

**REQUEST FOR EXPRESSIONS OF INTEREST  
(INDIVIDUAL CONSULTING SERVICES)**

FEDERATED STATES OF MICRONESIA  
THROUGH THE MARITIME INVESTMENT PROJECT (P163922)  
Assignment Title: Project Officer- FSMIP (Local Hire)  
Reference No.: FM-PIU-MIP, DOTCI-158290-CS-INDV

The Government of the Federated States of Micronesia (FSM) received financing from the World Bank toward the cost of the Maritime Investment Project (P163922) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include assisting and ensuring that all funds disbursed and procurements under FSMIP are conducted in accordance with the provisions in the legal agreements between the Work Bank and the FSM Government

The detailed Terms of Reference (TOR) 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.). Refer to the TOR for criteria for selecting the Consultant.

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* 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 *i.e. 0800 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by Friday, March06, 2020.

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Central Implementation Unit

**FSM Maritime Investment Project**  
**Project Officer**  
**TERMS OF REFERENCE**

LOCATION: Department of Transport, Communication & Infrastructure (DTCI) – Project Management Unit (PMU)

DURATION: Initial contract duration of one year (full time) with 6 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 (ICT), Public Financial Management strengthening and Maritime Transport.

The FSM Maritime Investment Project (FSMIP) is a WB financed project where the primary objective is to improve the safety and efficiency of maritime operations and enhance resilience of maritime transport and of local communities to the impacts of climate change through: (i) investments to improve port infrastructure and maritime services; (ii) activities to strengthen safety and security of navigation and ports operations; and, (iii) technical assistance to supervise works, support project implementation, and develop local capacity to manage a more safe, efficient and climate resilient maritime sector. A Contingent Emergency Response Component (CERC) is also included within FSMIP to enable uncommitted funds to be quickly reallocated to respond to emergency events.

To support the implementation of FSMIP a Project Implementation Unit (PIU) consisting of a Project Manager, Project Officer and Project Assistant will work in the already established PMU in DTCI. The FSMIP PIU is responsible for coordinating the implementation of the Project with the DTCI, the States, and the Port Authorities in a manner set forth in the Implementation Agreements that outline the roles of each organization. The PIU will also be responsible for preparing and implementing the Project in accordance with annual work plans and budgets, which will detail FSMIP's activities and eligible expenditures.

In order to strengthen project management support to the portfolio of WB-financed projects, a Central Implementation Unit (CIU) has been established under the Investment Finance Unit in the Department of Finance. The objective of the CIU is to provide support to PIUs in the preparation, implementation and reporting of WB-financed projects. The CIU will assist the FSMIP PIU in core cross-cutting functions including financial management, environmental and social safeguards, communications and procurement.

## B. CORE DUTIES AND RESPONSIBILITIES

The Project Officer (PO) will work under the direction of the FSMIP Project Manager and undertake the following activities:

### Finance & Procurement Related Activities

The PO will liaise and work with the Project Manager, CIU finance staff and other DTCl staff on finance and procurement requirements of the project. The PO will assist to ensure that all funds disbursed and procurements under FSMIP are conducted in accordance with the provisions in the legal agreements between the Work Bank and the FSM Government.

#### a. Financial Management

- Monitoring the activities of the project by maintaining records, reconciling and reviewing of reports on funds and financial transactions under the Project.
- Oversee the work of the Project Assistant in the preparation of all documentation required to raising and processing all payments for FSMIP 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 the Project Manager to monitor and update the project budget to align with financing agreement and project work plans.
- Assist the Project Manager in preparing travel plans and related budgets.

#### b. Procurement Management

- Assist in monitoring the implementation of and updating of the project procurement plan.
- Assist in the preparation of procurement activities for goods, works and services as appropriate. Assist with any clearance processes from relevant government agencies and/or the World Bank task team.
- Assist with the procurement process including advertising, receiving bids/proposals, drafting no objection requests; assisting also with organizing evaluation committees and publishing results of tender processes as relevant.
- Coordinate with the Project Manager to ensure alignment and availability of budget;
- Stay informed about any new regulations affecting procurement under the project. Periodically consulting as needed the Program Operations Manual and proposing modification or updates of this document as needed.
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project.

#### c. Vendor/Contract Management

- Maintain a list of vendors supplying general items for project implementation.

- Maintain a contract management listing of all active contracts noting contract start date, end date, contract ceilings and all other relevant information.
- 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.

d. Reporting and Outputs

- Assist in monitoring and reporting of fund status and procurement implementation status and progress to DTCl and the World Bank as required including preparation of related reports.
- Assist with the preparation of quarterly finance and procurement status reports.
- Oversee the work of the Project Assistant in setting up and maintaining a comprehensive filing system for the FSMMP.

General Administration and Logistics

Under the direction of the Project Manager, provide administrative and logistical support to FSMIP on the Project as needed. Activities to include for example:

- Assist the Project Manager with project reporting requirements.
- Supervise and mentor PIU junior project/administrative staff.
- Oversee and monitor the implementation of the Travel Plan.
- Undertake shopping for goods and services associated with incremental operating costs.
- Scheduling meetings/programs for trainings or missions.
- Assist the Project Manager in the coordination of the Steering Committee and associated meetings and logistics as well as the scheduling and organization of meetings with the Executive and Legislative Branches of the National and State Governments and other development partners, as directed
- Support the coordination and management of FSMIP implementation progress through liaising with other project implementing agencies/focal points as needed.

C. EXPERTISE REQUIREMENTS AND SELECTION CRITERIA

- Bachelor's Degree from a recognized institution in Accounting, Business Administration or other relevant degree. Relevant Associate Degree may be considered with proven extensive experience.
- Minimum of three (3) years relevant 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:**

- Demonstrated ability to work under pressure and pay attention to detail.
- Ability to learn quickly.
- Organized and detail-oriented person.
- Good communication skills.
- Experience in procurement, project accounting and/or administration.

**D. POSITION AND PROJECT DURATION**

The position will be for an initial one (1) year period. (Probationary period of six months, annual performance review determines whether contract would be continued). This is a full-time position and may be extended based on satisfactory performance. The position supports the FSMIP Project which is scheduled for completion in August 2024.