

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

Federated States of Micronesia (FSM) Nationals Only

**FEDERATED STATES OF MICRONESIA
DIGITAL FSM PROJECT**

Grant No.: P170718

Assignment Title: Project Assistant

Reference No.: FM-DOTCI-516717-CS-INDV

The Government of the Federated States of Micronesia has received financing from the World Bank toward the cost of the Digital FSM Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include liaising and working with the Assistant Secretary of the Division of Communications who provides the overall leadership of the Digital FSM initiative, consultants, CIU staff and other Departmental staff in relation to the Project.

The Terms of Reference (TOR) for the assignment are attached to this request for expression of interest.

The Department of DTC&I now invites eligible consulting firms (“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 attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office hours: *8:00 AM to 5:00 PM*.

Expressions of interest and Resume must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **Friday, November 21st, 2025**.

Attn: Mr. Carlson D. Apis

Secretary

Department of Transportation, Communications, & Infrastructure

P.O Box PS-2, Pohnpei, FM 96941

Email: ashika.raj@tci.gov.fm

Web: www.tci.gov.fm

cc to: communications@tci.gov.fm

FSM TCI-Communications Division

And

cc to: raynard.kermen@tci.gov.fm

Project Officer

Digital FSM Project P170718
Project Assistant
FM-DOTCI-516717-CS-INDV

TERMS OF REFERENCE

LOCATION: FSM National Government, Palikir – Project Implementation Unit (PIU)

DURATION: Initial contract duration of Fifteen Months (full time) with 3 months probationary period.

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, Public Financial Management strengthening and Transportation Infrastructure.

To support the implementation of WB Projects, Project Implementation Units are established for each project with a Project Manager, Project Officer, and Project Assistant. The Government has a vacancy in the Digital FSM Project for a Project Assistant.

The Project Assistant will liaise and work with the Project Manager, consultants, CIU finance staff and other Department staff on finance and procurement requirements of the project under the direction of the Project Manager.

B. SCOPE OF WORK

- Monitoring the activities of the project by filing of all project related documents and maintaining records;
- Scheduling meetings/programs for training and overall coordination of project related Missions, workshops, conferences, and meetings;
- Arrange project related travel;
- Prepare all documentation required to raise and process payments for the Project and filing required supporting documents in accordance with FSM Regulations and World Bank requirements;
- Reconcile PIU manual ledger records to information processed through the CIU and recorded on the financial management system;
- Assist with the procurement process including advertising, receiving bids/proposals, drafting No Objection requests as well as keeping STEP up to date;

- Assisting with organizing evaluation committees and publishing results of tender processes as relevant;
- Stay informed about relevant government regulations including tax regulations, customs regulations and any procurement regulations that may apply to the Project;
- Assist in monitoring the implementation of and updating of the project procurement plan;
- Maintain a list of vendors supplying general items for project implementation;
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received and comply with specifications, examine the conditions of material received, and approve invoices for payment;
- Interact with the Finance staff and Project Manager to ensure correct and timely payment to contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations;
- Assist in monitoring and reporting of fund status and procurement implementation status and progress to the World Bank as required including preparation of related reports.

C. EXPERTISE REQUIREMENTS AND SELECTION CRITERIA

- Associate's degree from a recognized institution in Accounting, Business Administration or other relevant degree.
- Experience working in a team environment.
- Fluency in written and spoken English
- Competency in the use of Microsoft Office Suites

Additional Desirable Requirements:

- Bachelor's Degree from a recognized institution in Accounting, Business Administration or other relevant degree;
- Organized and detail oriented person;
- Experience in Procurement, project accounting and/or administration.