

December 4, 2019

RFP# PMU-2019-003

INFORMATION TECHNOLOGY 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 **information management 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 diplomas/degrees and other relevant qualifications as well as at least 2 References, should be received by the Acting Secretary, DTC&I, **no later than Friday, January 10th, 2020 @ 4.00 pm**. All proposals received should be clearly marked:

FSM/DTC&I Program Management Unit
Proposal for IT 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: rscgoodwin@hotmail.com or call (691) 320 2080. Thank you.



Carl Apis

Secretary, DTC&I

Date

12/06/2019

FSM DEPARTMENT OF TRANSPORTATION, COMMUNICATIONS AND INFRASTRUCTURE

PROVISION OF INFORMATION MANAGEMENT SERVICES TO THE PMU

TERMS OF REFERENCE FOR INFORMATION TECHNOLOGY SPECIALIST

A. BACKGROUND

The Program Management Unit (PMU) of the FSM National Government provides program management services for the implementation of the FSM Infrastructure Development Plan (IDP). In this regard, the PMU undertakes a number of key functions in engineering, project management and implementation, including the establishment of information systems to keep track of overall progress of the IDP, the generation and dissemination of technical studies and reports, and providing a central repository of information to support the design, monitoring and reporting on infrastructure projects in the FSM.

The PMU is managed by a Program Manager who is a Registered Professional Engineer and reports to the Secretary of the FSM Department of Transportation, Communications and Infrastructure. The PMU also works closely with the Infrastructure Division of DTC&I and the State Project Management Offices and Departments of Public Works and Infrastructure.

C. Scope of Services for the Information Technology Specialist

The Information Technology (IT) Specialist will provide the following services:

- Oversees the procurement, installation, testing and maintenance of all PMU computer hardware, software, internet access and related systems and services;
- Provides support for the design, setting up and continuous updating of an electronic filing system for all PMU activities;
- Manages databases for key PMU processes, functions and outputs, including cost information, technical standards, technical data, maps and progress reports;
- Assists with the collection and filing of information on infrastructure performance indicators in the FSM;
- Assists the PMU Program Manager in preparing the quarterly progress reports on compact-funded infrastructure projects;
- Assists in preparing power point presentations, as directed by the PMU Program Manager and other professional staff in the PMU;
 - Undertakes field surveys to collect and map information on infrastructure and services, as directed.

D. Minimum Qualifications and Requirements

- a. A relevant degree (Bachelors' Degree preferred) or Diploma in Information Technology, Computer Science or a related field.
- b. At least 5 years' experience with responsibility for the installation and maintenance of computer hardware, software and internet access systems
- c. Significant experience in setting up and managing databases and electronic filing systems
- d. Must be proficient in the use of relevant software,
- e. Ability to generate written reports in English.

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 IT Specialist, the assignment can be further extended on a year to year, basis.

F. Reporting Requirements

The IT 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