

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES) (National Position)

Country: Federated States of Micronesia

Project: Pacific Islands Regional Oceanscape Program – Economic Resilience (PROPER)

Grant No.: IDA-E371-FM

Assignment Title: Yap State Project Coordinator

Reference No.: FM-NORMA-555272-CS-CDS

The National Government of the Federated States of Micronesia (FSM) has applied for financing from the World Bank toward the cost of the Pacific Island Oceanscape Program – Second Phase for Economic Resilience and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include playing a vital role in ensuring the smooth execution of PROPER Project activities at the state level., for an initial one (1) year period commencing approximately in September 2026. The position will be contracted by the FSM Government but will be based in Yap State to service the PROPER State Focal Point and State Working Group comprised mainly of the Project Implementing Agencies in the State. This is a full-time position and may be extended based on “satisfactory performance” i.e. satisfactory performance as determined through a performance evaluation against agreed key performance indicators and availability of funds. The position supports the FSM PROPER Project implementation phases of the project.

The detailed Terms of Reference (TOR) for the assignment can be found on the DOFA website at dofa.gov.fm or on the NORMA website at norma.fm.

The FSM National Oceanic Resource Management Authority (NORMA) 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 criteria for selecting the Consultant are:

Required experience and educational background:

Minimum Qualifications

- Bachelor's Degree in a relevant field such as marine or environmental science, fisheries or environmental management, project management, or a related discipline or a relevant Associate Degree with a minimum of one (1) year of practical work experience in project coordination, community engagement, or a related role.
- Exceptional organizational skills with the ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Excellent written and verbal communication skills in English.
- Proficiency in using standard office software, including word processing, spreadsheets, and presentation tools.

Desirable Qualifications

- Demonstrated experience in stakeholder engagement, community outreach, or participatory approaches.
- Prior engagement in development of projects or working within the fisheries sector.
- Familiarity with the context, culture, and local language of Yap state.

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 dated February 2025 ("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 0800 to 1700 hours Pohnpei local time.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or preferably by e-mail) by September 16, 2026, 3:00 PM Pohnpei Local Time.

FSM National Oceanic Resource Management Authority

Attn: Mr. OKean Ehmes,

PROPER Project Manager

PO Box PS 122

Pohnpei, FM 96941

Federated States of Micronesia

Email: proper.procurement@norma.fm

TERMS OF REFERENCE: INDIVIDUAL CONSULTANT

FSM Pacific Regional Oceanscape Program – Economic Resilience (PROPER) Project
Yap State Project Coordinator
(National Position)

A. BACKGROUND

The National Government of the Federated States of Micronesia (FSM) has partnered with the states and several government departments to implement a project as part of its development activities within the FSM. The current and pipeline portfolio includes projects in the sectors of Energy, Fisheries, Information & Communication Technology (ICT), Public Financial Management strengthening and Maritime and Roads.

The FSM Pacific Regional Oceanscape Program – Economic Resilience (PROPER) Project is an FSM government financed Fisheries project where the primary objective is to strengthen the shared management of selected Pacific Island oceanic and coastal fisheries, and the critical habitats upon which they depend, for economic recovery and resilience. The project consists of three key components, namely Oceanic Fisheries, Coastal Fisheries, and Marine Habitats and Waste. Each component focuses on specific activities and interventions aimed at addressing the unique challenges faced in their respective areas.

To support the implementation of FSMPROPER, a Project Implementation Unit (PIU) consisting of a Project Manager, Project Specialists, Officers and Assistants, and four State Project Coordinators will work in the already established PIU in FSM NORMA. Technical experts in Waste, Fisheries Management and Engineering will also support the Project. The FSM PROPER PIU is responsible for coordinating the implementation of the Project with the Implementing Agencies (IAs): FSM Department of Resources & Development (FSMDRD), FSM NORMA & FSM DHSA, FSM DECEM, DoFA and the States. The PIU will also be responsible for preparing and implementing the Project in accordance with guidelines and regulations as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

In order to strengthen project management support to the portfolio of WB-financed projects, a Central Implementation Unit (CIU) has been established under the Investment Finance Unit in the Department of Finance and Administration. The objective of the CIU is to provide support to PIUs in the preparation, implementation and reporting of WB-financed projects. The CIU will assist the FSMPROPER PIU in core cross-cutting functions including financial management, environmental and social safeguards, monitoring & evaluation, communications and procurement.

PURPOSE AND OBJECTIVES OF THE ROLE

The PROPER Project is seeking services of a State Project Coordinator to coordinate Project activities in the State of Yap and report to the PIU at the National level.

