

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

Country: Federated States of Micronesia (FSM)
Name Of Project: FSM Skills and Employability Enhancement Project (P176965)
Grant No.: IDA-V381
Assignment Title: SEE Project Manager
Reference No.: FM-DOFA-257497-CS-INDV

The Federated States of Micronesia (FSM) has received financing from the World Bank (WB) toward the cost of the FSM Skills and Employability Enhancement Project, and intends to apply part of the proceeds for consulting services. The FSM Skills and Employability Enhancement Project (SEE) aims to improve the quality of and equitable access to secondary vocational education and skills trainings, and to improve access to and effectiveness of employment support programs.

The consulting services (“the Services”) as the Project Manager include provision of leadership and results-based management of the SEE project in maximizing the impact of project development objectives and ensure quality and success in implementation of all project interventions. The SEE Project Manager will be based in Palikir, Pohnpei, Federated States of Micronesia for an initial period of twelve months on fulltime basis. Contract extension will be subject to a performance and availability of funds.

The detailed Terms of Reference (TOR) for the assignment may be obtained through the Federated States of Micronesia Department of Finance & Administration website (www.dofa.gov.fm) or can be obtained by e-mailing address indicated in this REOI.

The FSM National Government Department of Finance and Administration (DoFA) now invites eligible individual 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; detailed description of leadership positions held, description of use of software application to perform work related assignments etc. and the details of two references*). 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.

The criteria for selecting the Consultant are:

Mandatory

- Degree in management (business or project), social science, engineering, law or a related field
- Minimum of five (5) years of experience in project management.
- Excellent technical, diagnostic, and troubleshooting skills.
- Strong leadership and organizational abilities.
- Excellent communication, motivational, and interpersonal skills.
- Experience with project management tools and software including Microsoft suites and cloud services, Microsoft Project (or equivalent, especially for the development of Gantt charts)

Desirable Experience

- Master's Degree in education or relevant social science discipline.
- Minimum of five (5) years of experience in project management, preferably in the social sector, specifically in vocational education and training and/or other related project.
- Technical training in Project Management (Project Management Professional (PMP) or Agile Certified Practitioner (ACP). Demonstrated experience in monitoring and evaluation within a development context.
- Experience in working in an island nation environment and familiar with cultural differences and expectations in the FSM.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Fourth Edition, November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours 0900 to 1700 Pohnpei Time (Local Time).

Expressions of interest must be delivered in a written form to the email addresses below by Friday, **June 10th 2022** to:

Secretary, Department of Finance and Administration,

Attn:

Mr. Kwame Shiroya

CIU Program Manager

Central Implementation Unit

Department of Finance & Administration

Palikir, Federated States of Micronesia (FSM)

Email: kwame.shiroya@dofa.gov.fm

And CC to:

Central Implementation Unit: ciu.dofa@gov.fm

TERMS OF REFERENCE

SEEP Project Manager FSM National Government

The National Department of Education (NDOE) of the Federated States of Micronesia has received World Bank support to strengthen its technical-vocational education and training (TVET) institutions and employment services. The FSM Skills and Employability Enhancement Project aims to improve the quality of and equitable access to secondary vocational education and skills trainings, and to improve access to and effectiveness of employment support programs, through the following four components:

Component 1: Improving equitable access to vocational education and training. The objective of this component is to ensure TVET access to all – especially the poor and vulnerable youth, girls/women, young adults with disabilities, and geographically disadvantaged groups such as students or trainees from outer islands. The component aims to achieve this by expanding the availability of quality skills training while providing information, incentives, and support to increase participation of under-represented and disadvantaged groups in TVET.

Component 2: Improving the relevance and quality of TVET. The objective of this component is to enhance the relevance and quality of training offered by TVET institutions by establishing occupational standards and upgrading the training curricula; improving the quality of trainers; and making provisions for independent testing and certification of skills. The enhanced training will be delivered through a high quality, flagship TVET institution, namely the FSM Skills Academy (FSA), to be revitalized through project support. The project will also help improve the relevance and quality of TVET in other key TVET institutions in the country, specifically in designated high schools across the nation, by giving access to the enhanced training curricula, providing training opportunities to trainers, and supporting the skills testing and certification of graduates. In parallel, it will also support NDOE in preparing a 10-year national TVET development plan for prioritizing and guiding the activities in this subsector (including an expenditure review and planning of sector financing to prepare for the post-2023 period).

Component 3: Improving labor market information and employment services in FSM. This component aims to establish capacity within the government to provide labor market information and employment support services to relevant government units involved in job search assistance as well as to TVET institutions, with a view to improve labor market outcomes among potential workers – including TVET graduates – in FSM. Activities will be established with a primary focus on domestic jobs, but they will also facilitate jobseekers' access to labor migration opportunities.

Component 4: Project Management. The objective of this component is to support project management, including monitoring and evaluation (M&E) of project activities. It will finance the

establishment costs and incremental operating expenses of the Project Implementation Unit (PIU). Headed by a Project Manager- the PIU will be an integral part of NDOE. The PIU will include a Senior Project Officer, TVET Education Specialist, Gender Safety Officer, and M&E Specialist to support project operations. The PIU will be responsible for overall project management and coordination as well as day-to-day activities including financial management (FM), procurement, environmental and social safeguards, monitoring and evaluation (M&E), and project grievance redress.

