

REQUEST FOR EXPRESSIONS OF INTEREST

(INDIVIDUAL CONSULTING SERVICES)

FEDERATED STATES OF MICRONESIA

Department of Finance and Administration

Project for Strengthening Public Financial Management (P161969)

Assignment Title: PFM Project Manager (Long-term)

Reference No.: FM-DOFA-107836-CS-INDV

The Federated States of Micronesia has received financing from the World Bank toward the cost of the Strengthening Public Financial Management Project, and intends to apply part of the proceeds for a Project Manager to ensure the effective, efficient and timely implementation of the Project for Strengthening Public Financial Management.

Scope of Assignment

The PFM Project Manager will perform all daily management tasks for the successful implementation of the Project, including: human resources, planning, contracts, finance, procurement, communication, reporting, and monitoring and evaluation (M&E) tasks.

See the detailed Terms of Reference attached here for further details.

The Department of Finance and Administration 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, references etc.). 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.

Duration of the Assignment and Estimated Time Input

The duration will be for 12 months with the opportunity to extend based on performance and the availability of financing.

The criteria for selecting the Consultant are:

Essential qualifications and experience:

- 1) University degree in project management, business administration or a related discipline;

- 2) Minimum 10 years of relevant work experience with minimum 5 years at management level or with management responsibilities;
- 3) Demonstrated high-level project implementation/management experience and an understanding of project-cycle principles, log-frames, monitoring and evaluation in line with the requirements of development partners
- 4) Experience with public financial management and/or public sector reform projects or programs with a significant IT component;
- 5) Excellent communication skills, including good oral and written English and report writing;

Desirable qualifications and experience:

- 6) Familiarity and experience with projects funded by international development Partners; and
- 7) Related experience in small island state economies, especially in the Pacific.

The attention of interested Consultants (including firms) 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. The detailed Terms of Reference (TOR) for the assignment are attached here.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **Friday 2 August 2019**.

Attn: Beulah Daunakamakama (Mrs)
Program Manager,
Central Implementation Unit,
Investment & International Finance
Department of Finance & Administration
Federated States of Micronesia (FSM)
Email: bdaunakamakama@gmail.com

and cc to:

Jane Mukiri
Procurement Specialist
Central Implementation Unit
Email: jcmukiri@gmail.com

TERMS OF REFERENCE

Federated States of Micronesia

Project for Strengthening Public Financial Management (P161969)

Terms of Reference – PFM Project Manager

LOCATION: Department of Finance and Administration (DoFA) - Investment Finance Unit

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

The objective of the Strengthening Public Financial Management Project for Micronesia is to improve reliability and timeliness of financial reporting of the National and State governments in FSM. The project has 5 components:

1. Strengthening the public financial management environment component will strengthen the Public Financial Management (PFM) environment by ensuring that the legal and regulatory framework and the procedural guidance for business processes governing budget formulation, budget execution, and financial reporting for revenues and expenditures are internally consistent, aligned with the applicable accounting guidance, and streamlined for efficiency. The scope will include all five governments, each of which has its own set of regulations and procedures.
2. Financial management information system component will implement a new Financial Management Information System that will support effective management of public resources and improve financial reporting for management and accountability.
3. Revenue Management System (RMS) component will improve the efficiency and effectiveness of revenue management for the National Government of the Federated States of Micronesia (FSM).
4. Change management and human resource development component will successful implementation of the FMIS and the RMS with active stakeholder engagement and development

of individual competencies and institutional capacity needed to sustain FMIS and RMS operations and related PFM functions. The project will support capacity building in the Department of Finance and Administration (DoFA) and other agencies with key roles in the PFM cycle such as the Office of the National Public Auditor.

5. Project management component will support overall project management and coordination

The Government of FSM is seeking to engage an experienced PFM project manager within the DoFA to manage the implementation of the FMIS project and to oversee other aspects of the project.

B PURPOSE AND OBJECTIVES OF THE ROLE

The purpose of the role is to ensure the effective, efficient and timely implementation of the Project for Strengthening Public Financial Management.

C SCOPE OF SERVICES

The PFM Project Manager will perform all daily management tasks for the successful implementation of the Project, including: human resources, planning, contracts, finance, procurement, communication, reporting, and monitoring and evaluation (M&E) tasks.

The PFM Project Manager will ensure project activities are consistent with the Legal Agreements and approved Procurement Plan.

The Project Manager will have duties and responsibilities including the following:

- Develop, revise and update project plans and budgets, including procurement plan, for all activities related to the Project and obtain the requisite approvals from the relevant stakeholders within Government of FSM and with the WB, as required;
- Support FMIS procurement activities through to, and including, FMIS and RMS vendor contract negotiations
- Maintain oversight and coordination of FMIS and RMS vendor implementation plans and delivery of all activities (Vendor, government and, where relevant, third parties) as part of the wider FSM government FMIS implementation plans including support for and involvement in user and government acceptance testing for FMIS contract components and system modules;
- Prepare project progress reports, and supervise the preparation of financial management and procurement reports; ensuring all project reports and files are kept up to date;

- Supervise the procurement and financial management activities in accordance with the procurement and budget plans and the relevant procedures and guidelines of the Government of FSM and the WB;
- Supervise the deliverables of the FMIS vendor and other FSM contracted consultants;
- Manage all FMIS related contracts and identify potential bottlenecks and constraints, and provide recommendations to address them;
- Monitor receive feedback, and review performance of the consultants recruited for the project implementation;
- Ensure that all consultation and training activities are mobilized and implemented in a timely manner;
- Ensure good communication and information flows among agencies involved in PIPPFM preparation and implementation at National and State levels; and
- Other duties applicable to the project as delegated by the Secretary DoFA.

D REPORTING OBLIGATIONS

The Project Manager will report to the Assistant Secretary of DoFA in charge of Treasury.

The deliverables of the Project Manager will include the following but not be limited to:

- Work Plan and Budget Plan for the project (initial and updates);
- Updated Procurement Plans, as needed;
- Financial Forecasts and Reports;
- Performance evaluation reports for Consultants, etc;
- Monthly progress reporting to the DoFA;
- Periodic Project Implementation Manual updates and TORs.

D. QUALIFICATION AND EXPERIENCE REQUIREMENTS

Mandatory

- 1) University degree in project management, business administration or a related discipline;
- 2) Minimum 10 years of relevant work experience with minimum 5 years at management level or with management responsibilities;

- 3) Demonstrated high-level project implementation/management experience and an understanding of project-cycle principles, log-frames, monitoring and evaluation in line with the requirements of development partners
- 4) Experience with public financial management and/or public sector reform projects or programs with a significant IT component;
- 5) Excellent communication skills, including good oral and written English and report writing;

Desirable qualifications and experience:

- 6) Familiarity and experience with projects funded by international development Partners; and
- 7) Related experience in small island state economies, especially in the Pacific.

E. DURATION, LOCATION and CONDITIONS of ASSIGNMENT

The position is a full-time position to be located in Pohnpei, FSM. Domestic travel will be required from time to time.

The duration will be for 12 months with the opportunity to extend based on performance and the availability of financing.