

**FSM-Palau Telecommunications & ICT Technical Assistance Project**  
**(P130592)**

**Federated States of Micronesia – Project Officer**

**Terms of Reference**

**A. Background**

The Federated States of Micronesia (FSM) is undertaking a program of reform of the country's telecommunications sector and associated ICT infrastructure investments. Major elements of the reform program include:

- A national ICT and telecommunications policy (September 2012), providing for market opening and the establishment of an independent sector regulator;
- The adoption of new legislation, the Telecommunications Act of 2014, to give effect to the ICT policy (April 2014);
- Restructuring the incumbent telecommunications service provider, the FSM Telecommunications Corporation (FSMTC);
- International connectivity infrastructure investments in the FSM States of Chuuk, Kosrae, and Yap;
- Issuance of licenses for new operators and service providers to enter the telecommunications market in the FSM.

The Government of the FSM has financial assistance from the World Bank to support its ICT sector reform program and infrastructure investment activities. The project is summarized in the Project Appraisal Document and Project Financing Agreement, which are publicly available on the World Bank website. The project includes funding for FSM's management of the project. The Department of Transportation, Communication & Infrastructure (DTCI) is responsible for the overall implementation of the project.

The Project Officer will be based at the DTC&I Office of the Telecom Sector Reform Project Office in Palikir, Pohnpei and will work under the direct supervision of the Project Coordinator. The Project Coordinator is responsible for the overall monitoring, reporting and implementation of the project on behalf of DTCI. The Project Coordinator is primarily responsible for ensuring that each project component is implemented in accordance with the project development objectives, and funding requirements as prescribed in the updated project work plan, and legal agreements.

In coordination with the Project Coordinator, multiple other local and international staff, advisors and consultants (administrative, technical, commercial, legal, and regulatory) support DTCI in the implementation of the project components. Procurements, payments, record keeping, etc. must meet World Bank and FSM government standards and requirements where applicable. The financial reporting and payment processing for the project is supported by Finance Officers based at the Department of Finance and Administration (DoFA).

### **C. Objective**

The Government seeks a Project Officer to support the Project Coordinator to implement the project effectively and efficiently in accordance with relevant policies, procedures and plans. The Project Officer will report to the Project Coordinator and provide general administrative and logistical support for project implementation, including record keeping, project reporting, and project communications. He/she will work collaboratively with the project Finance Officers at the DoFA and assist with the processing of all project related requisitions, payments, consultant contract monitoring and procurements. The fiduciary responsibility for the use of project funds remains with the Project Coordinator and the secretary of DTC&I as the authorized implementing agency.

### **D. Scope of Work**

The Project Officer will report to the Project Coordinator and under the following activities:

#### *Procurement Related Activities*

The Project Officer will work with the Project Coordinator and other DTC&I staff on procurement requirements of the project to ensure that all procurement is conducted in accordance with the provisions in the legal agreements between the Work Bank and the FSM.

#### (i) Procurement Management

- Monitor the implementation of and keep up to date the project procurement plan;
- Assist in the preparation of procurement activities for goods, works and services as appropriate including: technical specifications, Invitations to Quote, bidding documents and terms of reference. Assist with any clearances processes from relevant government agencies and/or the World Bank;
- Assist with the procurement process including advertising, receiving bids/proposals, drafting no objection requests for the Project Coordinator; organizing evaluation committees and publishing results of tender processes as relevant;
- Coordinate with the financial management staff on procurement activities to ensure alignment and availability of budget;
- Stay informed about any new regulations affecting procurement under the project. Periodically consulting as needed the PIM and proposing modification or updates of the PIM as needed.
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project

#### (ii) Vendor/Contract Management

- 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 financial management staff in the monitoring of the correct and timely payment to contractors and consultants, according to the contract provisions.
- Assist the Project Coordinator or other designated persons in the administration of contracts according to the provisions of the contract and procurement regulations.

(iii) Procurement Reporting and Outputs

- Monitor and report the procurement implementation status and progress to the Project Coordinator and the World Bank as required;
- Assist with the preparation of a quarterly procurement status report;
- Assisting the Project Manager in the preparation of any procurement related reports required by the Project.
- Maintaining safe, complete, updated, organized and easily retrievable filing system for the procurement records and retaining those records during the time established by the donors and local regulations.

*General Administration and Logistics*

Under the direction of the Project Coordinator provide administrative and logistical support to the program as needed, activities include for example:

- Filing of all project related documents;
- Assist the Project Coordinator to maintain the PIM and to ensure that project implementation follows the guidelines as detailed in the PIM, including monitoring and evaluation and safeguards;
- Assist the Project Coordinator with project reporting requirements, including the semi-annual progress report;
- Arrange project related travel;
- Undertake shopping for goods and services associated with incremental operating costs;
- Scheduling meetings/programs for incoming visits or outgoing trips;
- Arrange any workshops, conferences, meetings, etc.
- Contribute to project communications activities and outreach, including drafting short briefs and summaries of results achieved under the project.

**E. Duration and Location**

The assignment contemplates a full time position for one year, with the possibility of renewal subject to need and performance, and is located in Pohnpei, the Federated States of Micronesia. The position may require travel within the FSM and internationally.

**F. The Candidate**

The successful candidate will be required to the following:

- Tertiary education from a recognized institution in Business Administration, Commerce or other relevant degree.
- Minimum of five years of relevant experience.

- Experience with working in a team environment.
- Fluency in written and spoken English.
- Competency in the use of computer applications, especially MS Office, Word, PowerPoint and Excel
- Demonstrated ability to work under pressure and pay attention to detail.
- Knowledge of government policies and procedures for both government funds and grant fund implementation is preferred.