

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

Title:	IT Specialist (International)
Location:	Ministry of Finance, Banking & Postal Services, Republic of the Marshall Islands
Duration:	12 months - initial contract the renewal subject to availability of funds and to satisfactory performance of the incumbent's duties and responsibilities.
Tentative Start Date:	March 2026 (applicant must be available to mobilize to RMI by this date)

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.

iii. Implementation Arrangements

Under the general guidance of the PFM II Project Manager, the Consultant will liaise with the FMIS Specialist, International US GASB Specialist, Procurement Specialist, MOFBPS

Secretary of Finance, Deputy Secretary of Core Financial Services, Assistant Secretaries of Finance, the Chief IT and staff, 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. OBJECTIVE

The objective of the services by the IT Specialist is to support the continued modernization of Public Financial Management (PFM) systems through the configuration and enhancement of the FMIS established under PFM I. The objective is to improve operational efficiency by further automating processes, reducing reliance on limited human resources, and strengthening transparency and accountability through real-time access to financial data and transactions. The services include supporting the improvement the timeliness of public financial reporting and enhance resilience to natural disasters and climate-related risks by implementing a cloud-based and local disaster recovery solution to safeguard financial data and ensure continuity of operations. Additionally, the IT Specialist will work with the FMIS Specialist to support the integration of an electronic document management system to digitally secure records and reduce dependence on physical documents.

III. SCOPE OF WORK

The IT Specialist will provide technical support to the FMIS Specialist and Procurement Specialist to advance the continued rollout, configuration, and automation of public financial management and e-procurement systems. The consultant will undertake the following tasks:

1. Support to FMIS Rollout and Configuration

1. Assist the FMIS Specialist and Procurement Specialist in conducting the updated Business Process Review and ensuring that revised process manuals accurately reflect new digital workflows.
2. Provide technical inputs for system configuration and customization of the FMIS in alignment with recommendations from the US Graduate School review, the IT audit, and GoRMI requirements.
3. Support the implementation, maintenance, and monitoring of FMIS cloud hosting, system security, user access management, and hardware requirements.
4. Provide in-house technical advisory support, including mentoring, troubleshooting, and on-the-job learning for MOFBPS IT staff.
5. Assist in the development and refinement of customized reports, dashboards, and data exports to improve financial reporting and support consolidation of US GASB AFS.
6. Provide technical support in establishing and maintaining the team of FMIS “super users,” including contributing to training materials and delivering hands-on guidance when required.

7. Support the decentralization of FMIS functionality to line ministries and government entities by preparing systems, addressing connectivity or configuration needs, and supporting onboarding activities.
8. Contribute to the design, development, and testing of the interface for Component units (CUs) to import data into the FMIS.
9. Assist in integrating environmental and sustainability-related data fields and reporting functions to support climate-related financial tracking.

2. Support to Procurement Automation

1. Work with the Procurement Specialist to conduct a technical scoping assessment for implementing an automated tendering system integrated with the FMIS.
2. Provide technical support during system design, setup, testing, and configuration of the procurement automation platform.
3. Assist in coordinating and delivering system training for end-users across various ministries, including troubleshooting, technical documentation, and user guidance.
4. Support the establishment of automated procurement functions, including vendor alerts, internal statistics generation, and reporting on contract awards in accordance with the Procurement Code Act 2023 and its Regulations.
5. Provide ongoing technical support to ensure interoperability, data integrity, and system performance between the procurement module and the FMIS.

3. General ICT Support and Quality Assurance

1. Contribute to IT risk mitigation efforts by supporting system backups, monitoring disaster recovery processes, and ensuring continuity of financial operations during outages or climate-related events.
2. Document all technical configurations, procedures, enhancements, and troubleshooting resolutions to ensure knowledge transfer and sustainability.
3. Collaborate closely with the FMIS Specialist, Procurement Specialist, US GASB Specialist, MOFBPS IT team, and FMIS vendor to ensure coordinated system development and issue resolution.
4. Provide monthly updates on progress, constraints, and technical recommendations to support management oversight and decision-making.

