

Improving Quality of Basic Education (IQBE)
Terms of Reference
Project Manager (National)

Position Title	Project Manager (National)
Implementing Organization	FSM Department of Education
Location	Palikir, Pohnpei
Duration	30 months (July 2021 – January 2024)
Adviser Type	Long-term technical assistance (LTTA)
Tentative start-up date	July 2021

Project Background

Primary students in the Pacific are averaging 30% of the benchmark in reading and 48% in mathematics, as measured by the Pacific Islands Literacy and Numeracy Assessment (PILNA) conducted across 14 countries in the Pacific. While the students in the Federated States of Micronesia (FSM) are performing above the average of their Pacific Island peers, there is a strong desire among FSM's government to increase student learning outcomes. For the last 8 years, FSM student learning rates have trended upward on both the internationally-administered PILNA and the domestically-administered National Minimum Competency Test.

In FSM, more than 10% of teachers are underqualified without the minimally required 2-year associate's degree. Low outcomes in student learning at the primary education level become magnified and more expensive to resolve at higher levels of education. Quality of education is deemed the most important issue, whereas access is not as critical an issue. It is therefore imperative to strengthen the foundations of learning so that more students can persist and succeed in their education careers.

The project, Improving the Quality of Basic Education in the North Pacific (IQBE), addresses factors to improve the conditions for learning in FSM. It builds on the successes and lessons learned under the Quality Primary Education in the North Pacific technical assistance¹ and allows for a more comprehensive and sustained approach required for effective reforms within the sector.

Expected Outcome

The impact of the project is improved quality of basic education in the FSM. Project outputs are: (i) Primary school teachers better prepared; (ii) Capacity to use assessment to improve learning strengthened; (iii) Access and usage of teaching and learning resources and materials for literacy and numeracy expanded; and (iv) Educational leadership and management of schools, including parent/community engagement strengthened. The Project will allow for a more comprehensive and sustained approach required for effective reforms within the sector. The ultimate goal is to improve student learning in all areas, with a strong focus on numeracy and literacy.

¹ ADB. 2012. *Technical Assistance for Quality Primary Education in the North Pacific*. Manila.

Intended Outputs

The four specific outputs expected during the project period are:

Output 1: Teachers in primary education are better prepared.	
1.1	New Professional Learning Framework developed.
1.2	Teachers trained on QPF focused on literacy and numeracy across the curriculum.
1.3	Improved alignment between Pre-service Teacher Education and In-service Teacher Education.
1.4	New System of Lead Teachers and Induction established.
1.5	Career pathways for teachers developed.
Output 2: Capacity to use student assessment to improve learning strengthened	
2.1	New National Student Assessment Framework established.
2.2	Teachers trained on alternative assessments for learning.
Output 3: Access to and usage of teaching and learning resources and materials for literacy and numeracy expanded.	
3.1	Access to teaching and learning resources increased.
3.2	Number and quality of resources increased.
3.3	Community/school partnerships in resource development increased.
3.4	Teacher/community workshops on newly developed resources and materials increased.
Output 4: Educational leadership and management of schools, including parent and community engagement strengthened	
4.1	Principal performance standards strengthened.
4.1	School leaders trained on educational leadership and management.
4.2	Parents as Partners Program established.
4.3	Number of school-based sustainable development projects increased.

Project Implementation Mechanism

There is a Project Steering Committee (PSC) that consist of the Directors from State Department of Education, and representatives from FSM Department of Finance, the College of Micronesia-FSM (COM-FSM), and the Asian Development Bank (ADB). The PSC is chaired by the Secretary of Education. The PSC meets quarterly and will be responsible for (i) approving the annual project budget and activity plan, (ii) reviewing and advising on implementation progress, and (iii) ensuring policy and other significant issues affecting implementation are dealt with promptly. The PSC will provide overall guidance and coordination for project implementation.

At the national level, there is a Project Implementation Unit (PIU) at the NDOE which will be led by the Project Director and supported by the Project Manager, Procurement Specialist, and Finance Specialist. The Project Director will report to the Secretary of Education on matters relating to ensuring efficient and effective implementation of the project to meet deadlines, targets, objectives, outputs, and outcomes as stated in an annual work plan and the Design and Monitoring Framework (DMF).

