

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

Federated States of Micronesia (FSM) Nationals Only

Country: **Federated States of Micronesia**

Project: **Prioritized Road Investment and Management Enhancements (PRIME) P172225**

Assignment Title: **PRIME and SCORE Project Assistant (PA)**

Reference No: **FM-DOTCI-211012-CS-INDV**

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

The consulting services (“the Services”) includes provision of low to mid-level administrative and technical support to the Project Manager and Project Officer. The PA will work under the overall direction of the PRIME and SCORE Project Manager and will be directly supervised by the Project Officer. The PA’s role and responsibilities will be extended to SCORE once the project become effective.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest and can be found in the website: www.tci.gov.fm

The Department of Transportation, Communication and Infrastructure 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.). The criteria for selecting the Consultant are:

Mandatory

- Associate Degree in Accounting, Business Administration or other relevant degrees.
- Minimum of one (1) year 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.

Desired

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

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 Borrower*" 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, or by mail, or by e-mail) by Monday 27 September 2021.

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And cc to:

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Central Implementation Unit

TERMS OF REFERENCE

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, Maritime Transport and Roads.

The FSM Prioritized Road Investment and Management Enhancements Project (PRIME) and a pipeline project in the road sector, the Strategic Climate-Oriented Road Enhancements (SCORE) Project is a new climate resilient road project focusing of FSM's strategic secondary roads. The objective of SCORE is to improve the climate resilience of GoFSM-identified strategic secondary roads. SCORE will conduct climate resilient road works on prioritized strategic secondary roads within an existing road corridor whereas construction of new roads will not be considered.

PRIME is a WB financed project which will provide funds for technical assistance and institutional strengthening to improve the management of the road network in relation to potential climate change impacts and will also fund physical works on priority road assets to improve resilience to climate-related hazards or events. The Project will fund the feasibility, design and construction of priority road assets to enhance the resilience of the network in each state to climate change impacts and natural hazards. Works will be prioritized in a Climate Resilient Road Strategy based on the outputs of a Vulnerability Assessment and will focus on the approximate 200 km of primary road networks. Climate resilient improvements (e.g. road improvements, overlay, drainage improvements, spot slope stabilization, rock wall revetment strengthening, improvements to causeways and bridges) will be restricted to existing road corridors in each State. Critical climate resilient road, bridge or drainage improvement works that should be implemented urgently to maintain a basic level of land transport connectivity in each state have also been identified.

Implementation of the project is now underway and includes 2 major studies, as follows:

- A Vulnerability Assessment and Climate Resilient Road Strategy;
- A Road Safety Study.

An Environmental and Social Impact Assessment and other Safeguard Instruments were completed and publicly disclosed during the preparation phase of the project. Additional safeguard instruments are to be prepared during project implementation.

Throughout the PRIME and SCORE Projects implementation period, a Project Implementation Unit (PIU) is responsible for the day to day management and implementation of the projects. The PRIME and SCORE PIU will be led by a Project Manager with support from a Project Officer and a Project Assistant.

The PRIME PIU and SCORE PIU are one and the same is within the FSM's Department of Transportation, Communications and Infrastructure (DoTC&I) which is the Implementing Agency (IA) for the PRIME and SCORE Projects.

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 and Administration. 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 PRIME and SCORE PIU in core cross-cutting functions including financial management, environmental and social safeguards, communications, procurement and Monitoring & Evaluation.

B. CORE DUTIES AND RESPONSIBILITIES

The Project Assistant (PA) will provide low to mid-level administrative and technical support to the Project Manager and Project Officer. The PA will work under the overall direction of the PRIME and SCORE Project Manager and will be directly supervised by the Project Officer. The PA's role and responsibilities will be extended to SCORE once SCORE is implemented. The PA will undertake the following activities:

Finance & Procurement Related Activities

The Project Assistant will assist the Project Manager and Project Officer in meeting the PRIME and SCORE funds disbursement and procurement objectives; in accordance with the provisions in the legal agreements between the World Bank and the FSM Government.

a. Financial Management

- Under the direction and supervision of the Project Officer, assist with monitoring the activities of the project by maintaining records, reconciling and reviewing of reports on funds and financial transactions under the Project.
- Under the direction and supervision of the Project Officer, assist with preparation of documentation required to raising and processing all payments for PRIME and SCORE Projects and filing required supporting documents in accordance with FSM Regulations and World Bank requirements.
- Under the direction and supervision of the Project Officer, assist with the reconciliation of the PRIME and SCORE PIU manual ledger records to information processed through the CIU and recorded on the financial management system.

b. Procurement Management

- Provide support in the preparation of procurement activities for goods, works and services as appropriate.

- Under the direction of the Project Officer, assist with minor tasks in the procurement process including advertising, receiving bids/proposals, drafting no objection requests and publishing results of bidding processes as relevant.

c. Vendor/Contract Management

- Provide support to the Project Officer on maintenance of vendor and contract management listings.
- Under the direction and supervision of the Project Officer, check invoices to ensure correct price, follow through to ensure that goods ordered have been received and comply with specifications and examine the conditions of goods received.
- Under the direction and supervision of the Project Officer, interact with the finance staff and Project Manager to ensure correct and timely payment to Contractors, Suppliers and Consultants and proper administration of contracts according to contract provisions and procurement regulations.

d. Reporting and Outputs

- Assist the Project Officer with maintaining safe, complete, updated, organized and easily retrievable filing system for the PRIME and SCORE Projects' records and retaining those records for the duration as required by the donors and local regulations.

General Administration and Logistics

Under the direction of the Project Manager and under direct supervision of the Project Officer, provide administrative and logistical support to the PRIME and SCORE Projects as needed. Activities will include, but not be limited to:

- Assist with the filing of all project related documents.
- Assist in maintaining a tracking system to keep track of all documents, such as administrative memos, travel claims, payment vouchers, and contracts.
- Assist the Project Manager in overseeing the activities of the consultants and contractors in the field.
- Assist with project-related travel arrangements.
- Assist with shopping for goods and services associated with incremental operating costs.
- Provide administrative support for training sessions, workshops, conferences, and meetings, including meetings of the Steering Committee.
- Assist in the preparation and dissemination of meeting minutes and workshop reports.
- Support the coordination and management of PRIME implementation progress through liaising with other project implementing agencies/focal points as needed.

C. EXPERTISE REQUIREMENTS AND SELECTION CRITERIA

- Associate Degree from a recognized institution in Accounting, Business Administration or other relevant academic qualification.
- Minimum of one (1) year 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.
- Technical training and technical background.

D. POSITION AND PROJECT DURATION

The position will be for an initial one (1) year period. (Probationary period of six months). This is a full-time position and may be extended based on satisfactory performance. The position supports the PRIME and SCORE Projects throughout the duration of the projects