B. CORE DUTIES

The State Project Coordinator will play a vital role in ensuring the smooth execution of PROPER Project activities at the state level. They will report to the Project Manager (PM) of the PIU and will be responsible for the following key tasks:

SCOPE OF SERVICES

1. Oversight and Coordination/ Scope of Work, Duties, and Responsibilities:

The State Project Coordinators will supervise and coordinate the implementation of PROPER Project activities within their designated FSM state. This includes:

- Collaborating closely with the relevant IAs under guidance of designated State focal points to ensure effective execution of project activities as per the approved work plans.
- Providing guidance and support to IAs, clarifying project objectives, addressing queries, and facilitating efficient implementation.
- In collaboration with the Project Manager, develop workplans and budgets and regularly review and report progress against work plans/budgets, identify bottlenecks, and propose solutions for timely resolution.
- Represent or serve as the “face” of the Project at the State level as required.
- Serve as the point of contact between PIU Technical Experts and State IAs and relevant stakeholders.

2. Working Group (WG) Facilitation:

State Project Coordinators will act as the secretariat to the State WG, planning and leading meetings tailored to the unique needs of each state and in alignment with the respective work plans/budgets. This entails:

- Organizing and coordinating state-specific WG meetings, inviting relevant stakeholders, including IAs, local communities, and government representatives.
- Leading discussions during WG meetings, ensuring active participation, presenting relevant project information and planning, and capturing valuable input from participants.
- Documenting meeting outcomes, including recommendations, action items, and insights, and relaying this information to the Communications Officer and Monitoring & Evaluation (M&E) Officer for consolidation and reporting.

3. Environmental and Social Framework Implementation including Stakeholder Engagement:

State Project Coordinators will serve as the primary point of contact for engaging with local fishing communities, stakeholders, and implementing partners in their designated state. In collaboration and coordination with the State Project Manager and the CIU Safeguards team the responsibilities include:

- Assist with ensuring all Project environment and social safeguards commitments are monitored and implemented in respective State activities.
- Assist with addressing concerns, queries, and feedback from key stakeholders such as local fishing communities and civil society groups, fostering an inclusive and open communication channel, or channeling these to the correct PIU staff when necessary.
- Assist IAs to ensure that community perspectives, needs, and aspirations are well-represented and integrated into project activities and decision-making processes.

4. Information Sharing, Reporting and Coordination:

State Project Coordinators will facilitate the exchange of information and knowledge between state IAs, Technical Experts, and relevant stakeholders, promoting effective collaboration and alignment. This involves:

- Assist the PIU Communications Officer and CIU Communication Specialist to establish a robust communication mechanism to ensure seamless information flow between the state level and the project team.
- Supporting IAs in adhering to project objectives, strategies, and guidelines by facilitating effective coordination between state-level and central project management.
- Report on progress of activities and deliverables.

5. Monitoring & Evaluation (M&E) Support:

State Project Coordinators will contribute to the M&E process by collecting essential data and information from the state level to assess project activities' progress and risks. This includes:

- Assist the PIU M&E Officer and CIU M&E Specialist to ensure accurate and timely collection of data and M&E indicators from the state.
- Assist in the preparation of regular project progress reports, providing relevant data, insights, and updates on state-level activities and flagging risks and challenges
- Assist in gathering data as required for adaptive project management and to support any other relevant project activity or management decision.

6. Procurement Management Support:

- The State Project Coordinator will contribute to the coordination of procurement in the designated state, in close coordination with the PIU. This includes Conducting market assessments and identifying local providers.
- Advising on the draft ToR and the selection process for local procurement.
- Contributing to the supervision of local contracts and their deliverables.

C. QUALIFICATIONS/JOB KNOWLEDGE AND TECHNICAL EXPERTISE

Minimum Qualifications

- Bachelor's Degree in a relevant field such as marine or environmental science, fisheries or environmental management, project management, or a related discipline or a relevant Associate Degree with a minimum of one (1) year of practical work experience in project coordination, community engagement, or a related role.

- Exceptional organizational skills with the ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Excellent written and verbal communication skills in English.
- Proficiency in using standard office software, including word processing, spreadsheets, and presentation tools.

Desirable Qualifications

- Demonstrated experience in stakeholder engagement, community outreach, or participatory approaches.
- Prior engagement in development of projects or working within the fisheries sector.
- Familiarity with the context, culture, and local language of Yap state.

D. DURATION, LOCATION, AND CONDITIONS OF ASSIGNMENT

The position will be for an initial one (1) year period. This is a full-time position and may be extended based on satisfactory performance i.e. satisfactory performance as determined through a performance evaluation against agreed key performance indicators and availability of funds. The position supports the FSM PROPER Project in the implementation of the project.

The position will be contracted by the FSM Government but will be based in Yap State to service the PROPER State Focal Point and State Working Group comprised mainly of the Project Implementing Agencies in the State.