The PIU will work with relevant institutions and project initiatives that complement and supplement IQBE implementation, including COM-FSM National and State Campuses, consulting firms/individuals, and schools. COM-FSM will be a project institution engaged by NDOE to implement project activities that will be described fully in a MOU/Contract between the NDOE and the institution itself. All four states have designated IQBE PIUs consisting of State project directors and technical coordinators.

Detailed Tasks and/or Expected Outputs

Manage the PIU, Technical Coordinators, and Component Organizations

- Supervise and provide technical advice to support and guide the PIU staff and Technical Coordinators.
- Support and supervise procurement, financial, and administrative staff, to ensure adequate progress is made and maintained with regards to contract awards, financial disbursements, and project implementation. Task trackers, reporting tools, monitoring and follow-up schedules, and accountability framework may be developed.
- Monitor the performance of the Procurement Specialist, the Finance Specialist, and the Technical Coordinators, and provide feedback, guidance, and recommendations to improve their performance and the PIU operations.
- Develop a system for technical management and coordination of component organizations (e.g., NDOE CIA staff, COM-FSM). Coordinate technical inputs, manage contracts, follow due-diligence, track inputs and deliverables, and ensure financial management.
- Coordinate and facilitate National Working Group (NWG) needs, including monitoring attendance and accountability for assignments.
- Ensure collection of sex-disaggregated data and coordinate data analysis training, as needed.
- Report on the project's Gender Action Plan (GAP).

Connection point between SDOEs and NDOE

- Support and strengthen collaboration of National and State level PIUs to ensure adequate and regular coordination and communication, quality reporting of project information, and procurement/financial matters progress smoothly between the national and state level government counterparts.
- In partnership with the Technical Coordinators, coordinate professional development workshops between Technical Assistance-1/Technical Assistance-2/Technical Assistance-3 and the SDOEs.
- Manage and support State-level PIU on specific project implementation activities, including National Working Groups, report preparation, and project performance monitoring.

Support the Project Director

- Serve as a liaison between the Project Director and the local community, including NDOE and SDOE staff, FSM government officials, and project partners. Collect progress monitoring data to support Project Director's reporting functions. Facilitate introductions, as necessary, especially when the Secretary of Education is unavailable for this purpose.
- Provide briefings to Project Director about FSM protocols and culture, when appropriate.
- Perform other duties and tasks as may be required to further the work of the IQBE project.

Qualifications:

The Project Manager should hold a minimum of a bachelor's degree or higher. At least 4 years of working experience in education and/or management. Previous ADB (Asian Development Bank), other MDB (Multilateral Development Bank), or donor-funded project experience is highly preferable. Professional experience and/or background in FSM is required.

Skills, experience, knowledge

- Excellent communication, coordination, and project management skills.

- Proven ability to work with multiple stakeholders such as the national and state government, development partners, consultants, and tertiary institutions.
- Experience tracking project implementation and monitoring results.
- Data management & analysis
- Teamwork and capacity building expertise.
- Workshop planning and facilitation skills.

Deliverables

1. Accountability and Progress Tracking mechanism, submitted within 30 days from commencement of services.
2. National Working Group schedules and notes, submitted within 48 hours of each meeting
3. Teacher/Principal professional development workshop agendas and arrangements submitted by July 30, annually

Reporting requirements

1. Bi-weekly, monthly, quarterly, and annual progress reports including physical and financial progress, in partnership with Project Director.
2. Periodic updates on project status as required by Project Director.
3. Collect and synthesize input from NDOE and SDOE PIU staff for the purpose of regular progress monitoring.

Workspace and Supervision

This assignment requires Project Manager to be physically present at the NDOE office and work closely with the national and state PIU teams and travel to the states as needed. The Project Manager will report directly to the Project Director. NDOE will provide working space and equipment.

Location and Term of the Assignment

The Project Manager will be based in Pohnpei for the duration of the assignment. This is a full-time assignment with a duration of 30 months, from July 2021 to January 2024.

Remuneration

The annual salary is \$36,010 depending upon on qualification and experience of the applicant.

To submit a Curriculum Vitae and Expression of Interest, please ensure you are registered at ADB CMS. If not yet registered, please go to www.cms.adb.org to register before you can submit your Curriculum Vitae and Expression of Interest. Deadline for EOI and CV submission is June 2, 2021.

For further clarifications, please email marlynn.halbert@national.doe.fm.