

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

Federated States of Micronesia (FSM)

**FEDERATED STATES OF MICRONESIA  
DIGITAL FSM PROJECT**

Grant No.: P170718

**Assignment Title: Monitoring and Evaluations Analyst**

**Reference No.: FM-DHSA-364295-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 Social Affairs who provides the overall leadership of the Digital FSM Gender initiative, consultants, and other Departmental staff in relation to this component of the Project.

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

The Department of Health & Social Affairs 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, 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 must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **November 15, 2024**.

Attn: Mr. Augustine Sue  
Acting Assistant Secretary  
Division of Social Affairs  
Department of Health and Social Affairs

Email: [asue@fsmhealth.fm](mailto:asue@fsmhealth.fm)

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Digital Gender Coordinator, DHSA

**Terms of Reference: Individual Assignment**  
**Monitoring and Evaluation Analyst**  
***(Technical, Design, Analysis and Reporting)***  
**Federated States of Micronesia**

**A. Objective of the assignment**

The Government of the Federated States of Micronesia (FSM) has received financing from the World Bank to establish, develop and deliver Digital Transformation, facilitating enablement and access to online government and private sector services. This assignment is a vital part of the Digital FSM Project, which has as its development objective, *"To expand access to the internet, promote private sector investment in digital services, and establish the critical foundations for digital government services and the digital economy in the Recipient's territory."*

Digital FSM Office (DFO) is the lead implementation group of the FSM Digital Transformation plan. It is also the central authority for Digital Strategy, Governance, enterprise architecture, and the main interface to all government departments and sectors in national and state governments. The DFO is the central engagement and interface point for the National Government's Department of Communications and Infrastructure (DTCI), Department of Finance and Administration (DoFA), Department of Justice (DoJ) and Department of Health and Social Affairs (DoHSA), and each of the four State governments.

A team of project officers employed within the DFO will be tasked to gather information and data, including developing requirements for delivering reports, assessments and analyses relating to developing digital transformation activity across the FSM national and state governments. This data and information gathering requirement necessitates a common approach to ensure comparison, reporting, and analysis are applying standardized methods, standards, and processes. Additionally, the Consultant will also act as a coach/mentor for the project officers to ensure capability development as part of the assignment.

Gender and social inclusion are a key component of Digital Transformation in FSM, including the need to ensure that digital transformation processes are maximizing gender and social inclusion opportunities and mitigating the exacerbation of any gender gaps. With this, comes the need to ensure gender-sensitive monitoring and evaluation and impact

assessment processes not only to assess the impact of digital transformation work from a gender and social inclusion perspective, but also to assist in the identification and tracking of any gaps, issues or concerns that may begin to emerge. Gender and social inclusion priority areas for digital transformation include: (i) Sex-disaggregated tracking of rates of internet access and use, trends and inequalities, (ii) Harmful digital communication and cyber safety risks, and (iii) Inclusive digital services.

The assignment is to prepare four outputs:

1. Establish a gender impact assessment and monitoring framework for the FSM government and people concerning implementing digital transformation capability in FSM with a focus on gender and social inclusion issues.
2. Implement the gender assessment framework in collaboration with the Department of Health and Social Affairs (DoHSA) and the State governments, including standardizing information and data in government and services.
3. Training and mentoring the DFO Project Officers to increase proficiency in operating the model across the agency and capability engagement.
4. Develop a reporting framework that can be incorporated across all Digital related projects in the FSM.

## **B. Outputs**

*1. Establish a gender impact assessment framework for the FSM government and people concerning implementing digital transformation capability in FSM with a focus on gender and social inclusion issues.*

Produce an assessment and a proposed framework and methodology to deliver, monitor and report the gender and social inclusion impact of Digital Transformation.

