

**Ministry of Finance, Banking & Postal Services  
Republic of the Marshall Islands**

**Consultant Recruitment Announcement  
Project to Strengthen Budget Execution and Financial Reporting Systems (BEFR)  
Project Manager**

**Summary**

The Republic of the Marshall Islands (RMI) Ministry of Finance, Banking and Postal Services (MoF) is inviting interested individuals for the position of Project Manager to support the project implementation of the Project to Strengthen Budget Execution and Financial Reporting Systems ('the Project'). The Project Manager will perform all daily management tasks for the successful Project implementation, including: management of the activities, human resources, planning, contracts, finance, procurement, communication, reporting, and monitoring and evaluation (M&E) tasks.

Applications should include the following documents and be submitted before **5:00 pm Majuro Time, November 19, 2018**. The email subject line should state: "BEFR Project Manager Position- full name of the candidate."

- Cover Letter
- CV

The submission must be addressed to:

**Evelyn Caraig**

**Procurement Specialist**

**[proc\\_advice\\_rmi@yahoo.com](mailto:proc_advice_rmi@yahoo.com)**

**Phone number: +692 625 5968**

And cc the following:

**Malie Tarbillin**

**Director of DIDA**

**[mtarbwilin@gmail.com](mailto:mtarbwilin@gmail.com)**

**Phone number: +692 625 5968**

**Republic of the Marshall Islands**  
**Ministry of Finance**  
**Terms of Reference**  
**Individual Consultant**

Title:	Individual Consultant- Project Manager
Location:	Ministry of Finance, Republic of the Marshall Islands
Duration:	Two years, subject to extension
Tentative State Date:	February 1, 2019

I. BACKGROUND

i. Project Description

The Republic of the Marshall Islands (RMI) is a Pacific Island country facing significant inherent structural challenges to developing an economy that can sustain government functions and effective service delivery. The country is heavily reliant on external assistance and particularly vulnerable to natural disasters. The Government of RMI is currently facing a challenging socioeconomic and fiscal situation. Addressing this situation partially through strengthening public financial management, will be a priority for the RMI in the coming years.

A Public Expenditure and Financial Accountability (PEFA) assessment for RMI was done in 2012, and the scores assessed were poor in nearly all areas. A Public Financial Management (PFM) Reform Roadmap was formulated for a three-year period, but its time horizon has been extended to 2020. Formal adoption occurred in August 2014. A National PFM Steering Committee was established in April 2016 for monitoring and facilitating the Roadmap's implementation.

A key priority is to enhance the underlying Financial Management Information System (FMIS) and the capacity to use it. The FMIS is the primary tool used for recording, monitoring and reporting budget execution.

The Government of RMI has partnered with the World Bank (WB) to prepare a project for the modernization of public financial management and the implementation of a new FMIS. Institutional strengthening and capacity building will be a critical project component to ensure the sustainability of the change process. The proposed project is titled as the Project to Strengthen Budget Execution and Financial Reporting Systems ('the Project') in the RMI. Objective of the Project is to build the capacity of the Government to improve reliability and timeliness of public financial reporting in RMI. To this end the Government of RMI is seeking to engage an experienced project manager within the Ministry of Finance (MoF).

A number of development partners are engaging in the PFM space in RMI, in particular the Asian Development Bank (ADB) which is commencing a four-year PFM project to enhance the institutional capacity of MoF to effectively implement PFM and State-Owned Enterprise reform.

## II. SCOPE OF SERVICES

The Project Manager will perform all daily management tasks for the Project implementation, including: management of the activities, human resources, planning, contracts, finance, procurement, communication, reporting, and monitoring and evaluation (M&E) tasks.

The Project Manager will ensure project activities are consistent with the Legal Agreements and approved Procurement Plan.

The Project Manager will work closely with the Division of International Development Assistance (DIDA), which maintains the shared resources for the project including a Financial Management Specialist and Procurement Specialist, as well as the Reform Coordination Unit for the ADB PFM Project based in Majuro, RMI.