IV. QUALIFICATIONS AND EXPERIENCE

Minimum Requirements

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field.
- At least 5 years of experience in IT system administration, software configuration, or IT support roles.
- Proven experience supporting the implementation or maintenance of enterprise systems (e.g., FMIS, ERP, financial or administrative software).
- Strong understanding of networks, cloud hosting environments, cybersecurity principles, and data backup/disaster recovery processes.
- Experience in troubleshooting technical issues, providing user support, and documenting IT procedures.

- Ability to analyze business processes and translate them into system configurations or technical requirements.
- Strong communication skills and ability to work collaboratively with multidisciplinary teams.
- Demonstrated ability to provide mentoring, user training, or on-the-job technical support.

Desirable Experience

- Experience working with government financial management systems (FMIS), ERP platforms, or procurement automation solutions.
- Knowledge of public financial management processes, procurement workflows, or related reform initiatives.
- Familiarity with Bisan or similar financial management software.
- Experience integrating systems or developing data interfaces between platforms.
- Knowledge of US GASB reporting requirements or other governmental accounting standards.
- Experience conducting IT audits, business process reviews, or system scoping assessments.
- Prior work experience in the Pacific region or in developing-country public sector environments.
- Experience supporting decentralization of information systems across multiple agencies or remote sites.

V. REPORTING

The Ministry of Finance, Banking & Postal Services (MoFBPS) is responsible for overall Project implementation. A PFM Project Implementation Unit 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 IT Specialist will report to and support the Project Manager.

The institutional arrangements include a Project Steering Committee (PSC) chaired by the 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 responsible that is responsible for:

- Conducting technical evaluation of proposals
- Reviewing consultant deliverables for the project
- Conducting detailed deliberations and user consultations on the development of FMIS design, features and functionalities
- Preparing the recommendations to be taken up by the National Steering Committee for decision.

The IT Specialist is responsible for ensuring the timely completion of the following outputs:

Output	Timeframe
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Inception Report <ul style="list-style-type: none"> • Workplan, methodology, and resource needs. • Mapping of coordination arrangements with FMIS Specialist, Procurement Specialist, US GASB Specialist, MOFBPS IT staff, and FMIS Vendor. 	1 Months
Technical Assessment Report <ul style="list-style-type: none"> • Review of existing FMIS configuration, IT audit findings, hardware status, user access structure, and cloud hosting setup. • Identification of priority system gaps and risks. 	2 Months
Updated Business Process Review (Technical Inputs) <ul style="list-style-type: none"> • Contribution to revised workflows aligned with FMIS automation. • Drafts of updated IT-related manuals/procedures. 	3 Months
User Access, Security, and System Configuration Updates <ul style="list-style-type: none"> • Implementation of agreed security enhancements, access controls, and configuration adjustments. • Documentation of changes. 	4 Months
Training and Mentoring Sessions (Round 1) <ul style="list-style-type: none"> • Delivery of IT-related training to IT staff and FMIS super users. • Training materials and attendance records submitted. 	6 Months
Procurement Automation Scoping Assessment (Technical Inputs) <ul style="list-style-type: none"> • System integration requirements with FMIS. • Technical risks, compatibility notes, and recommended architecture. • Procurement System Configuration & Testing Support • Assistance with set-up, testing, and troubleshooting during initial implementation. 	9 Months
Training and Mentoring Sessions (Round 2) <ul style="list-style-type: none"> • Support training for procurement users and additional FMIS users across ministries. • Technical user guides or quick-reference materials delivered. Disaster Recovery & Backup Procedures Update <ul style="list-style-type: none"> • Verification of backup routines, testing of restore procedures, and documentation of IT continuity processes. 	11 Months
Final Report	12 Months

<ul style="list-style-type: none"> • Summary of all deliverables, system improvements, training conducted, and outstanding issues. • Recommendations for further FMIS and procurement system enhancements. 	
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1. FACILITIES TO BE PROVIDED BY THE CLIENT

The client will provide a working space, counterpart staff to work with and staff to be trained.