

Terms of Reference (TOR)
Republic of the Marshall Islands (RMI)
Ministry of Finance, Banking & Postal Services
(MOFBPS)
Individual Consultant

Title:	Financial Management Information System (FMIS) Specialist
Location:	Ministry of Finance, Banking & Postal Services, Republic of the Marshall Islands
Duration:	12 months may be extended, based on “satisfactory performance” and funds availability
Tentative Start Date:	January 2026

I. BACKGROUND

i. Project Description

The Government of RMI partnered with the World Bank (WB) for the modernization of public financial management (PFM) and the implementation of a new FMIS. Institutional strengthening and capacity building is a critical project component to ensure the sustainability of the change process. The proposed PFM II project (P150280) consists of the following four components:

- Component 1: Improving PFM practices in budget execution and financial reporting
- Component 2: Increasing modernization of PFM systems
- Component 3: Improving PFM Capacity, Transparency and Citizen Engagement
- Component 4: Project Management.

ii. Sectoral and Institutional Context

The Government has implemented a new Financial Management Information System (FMIS), a crucial component for advancing the objectives outlined in the PFM Roadmap. The (“Bisan” Financial Management Information System (FMIS) has now been launched; however, additional support is essential to ensure full utilization of the system and to facilitate its decentralization across other agencies outside of the Ministry of Finance, Banking and Postal Services (MOFBPS).

Ongoing support is being provided to help MOFBPS to carry out continual improvement in FMIS and continue the transition toward enhanced efficiency. Key areas of focus include improving financial reporting, increasing user confidence, and enhancing documentation to embed FMIS more fully across all Ministries, SOEs and Component Units. FMIS under PFM II project envisages expansion and deepening of the system’s functionality and accessibility across government agencies. The planned implementation period for the project is five years.

Implementation Arrangements

Under the general guidance of the PFM II Project Manager, the Consultant will liaise with the MOFBPS Secretary of Finance, Assistant Secretaries of Finance, the Chief Accountant, and others as may be identified in the course of the consultancy. The Central Implementation Unit (CIU), established in Division of International Development Assistance (DIDA), MOFBPS, will provide centralized support services to the PFM II project. The CIU was established with the objective of strengthening financial management and coordination of projects funded by development partners. The CIU consists of a program manager, a procurement specialist, a finance director, a social and environmental safeguards specialist, and other support staff. The CIU will provide support to the PIU in undertaking project related activities and the Project Implementation Unit (PIU) remains responsible for all project implementation.

II. Objectives

The overarching objective of this activity is to assist the RMI to improve budget management and monitoring, and the accuracy, timeliness and transparency of financial reporting through the implementation of a FMIS. The successful implementation and full adoption of the FMIS is fundamental to an effective PFM.

- Continued customization and configuration of FMIS
- Continued rollout of FMIS to additional entities and decentralization of FMIS modules and functionality to the line ministries.
- Training and mentoring on the use of FMIS
- Implementation and training for a centralized online tendering system, in collaboration with the IT Specialist and Procurement Specialist

III. SCOPE OF SERVICES

The FMIS Specialist will report to the PFMII Project Manager and as part of the PIU. The consultant will work closely with the CIU and the PFMII project's Procurement Specialist, IT International Specialist, Governmental Accounting Standards Board (GASB) International Specialist, the Budget, Accounting, IT and Administration Departments of MOFBPS and other designated agencies to undertake the following activities:

- Be the project focal point for FMIS decentralization and customization under PFM II
- Support further automation and improved efficiency of public finance functions.
- Design customized reports, taking into consideration the findings of the US Grad School review and an IT audit of FMIS and requirements of GoRMI.
- The key activities will include:
 - i. Carry out a business process review (including year-end processes) and propose processes of MOFBPS to increase efficiency of working in FMIS
 - ii. support in establishing an in-house technical advisory support team, which includes mentoring and on-the-job learning for FMIS and IT staff in MOFBPS;
 - iii. provide continued support in customization/ configuration of the FMIS;
 - iv. facilitate integration of GASB Concepts and Standards in FMIS.