This includes:

- the collection, collation and compilation of relevant sex-disaggregated data sets;
- setting of gender-sensitive indicators and benchmarks for ongoing monitoring and evaluation of gender and social inclusion components as part of Digital Transformation processes; and
- establishment of protocols, processes and standards to ensure ongoing gender-sensitive data collection and gender-sensitive inputs into policy/legislative design processes;

The assessment and proposal are in collaboration with the relevant stakeholders in the FSM government and align with relevant national commitments including, but not limited to, National Gender Policy and National Ending Violence Against Women and Girls Policy (EVAW).

The assessment is expected to be 20-30 pages, not including supporting annexes.

2. *Implement the gender assessment framework in collaboration with the Department of Health and the states standardizing information and data to ensure cross-standardization in government and services.*

Implementation plan for the impact assessment approved by the relevant stakeholders, including the standards, training (for operators) and reporting process. The implementation of this output also covers the reporting requirements outlined in output four above.

3. *Training and mentoring the DFO Project Officers to increase proficiency in operating the model across the agency and capability engagement*

The Consultant will develop, alongside DFO, DHSA Coordinator and other relevant stakeholders, the framework, process, and standards to be applied to the data, information gathering reporting and the business analysis approach to link these together.

The framework for requirements will cover (but not limited to):

- A comprehensive solution that can be leveraged and applied to all FSM Digital transformation needs by way of data capture, analysis reporting and developing business requirements. The framework must be adopted and followed easily.
- Briefing on the role, process and procedures required to ensure a gender-sensitive approach to data and information gathering.
- Coaching and mentoring of Project Officers, with the inclusion of required training or support as and if needed by the project officers
- Assist where complex or complicated requirements need extra subject matter expertise to remedy or action

### **C. Approach and methodology**

The Consultant will work closely with the Digital FSM Office (DFO) and the Adviser to the Chief Information Officer under the Department of Transportation, Communications and Infrastructure (DTCI). The Consultant will also support and consult closely with the Department of Justice (DOJ) and the law firm supporting developing and reforming the legal enabling environment for the digital economy. In addition, the Consultant is expected to consult and receive guidance and input from the Gender Office at the Department of Health and Social Affairs (DHSA) through the DHSA gender coordinator on gender issues, including ensuring that the policy framework is inclusive, non-discriminatory and adheres to the *Principles on Identification for Sustainable Development*. Finally, the Consultant will meet with the Project Steering Committee and representatives of the State Governments to ensure that the policy considerations, framework and deliverables is well aligned with State Government priorities and needs.

The work will involve in-country fact-finding and consultations with stakeholders and experts, and training. Stakeholders include government officials, agencies, private and public organizations in relevant sectors and civil society.

### **D. deliverables, timeline and payment schedule**

The deliverables, timeline and payment schedule are set out below:

<b>Deliverable</b>	<b>Timing</b>	<b>Estimated FTE effort</b>	<b>Payment (%)</b>
1. Inception report (detailed work plan + proposed gender impact assessment proposal)	2 weeks	10 days	10
2. Framework, methodology, processes and monitoring operating model – endorsed and approved for implementation	6 weeks	30 days	60
3. Training, Monitoring, reporting and ongoing implementation roadmap approved and resourced for continuous monitoring and reporting across FSM	8 weeks	60 days	30

It is anticipated that the Consultant will be required to spend time in FSM to deliver parts of this assignment

### **E. Qualifications**

#### *Mandatory*

- Bachelor's Degree in Developmental Studies or equivalent, particularly in M&E fields and/or gender assessments.
- Demonstrated extensive experience in the field of Gender Impact Assessment, including M&E processes involving citizen and stakeholder engagement, data gathering and analysis measuring impact
- Demonstrated experience in gender-sensitive M&E methodology, tools, monitoring and key performance indicators relating to digital transformation.
- Leadership, mentoring and coaching other junior staff on business analysis and data processing tasks and practice.

#### *Desirable requirements*

- Relevant experience in leading and advising teams in a project or program scenario
- Experience in undertaking consultation, research, analysis, development and delivery of business requirements
- Experience in statistical analysis