

**FSM Prioritized Road Investment & Management Enhancements (PRIME) Project  
Project Officer**

**TERMS OF REFERENCE**

**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 (ICT), Public Financial Management strengthening and Maritime Transport.

The FSM Prioritized Road Investment and Management Enhancements Project (PRIME) is a WB financed project which will provide funds for technical assistance and institutional strengthening to improve the management of the road network in relation to potential climate change impacts and will also fund physical works on priority road assets to improve resilience to climate-related hazards or events. The Project will fund the feasibility, design and construction of priority road assets to enhance the resilience of the network in each state to climate change impacts and natural hazards. Works will be prioritized in a Climate Resilient Road Strategy based on the outputs of a Vulnerability Assessment and will focus on the approximate 200 km of primary road networks within the existing legal road easements in each State (e.g. road improvements, overlay, drainage improvements, spot slope stabilization, rock wall revetment strengthening, improvements to causeways and bridges). The exact scope and locations will not be known until project implementation for the works to be identified based on the Vulnerability Assessment. Critical climate resilient road, bridge or drainage improvement works that should be implemented urgently to maintain a basic level of land transport connectivity in each state have also been identified.

The preparatory phase of the project is now underway and includes 3 major studies, as follows:

- A Vulnerability Assessment and Climate Resilient Road Strategy;
- An Environmental and Social Impact Assessment and Preparation of Safeguard Instruments; and
- A Road Safety Study.

To support the implementation of PRIME, a Project Manager and Project Officer will work in the already established PMU in DTCI. The PRIME PIU is responsible for coordinating the implementation of the Project with the DTCI, the CIU and the State Governments, in a manner set forth in the Project Appraisal Document for the PRIME Project and which will be further elaborated in the Implementation Agreements that will outline the roles of each organization.

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 PIU's in the preparation, implementation and reporting of WB-financed projects. The CIU will assist the PRIME PIU in core cross-cutting functions including financial management, environmental and social safeguards, communications, procurement and Monitoring & Evaluation.

**B. CORE DUTIES AND RESPONSIBILITIES**

The Project Officer (PO) will work under the direction of the PRIME Project Manager and undertake the following activities:

## **Finance & Procurement Related Activities**

The PO will liaise and work with the Project Manager, CIU staff and other DTCL staff on finance and procurement requirements of the project. The PO will assist to ensure that all funds disbursed and procurements under FSM PRIME are conducted in accordance with the provisions in the legal agreements between the Work Bank and the FSM Government.

### **a. Financial Management**

- Assist the Project Manager with the preparation of the annual budgets for the Project.
- Monitoring the activities of the project by maintaining records, reconciling and reviewing of reports on funds and financial transactions under the Project.
- Prepare all documentation required to raising and processing all payments for FSMP PRIME Project and filing required supporting documents in accordance with FSM Regulations and World Bank requirements.
- Reconcile PMU manual ledger records to information processed through the CIU and recorded on the financial management system.
- Assist the Project Manager to monitor and update the project budget to align with financing agreement and project work plans.
- Make all travel arrangements as requested and all documentation relating to travel.

### **b. Procurement Management**

- Assist in monitoring the implementation of and updating of the project procurement plan in STEP.
- Assist in the preparation of procurement activities for goods, works and services as appropriate.
- Assist with any clearance processes from relevant government agencies and/or the World Bank task team.
- Assist with the procurement process including but not limited to advertising, receiving bids/proposals, organizing evaluation committees, drafting no objection requests in STEP, drafting notification letters etc.
- Upload all procurement related documents in STEP for all activities.
- Coordinate with the Project Manager to ensure alignment and availability of budget;
- Stay informed about any new regulations affecting procurement under the project. Periodically consulting as needed the Program Operations Manual and proposing modification or updates of this document as needed.
- Stay informed about relevant government regulations including, tax regulations, customs regulations and any procurement regulations that may apply to the project.

### **c. Vendor/Contract Management**

- Maintain a list of vendors supplying general items for project implementation.
- Maintain a contract management listing of all active contracts noting contract start date, end date, contract ceilings and all other relevant information.
- 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.

### **d. Reporting and Outputs**

- Assist in monitoring and reporting of fund status and procurement implementation status and progress to DTCL and the World Bank as required including preparation of related reports.
- Assist with the preparation of quarterly finance and procurement status reports.
- Maintaining safe, complete, updated, organized and easily retrievable filing system for the FSMIP Project records and retaining those records for the duration as required by the donors and local regulations.

## **General Administration and Logistics**

Under the direction of the Project Manager, provide administrative and logistical support to PRIME on the Project as needed. Activities to include for example:

- Filing of all project related documents.
- Assist the Project Manager with project reporting requirements.
- Supervise and mentor PMU junior project/administrative staff.
- Arrange project related travel.
- Undertake shopping for goods and services associated with incremental operating costs.
- Scheduling meetings/programs for trainings or missions.
- Arrange workshops, conferences, meetings, as well as help in the coordination of the Steering Committee and associated meetings and logistics.
- Support the coordination and management of PRIME implementation progress through liaising with other project implementing agencies/focal points as needed.

### **C. EXPERTISE REQUIREMENTS AND SELECTION CRITERIA**

- Bachelor's Degree from a recognized institution in Accounting, Business Administration or other relevant degree. Relevant Associate Degree may be considered with proven experience of at least three (3) years more than the minimum specified below.
- Minimum of three (3) years 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 and Excel.

#### **Additional Desirable Requirements:**

- Demonstrated ability to work under pressure and pay attention to detail.
- Good communication skills.
- Experience in procurement, project accounting and/or administration.

### **D. POSITION AND PROJECT DURATION**

The position will be for an initial two (2) year period. (Probationary period of six months, annual performance review determines whether contract would be continued). This is a full time position and may be extended based on satisfactory performance. The position supports the PRIME Project throughout the duration of the project.