- v. arrange and conduct training (by provider Bisan) and Change Management workshops
 - vi. Support MOFBPS in establishing a team of “super users” (i.e. users trained to train others);
 - vii. support the decentralization of FMIS functions to line ministries and entities; and
 - viii. formulate a strategy for remaining CUs/SOEs
 - ix. Support the preparation of budget and accounting manuals, including chapters on maintenance of the chart of accounts. Support the preparation of budget and accounting manuals, including chapters on maintenance of the chart of accounts
- Responsible for the FMIS knowledge transfer to the national FMIS Officer through day-to-day mentoring and skills development.
 - Support GoRMI in developing donor-funded projects’ reporting templates, year-end processes, and any other templates based on established functional requirements.
 - Coordinate with FMIS vendor to facilitate the successful implementation of the above points.
 - Support MOFBPS in managing deliverables and performance of the FMIS vendor.

IV. INSTITUTIONAL AND ORGANIZATIONAL ARRANGEMENTS

The Ministry of Finance, Banking & Postal Services (MOFBPS) is responsible for overall Project implementation. The Project Implementation Unit (PIU) has been established within MoF, reporting to the Secretary of Finance, and includes a Project Manager. The Project Manager will be responsible for overall project coordination and workplan guidance.

The institutional arrangements include a Project Steering Committee (PSC) chaired by the Chief Secretary to govern the project and provides the oversight and strategic guidance for the project implementation.

There is also a Project Working Group chaired by the Secretary of Finance. The Working Group is responsible for:

- Conducting technical evaluation of proposals
- Reviewing consultant deliverables for the project
- Preparing the recommendations to be taken up by the National Steering Committee for decision.

The FMIS Specialist will work closely with the Project Manager, GASB Specialist and MoF IT, as well as working with other IT staff in all spending agencies.

V. DURATION AND LOCATION OF ASSIGNMENT

The position is a full-time position for 12 months which can be extended subject to satisfactory performance, project needs and the availability of funds. The consultant is to be based in Majuro, RMI, with the opportunity to work remotely for a period of up to six weeks. Travel may be required.

VI. Outputs/Deliverables

- Inception report and work plan to be delivered within thirty (30) working days of notification of contract award
- Detailed GANTT Chart for FMIS under PFM II
- OR (based on the business process review and updated processes) and RFP for the customization of FMIS in line with the requirements of GoRMI and GASB requirements.
- At least six change management workshops to further decentralization of FMIS across ministries
- Design and implement access controls in FMIS to safeguard data and ensure authorized user access in conjunction with the IT team of MOFBPS
- Ongoing FMIS Functionality support to MOFBPS and other Spending agencies
- Report on training (one-on-one and/ or on-the-job) provided to the national FMIS Officer and an assessment of improvement in the capacity of the person as compared to an initial assessment.
- GoRMI reporting templates based on established functional requirements.
- Reports on testing FMIS change requests completed by the vendor during the period of the assignment.
- Validation of FMIS vendor deliverables and performance in accordance with the terms of the FMIS vendor contract.

VII. QUALIFICATION AND EXPERIENCE REQUIREMENTS

Mandatory Requirements:

- At least 10 years of experience in working with FMIS
- Bachelor's degree, preferably in computer science, finance/accounting or a technical or numerate subject
- Proven experience managing FMIS implementation (Bisan experience would be a great advantage) and coordinating change requests with vendors.
- Strong background in financial reporting and budget execution within public finance or government settings.
- Demonstrable ability to transfer technical knowledge and build capacity in local staff.
- Familiar with GASB Concepts and Standards and their application in financial systems.
- Skilled in developing and implementing reporting templates and system adjustments.
- Proficient in coordinating with IT departments and ensuring data security and system accessibility.

Desirable Requirements:

- Demonstrable ability to work and adjust effectively within teams with diverse cultural and multi-disciplinary background
- Good interpersonal and communication skills
- Experience on implementation of projects with significant IT components, especially with Financial Management Information Systems
- Good computer skills in all Microsoft platforms, MS Office, Cloud computing, Visio and a good understanding of open-source cybersecurity software and tools that support network controls, monitoring and protection