March 5, 2020

Public Notice
Request for Proposal

Opening date: 03/04/2020
Closing date: 03/19/2020

The FSM Department of Health and Social Affairs seeks the services of a short-term consultant for a period of 60 working days within the period March to July 2020 to coordinate drafting of the FSM Voluntary National Review Report. The overall objective of the assignment is to ensure that the key activities and processes involved in the formulation of the first country SDG Voluntary National Review are in line with United Nations Sustainable Development Group (UNDG) and UN DESA guidelines on VNR and Country SDG reporting. The assignment is also expected to promote transparency and participation of all key stakeholders. The proposal should include proposed methodology for the assignment and must be completed no later than July 31 2020.

Work Assignment/Specific Tasks:

1. Ensure all relevant documents (reports and plans) have been identified, which can assist with the drafting of the VNR report
   a. Working with State focal points for all relevant State reports and plans
   b. Working with SDG WG Chair for all relevant National reports and plans

2. Oversee the State-led stakeholder engagements activities (as per the workplan),
   a. In consultation with State focal-points, contribute to the strategies of each phase of the stakeholder engagement activities;
   b. Ensure State focal-points are carrying out their tasks in line with the work plan deadlines;
   c. Distribute necessary materials to State focal-points to assist facilitate stakeholder engagement activities;
   d. With assistance from State focal-points, collate all materials which get produced from Phase 1 of stakeholder engagements (story ideas in particular);
   e. Provide feedback to State focal-points on the decisions of final inputs for National/State stories, to facilitate Phase 2 of stakeholder engagements;
   f. Working with State focal-points circulate the first draft of the VNR report to stakeholders to collect feedback

3. Oversee the drafting of the FSM SDG VNR main messages and report
a. Working with the SDG WG, ensure the draft main messages is completed on time, endorsed and delivered to NY as scheduled;
b. Ensure all drafters are aware of what their contributions will be for the main report;
c. With the support of the SDG WG and State focal-points, follow-up with drafters to ensure draft contributions are produced on time;
d. Working with the FSM NSO, identify what data (and corresponding analysis) is available to support the stories of the FSM VNR report;
e. Compile all drafter contributions in to the one report and circulate the first draft for comment;
f. Work with the SDG WG to incorporate feedback from all stakeholders on the first draft report;
g. Facilitate the development of the layout, design (including suitable pictures and statistical analysis) and publication of the FSM VNR;

4. Oversee the production of the HLPF presentation. Working with the SDG WG:
   a. Assist the development of a VNR video (if required), ensuring its completion within the scheduled time, including drafting of the narrative to accommodate the video
   b. Assist with the production of the speech to be delivered by FSM at the HLPF

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**Work Schedule/Work Plan**

1. March 30 - workplan for the implementation of the key responsible listed under section 3 of the ToR. (workplan to include timelines and key implementation partners) and Monthly progress reports on the key responsibilities of the assignment for the state of Pohnpei

2. April 30 - workplan for the implementation of the key responsible listed under section 3 of the ToR. (workplan to include timelines and key implementation partners) and Monthly progress reports on the key responsibilities of the assignment for the state of Chuuk

3. May 30 - workplan for the implementation of the key responsible listed under section 3 of the ToR. (workplan to include timelines and key implementation partners) and Monthly progress reports on the key responsibilities of the assignment for the state of Yap

4. - workplan for the implementation of the key responsible listed under section 3 of the ToR. (workplan to include timelines and key implementation partners) and Monthly progress reports on the key responsibilities of the assignment for the state of Kosrae and Draft of the VNR report.

5. July 30 - Overall report on the progress, challenges and recommendations of the VNR reporting process and the methodology that was used
General requirement

- Bachelors Degree in development, economics, social sciences, public administration, social protection, communications, and/or related fields.
- Sound knowledge and understanding of the Agenda 2030, SDGs, processes and contents, sound knowledge of UN guidelines on VNR/SDG reporting processes and contents/technical requirements.
- Good knowledge and contacts with CSOs and development partners that support the implementation of the SDGs as well as represent vulnerable and marginalized groups in inclusive growth and sustainable development.
- Minimum 2 years of working experiences in designing and facilitating stakeholder engagement processes for input into human development strategies and policies.
- Knowledge of FSM’s development context and government coordination mechanisms at state and national level is an advantage.
- Strong facilitation skills, good command of writing and making presentations in English.

Proposal Content

The proposal shall include the following
1. Name, Address and contact information of individual, business/company or organization
2. Professional credentials/certificates
3. Copy of similar work assignment /writing sample
4. Methodology for carrying out assignment
5. Timelines
6. Cost of services and proposed schedule of payment

Proposal Submission

The proposal can be sent via sealed envelope or via email to Secretary Dr. Livingston A. Taulung at health@fsmhelath.fm with a copy to Lomalida Jibemai lomajibemai@gmail.com and Stacy Yleizah syleizah@gmail.com. The proposals sent via email will not be opened until the Review Committee meeting date. Proposals that will be sent after the deadline (March 15 2020) will not be accepted.

Dr. Livingston A. Taulung
Secretary Department of Health and Social Affairs