

October 28, 2020

RFP #PMU2020-002
Executive Secretary

REQUEST FOR PROPOSAL

The FSM Department of Transportation, Communications and Infrastructure (DTC&I), Program Management Unit (PMU) is soliciting proposals from interested individuals to provide professional services to the Program Management Unit. The PMU is responsible for the monitoring and coordination of the FSM Infrastructure Development Plan, and for the provision of technical support, oversight and project management services for compact-funded infrastructure projects.

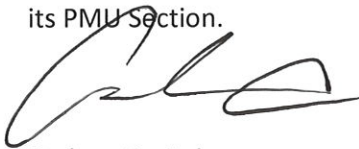
Proposals from interested individuals, which should include CVs, copies of degrees and at least 2 References, should be received by the Secretary, DTC&I, no later than **Friday, November 13, 2020**. All proposals received should be clearly marked:

FSM/DTC&I Program Management Unit
Proposal for Executive Secretary
and addressed to:

The Honorable Carlson D. Apis
Secretary
Department of Transportation, Communications, & Infrastructure
FSM National Government
P.O Box PS2
Palikir, Pohnpei, FM 96941
Email: carl@tci.gov.fm

Further information is available at the office of the PMU, DTC&I or email the Program Manager, Mr. Robert Goodwin, at email: rsgoodwin@hotmail.com or call 3202080.

The Terms of Reference may be directly obtained from the Department's website: <https://tci.gov.fm> in its PMU Section.



Carlson D. Apis

Date: Oct. 29, 2020

FSM DEPARTMENT OF TRANSPORTATION, COMMUNICATIONS AND INFRASTRUCTURE

PROVISION OF PROFESSIONAL SERVICES TO THE PROGRAM MANAGEMENT UNIT

TERMS OF REFERENCE FOR EXECUTIVE SECRETARY

The implementation model for the IDP has necessitated a restructuring of the PMU, with its focus on **Program Management**, particularly to ensure that the National government meets its commitments and obligations to its development partners, including those obligations arising from the Amended Compact and its subsidiary agreements and that project planning and implementation is efficient and optimal. The PMU also provides ongoing support to each State to ensure that program and project management, procurement and reporting requirements are documented and adhered to, technical standards are developed and shared, subsequent design and construction contracts are consistent with appropriate risk management, and peer and post completion reviews are undertaken as required. The scope of work of the PMU includes Compact-funded projects as well as the major infrastructure projects supported by other development partners, including the World Bank and the Asian Development Bank.

During the past 2 years, the PMU has progressively assumed its new role under the IDP. During the next 2-3 years, it is expected that the role of the PMU will be as follows:

1. Assist in the management of the National Government's infrastructure projects funded by the Amended Compact;
2. Undertake the preparation of a masterplan for the FSM Capitol Complex
3. Provide technical support, oversight, and peer-review services, as needed, to the State PMO Offices to ensure the effective delivery of state infrastructure projects
4. Continue with the development of standards and processes to support the cost-effective delivery of the infrastructure program. These will include an FSM-wide Building Code, a Procurement Manual, standard contract documentation and a design manual for school buildings.
5. Set up a program management and monitoring system to keep track of the progress and impact of the IDP and to provide information for a mid-term review of the IDP during FY2021.
6. Provide technical assistance to the Infrastructure Division of DTC&I on the design and implementation of Building and Infrastructure Projects funded by the FSM Congress and the formulation and implementation of ODA-funded infrastructure projects.

The PMU reports to the Secretary of DTC&I (through the Assistant Secretary for Infrastructure), who is the Contracting Officer for the PMU-managed Projects.

Scope of Services for the Executive Secretary

The Executive Secretary will provide the following services:

1. Reports directly to the Program Manager and the Administrative Officer who assigns, reviews, evaluates the work of the Office.

2. Assist the Administrative Officer with her administrative functions
3. Receives, and screen calls, determine nature of business and take care of matters.
4. Screens, logs and scans incoming correspondences and route to appropriate staff members.
5. Reviews, scans and logs and send out all outgoing correspondences.
6. Prepares administrative housekeeping documents for the division. Sets up and maintains files so as to facilitate filing and retrieval of documents.
7. Types correspondences, reports, contracts, and other official documents in final form, ensuring proper grammar, punctuation and spelling.
8. Ensures all office equipment are operable and printing materials and supplies are readily available.
9. Monitors PMU travel to ensure efficient processing of travel documents and travel vouchers
10. Performs other duties as assigned.

Minimum Qualifications and Requirements

Graduation from High School plus two years of College and 2 years of working experience, and must be good command of spoken and written English. Computer literacy - must be proficient in Microsoft Word and Microsoft Excel.

Duration of the Assignment and Estimated time Inputs

This is a full-time assignment and will be for an initial period of one year. Based on satisfactory performance and mutual agreement between DTC&I and the Executive Secretary, the assignment can be further extended on a year to year, basis.

F. Reporting Requirements

The Executive Secretary will report directly to the PMU Program Manager. However, he/she will be expected to work closely with the PMU Contracts Specialist, the Assistant Secretary for Infrastructure, DTC&I.