMU is responsible for the monitoring and coordination of the FSM Infrastructure Development Plan, and for the provision of technical support, oversight and project management services for compact-funded infrastructure projects. The Terms of Reference, including specific skill sets, are attached.

Proposals from interested individuals, including CV's, copies of degrees and professional qualifications as well as at least 2 References, should be received by the Acting Secretary, DTC&I, **no later than Friday, September 20th, 2019 @ 4.00 pm**. All proposals received should be clearly marked:

**FSM/DTC&I Program Management Unit
Proposal for Contracting Specialist Position**
and addressed to:

The Honorable Dickson Wichep
Acting Secretary,
Department of Transportation, Communications and Infrastructure
FSM National Government
P.O Box PS-2
Palikir, Pohnpei
FM 96941
Email: wichep66@gmail.com

Proposals may be received in hard copy or soft copy via email and must be received no later than the above designated time and through the designated address.

Further information is available at the office of the Program Management Unit, DTC&I or email to the PMU Program Manager, Mr. Robert Goodwin, at email: rsgoodwin@hotmail.com or call (691) 320 2080. Thank you.



Dickson Wichep
Acting Secretary, DTC&I

Date 8/20/19

FSM DEPARTMENT OF TRANSPORTATION, COMMUNICATIONS AND INFRASTRUCTURE

PROVISION OF PROFESSIONAL SERVICES TO THE PROGRAM MANAGEMENT UNIT

TERMS OF REFERENCE FOR CONTRACTING SPECIALIST

A. BACKGROUND

The Federated States of Micronesia (FSM) is an independent nation comprising 607 small islands spread over more than one million square miles of ocean in the Western Pacific. Total land area is small, amounting to 271 square miles with only 6 percent of the land arable. The FSM has a total population of about 102,500, with 22 percent living in “urban areas”.

The Federation is made up of four States, Chuuk, Kosrae, Pohnpei and Yap, who enjoy a high degree of autonomy from the National Government. This includes fiscal autonomy, which means that the States have the ability to make budget and spending decisions completely independent of the National Government and completely independent of each other.

The Governments of the Federated States of Micronesia are currently implementing the FSM Infrastructure Development Plan FY2016-FY2025 (IDP). The IDP covers infrastructure in ten sectors: electric power, water/wastewater systems, solid waste management, roads and pedestrian facilities, maritime transportation, air transportation, telecommunications, education, health and government administrative buildings.

The projects in the IDP have been identified and prioritized by each of the governments to meet their development needs over the period, 2016 to 2025, and to contribute to the FSM’s economic and social development, environment and institutional capacity.

A key source of funding for the IDP is Compact Sector Grants from the United States. Due to a number of factors, the Compact infrastructure program is about \$190 million behind schedule, as of August, 2019 and with another \$92 million becoming available from FY2020-FY2023, sees about \$282 million in projects to be implemented over the next 4 years.

The IDP sets out the institutional arrangements for program delivery with strong governance and ownership at State level and program coordination and quality assurance at National level. The institutional arrangements are now in place and the PMU is already playing its role in program coordination and oversight in addition to the provision of technical support for the formulation and implementation of projects funded by non-US development partners.

B. IDP Implementation

At the National level, the Department of Transportation, Communications and Infrastructure (DTC&I) has the overall program coordination role and works closely with the Departments of Finance and Administration and Foreign Affairs as the interface with bilateral and multilateral development partners. DTC&I also provides ongoing support to each State to address capacity gaps, promote consistency and sharing and to consolidate reports and plans for national outputs, including quarterly progress reports and the Annual Implementation Plan.

Accountability for implementing the Plan at State level lies with the State Infrastructure Planning and Implementation Committees (IPIC). Each State has a Project Management Office (PMO), responsible for day to day planning and implementation of infrastructure projects.