Under the overall coordination and supervision of the Secretary of Finance in MoF, the Project Manager will have duties and responsibilities including the following:

- Develop, revise and update project plans and budgets, including procurement plan, for all activities related to the Project implementation and obtain the requisite approvals from the relevant stakeholders within Government of RMI and with the WB, as required;
- Prepare project progress reports, and supervise the preparation of financial management and procurement reports; ensuring all project reports and files are kept up to date;
- Supervise and monitor the procurement and financial management activities in accordance with the procurement and budget plans and the relevant procedures and guidelines of the Government of RMI and the WB;
  - Work with the Financial Management Specialist in DIDA to maintain up-to-date financial forecasts reports, cost to complete, and contingency/unallocated provisions;
  - Work with the Procurement Specialist in DIDA for procurement of contracts under the PPA for Project;
  - Work with other specialists within DIDA including the Safeguards Specialist to ensure all appropriate requirements are met;
- Develop the Project Implementation Manual, including operational procedures for procurement and financial management;
- Supervise the deliverables of the consultants and manage contracts, identify bottlenecks and constraints, and provide recommendations to address them;
- Monitor, receive feedback, and review performance of the consultants recruited for the project preparation and implementation;
- Ensure that all consultation and training activities are mobilized and implemented in a timely manner;

- Ensure good communication and information flows among agencies involved in the Project implementation;
- Support the PFM National Steering Committee and the PFM Working Group in the implementation of the project including facilitating meetings, preparing necessary updates and other documents for meetings etc.;
- Ensure good communication and coordination with other development partners and institutions, who are providing related assistance to the PFM Roadmap implementation, including the PFM National Steering Committee, ADB, National Training Commission, Auditor General, Public Service Commission, various agencies and educational institutions, among others;
- Attend meetings with the WB, sector agencies or as requested;
- Assist the WB technical missions and follow-up actions resulting from the missions;
- Other duties applicable to the proposed project as delegated by MoF specifically.

### **III. DURATION, LOCATION and CONDITIONS of ASSIGNMENT**

The position is a full-time position to be located in Majuro, RMI. Domestic and international travel will be required from time to time.

The duration will be for 24 months with the opportunity to extend based on performance. The planned implementation period for the Project is five years, with effectiveness expected to be 1 October 2018 and completion by September, 2023.

Government of RMI will provide the Financing Agreements, WB Guidelines, and all the existing reports and materials related to the Project. Government of RMI will provide office space, general office supplies and office equipment including computer, laser printer, and photocopier including administrative support.

The total remuneration package, including salary and other benefits will be up to US\$200,000.00 pa subject to negotiation based on previous documented contracting experience. The consultant is subject to income tax as per the applicable RMI tax law. The Project Manager is fully responsible for the cost of local transportation (to/from local housing to the MoF office). Travel to the States, other Pacific Countries or local travel away from the base office shall be supported from the budget for operating costs under the project as per applicable MoF policies for airfare, accommodation and per diem. Working hours would be consistent with the Government of RMI hours. Some unpaid overtime may be required for timely delivery of responsibilities. Time in lieu would only be granted in exceptional circumstances and with the written approval of the Secretary of Finance.

Other benefits include public service leave conditions, accommodation and travel provisions as part of the overall package.

#### **IV. REPORTING OBLIGATIONS**

The Project Manager will report to the Secretary of Finance. The deliverables of the Project Manager will include the following but not be limited to:

- Work Plan and Budget Plan for the Project;
- Updated Procurement Plans, as needed;
- Financial Forecasts and Reports;
- Performance evaluation reports for Consultants, etc;
- Monthly progress reporting to the MoF and the WB;
- Project Operations Manual and TORs.
- Other reporting as required by the Secretary of Finance

#### **V. QUALIFICATION AND EXPERIENCE REQUIREMENTS**

The prospective candidate shall be an experienced manager with a proven record in the implementation of programs or projects in the public sector. The position will require good management and cross-cultural interpersonal skills to coordinate and negotiate resources across multiple stakeholders in order to achieve positive project outcomes. Qualification and experience essential:

- A post graduate qualification in a related discipline, project management or business administration;
- Minimum 10 years of experience with 5 years in organizations such as public sector, NGOs, development partners organizations or the private sector at the management level or with management responsibilities;
- Demonstrated project implementation/management experience and an understanding of project-cycle principles, monitoring and evaluation in line with the requirements of development partners;
- Negotiation and conflict resolution skills;
- Relevant practical experience in procurement and overall financial management skills of program budgets funded by development partners;
- Excellent communication skills, including good oral and written English, report writing, and the ability to write for and to a variety of stakeholder hierarchies;
- Demonstrated skills in leadership, coordination, and the mentoring of staff;

- Demonstrated ability to work effectively within teams with diverse cultural and multi-disciplinary background;
- Good computer skills in all Microsoft platforms, MS Office and MS Project.

Desirable qualifications and experience:

- CPA or other professional accounting qualification;
- Demonstrated experience on implementation of projects with significant IT components, especially with Financial Management Information Systems;
- Experience with public financial management and public sector reform projects or programs;
- Familiarity and experience with World Bank procurement, and financial management and guidelines;
- Experience in implementing projects in island states, especially in a Pacific Island Country environment will be an advantage;
- Demonstrated experience of country level engagement with a variety of multi-level stakeholders.