A. Objective of the Assignment:

The objective of the assignment is to provide leadership and results-based management of the SEE project to maximize the impact of project development objectives. To lead the implementation of the SEE project and ensure quality and success in implementation of all project interventions.

B. Scope of Work, Duties, and Responsibilities:

Responsible for achieving the project's goals and objectives and achieving targets in line with the Project Appraisal Document and with the NDOE strategic plan, by managing and coordinating the project components. More specifically, the Project Manager will be responsible for the following core project management areas¹:

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management
10. Project Stakeholder coordination

More specifically, the PM will undertake the following responsibilities:

Staff Supervisory Responsibilities

- Coordinates the hiring process and trains members of the project staff.
- Assigns duties and responsibilities and oversees workflow of project staff.
- Conducts staff performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in line with human resource policies.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the project's goals and objectives.

¹ For detailed description of the ten knowledge areas see: <https://www.projectmanager.com/blog/10-project-management-knowledge-areas>

Project delivery

- Sets and tracks project milestones; manages and accounts for unforeseen delays and other risks, then realigns schedules and expectations as needed. Escalates issues to the appropriate authorities where necessary
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
- Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.
- Coordinates strategic planning and goal development for the project; monitors achievement of goals and objectives and provides reports.
- Leads the development of the implementation plan and project timelines through the development of annual project workplan and budget that includes:
 - Plans for each subcomponent of the project, ensuring each is delivered in a timely manner and considering and managing risks
 - Develops and manages operating budgets as appropriate and performs periodic cost and productivity analyses.
- Manages procurement process of the project including:
 - Leads the NDOE on all phases of the procurement of consultant services, goods, works, and non-consulting services in accordance with the World Bank procurement policies and procedures
 - Managing and updating the procurement plan and administration of STEP
 - Prepares/refines concept notes,
 - Prepares and negotiates contracts for the engagement of experts/consultants and service providers for various services to be procured adhering to the WB and Government of the FSM procurement regulations.
 - Shepherds the contracts through the World Bank and GoFSM approval process
 - Develops, maintains, and revises TORs for project consultants, including objectives, scopes of work, timelines, deliverables, and reporting;
- Provides oversight and accountability for all project consultants and service providers.
- Responsible for the management and delivery of:
 - The Environmental and Social Commitment Plan
 - Environmental and Social Management Plan
 - Stakeholder engagement plan
- Develops, supports and coordinates capacity building in the areas fiduciary, social and environmental management, administrative and operational, monitoring and evaluation, information, communication, and engagement activities.
- Ensures that the project is proceeding according to timelines, meeting targets and expectations, and adhering to established operating parameters; negotiates changes in project resources as necessary to achieve objectives and timelines.

General Duties and Responsibilities

- Interacts with National Department of Education staff, senior management, and administrators within Technical and Vocational Education and Training (TVET) programs at high schools and colleges and, as appropriate, within industry and government, to present and promote the development and achievement of the strategic goals of the project.
- Builds relationships with key project participants (teachers/ counselors/ students/ industry) and ensures they are fully accessing and engaging with the project.
- Builds relationships with other stakeholders within the education sector and other sectors relevant to the project (e.g. local authorities, funders, consultants, education providers, employers, business associations).

C. Reporting Obligations

- Submit monthly briefing reports to the Secretary of the National Department of Education;
- Submit quarterly reports on project progress to NDOE stakeholders for feedback and approval; then send to World Bank counterparts.

D. Required skills:

Academic Background and Relevant Experience

Required:

- Degree in management (business or project), social science, engineering, law or a related field.
- Minimum of five (5) years of experience in project management.
- Excellent technical, diagnostic, and troubleshooting skills.
- Strong leadership and organizational abilities.
- Excellent communication, motivational, and interpersonal skills.
- Experience with project management tools and software including Microsoft suites and cloud services, Microsoft Project (or equivalent, especially for the development of Gantt charts)

Desired:

- Master's Degree in education or relevant social science discipline.
- Minimum of five (5) years of experience in project management, preferably in the social sector, specifically in vocational education and training and/or other related project.
- Technical training in Project Management (Project Management Professional (PMP) or Agile Certified Practitioner (ACP)). Demonstrated experience in monitoring and evaluation within a development context.
- Experience in working in an island nation environment and familiar with cultural differences and expectations in the FSM context in an added advantage.

Required Competencies

- Strong communication skills and persuasiveness in presenting, discussing, and resolving difficult issues with tact, both orally and in writing.
- Ability to identify complex issues and to respond and handle them accordingly; does not add unnecessary complexity to tasks or projects.
- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
- Qualification and competencies in effective leadership and management techniques.
- Clear understanding of project management, project objectives, results framework, implementation challenges, monitoring and evaluation of performance.
- Demonstrated ability to function effectively in multi-disciplinary teams.
- Demonstrated ability to prioritize tasks to meet deadlines, resource allocation to meet budget and quality expectations, and conflict resolution.
- Self-motivated to have personal work ethics and to travel as needed by the project
- Ability to manage a project across remote geographic regions, especially across islands

E. Duration, Location, and Conditions of Assignment

This is a full-time position for an initial period of Twelve (12) Months, based in Palikir, Pohnpei, and may be extended based on satisfactory performance and availability of funding.

Domestic travel may be required from time to time, including overnight travel away from the home office. The National Department of Education will provide office space, general office supplies, and office equipment.