The implementation model for the IDP has necessitated a restructuring of the PMU, with its focus on **Program Management**, particularly to ensure that the National government meets its commitments and obligations to its development partners, including those obligations arising from the Amended Compact and its subsidiary agreements and that project planning and implementation is efficient and optimal. The PMU also provides ongoing support to each State to ensure that program and project management, procurement and reporting requirements are documented and adhered to, technical standards are developed and shared, subsequent design and construction contracts are consistent with appropriate risk management, and peer and post completion reviews are undertaken as required. The scope of work of the PMU includes Compact-funded projects as well as the major infrastructure projects supported by other development partners, including the World Bank and the Asian Development Bank.

During the past 18 months, the PMU has progressively assumed its new role under the IDP. During the next 2-3 years, it is expected that the role of the PMU will be as follows:

1. Manage National Government's infrastructure projects funded by the Amended Compact;
2. Provide technical support, oversight, and peer-review services, as needed, to the State PMO Offices to ensure the effective delivery of state infrastructure projects
3. Continue with the development of standards and processes to support the cost-effective delivery of the infrastructure program. These will include an FSM-wide Building Code, a Procurement Manual, standard contract documentation and a design manual for school buildings.
4. Set up a program management and monitoring system to keep track of the progress and impact of the IDP and to provide information for a mid-term review of the IDP during FY2021.
5. Provide technical assistance to the Infrastructure Division of DTC&I on the formulation and implementation of ODA-funded infrastructure projects.

The PMU reports to the Secretary of DTC&I (through the Assistant Secretary for Infrastructure), who is also the Contracting Officer for PMU-managed Projects.

C. Scope of Services for the Contracting Specialist

The Contracting Specialist will provide the following services:

1. In consultation with the State PMO Offices, USACE, OIA, DOJ, and other stakeholders, as appropriate, finalize the preparation of a **Procurement Manual** to provide a consistent set of procurement documentation for the selection and contracting of Consultants and Contractors for the Compact-funded projects

2. Plan, implement and manage all phases of the procurement cycle for the selection and contracting of consultants and contractors for national government projects managed by the PMU;
3. Ensure that bidding documents for construction are clear and consistent and fully incorporate all peer review comments resulting from the Independent Technical Reviews and Constructability Reviews, as appropriate.
4. In consultation with the Construction Managers, ensure that effective systems are set up for the administration of contracts being managed by the PMU;
5. Monitor the implementation of all contracts and provide advice, as needed, to the PMU Program Manager and the Contracting Officer, on actions needed to address and resolve emerging disputes and conflicts;
6. Provide peer-review and oversight of the contracting process for state-managed infrastructure projects;
7. In consultation with the Assistant Secretary of the Infrastructure Division of DTC&I, design and implement a capacity building program to strengthen the contracting capacity on national staff in managing infrastructure projects funded by the FSM Congress.

D. Minimum Qualifications and Requirements

- a. A relevant university degree in engineering, construction management, or other related field is required. A masters degree would be preferred.
- b. At least 10 years' experience with responsibility for procurement and management of relevant consultant and construction contracts
- c. Significant experience developing, documenting and supporting procurement and contract management processes
- d. Significant experience analyzing contract claims and variations
- e. Familiarity with a number of procurement and contract systems
- f. Excellent communication (verbal and written) and negotiation skills
- g. A proven ability to design and implement capacity building programs and to develop counterpart staff
 - o Minimum General Experience – 10 years
 - o Minimum experience in procurement and contracts management – 10 years
 - o Experience in small island developing countries – required
 - o Experience in pacific island countries – desired

E. Duration of the Assignment and Estimated time Inputs

This is a full-time assignment and will be for an initial period of one year. Based on satisfactory performance and mutual agreement between DTC&I and the Contracting Specialist, the assignment can be further extended on a year to year, basis.

F. Reporting Requirements

The Contracting Specialist will report directly to the PMU Program Manager. However, he/she will be expected to work closely with the Assistant Secretary for Infrastructure, DTC&I, as well as relevant counterparts in the State PMO Offices and the United States Army Corps of Engineers.