

**Republic of the Marshall Islands**  
**Ministry of Finance, Banking & Postal Services**  
**Terms of Reference**  
**Individual Consultant**

Title:	Individual Consultant - FMIS Officer (National)
Location:	Ministry of Finance, Banking & Postal Services, Republic of the Marshall Islands
Duration:	24 months, subject to extension based on satisfactory performance and availability of funds.
Tentative Start Date:	April 2026

**I. BACKGROUND**

The Republic of the Marshall Islands (RMI) is a small Pacific Island country facing structural constraints related to its geographic isolation, small population, and high exposure to natural disasters and climate-related risks. These factors create ongoing challenges for economic development and the delivery of public services. As with many small island states, the government relies significantly on external assistance to support development priorities and maintain essential public services. Strengthening public financial management (PFM) systems is therefore a key priority for the Government of RMI to enhance fiscal discipline, improve transparency, and support effective service delivery.

A central element of the PFM reform agenda is the strengthening of the Financial Management Information System (FMIS) and the institutional capacity required to effectively manage and utilize the system. The FMIS serves as the government’s primary platform for recording, processing, monitoring, and reporting public financial transactions and budget execution. The Government of the RMI currently uses Bisan Systems Ltd as its FMIS.

To support these reforms, the Government of RMI, through the Ministry of Finance, Banking and Postal Services (MOFBPS), has partnered with the World Bank to implement the Strengthening Public Financial Management II (PFM II) Project. The project aims to improve the timeliness and transparency of budget execution and financial reporting within MOFBPS, and includes activities to enhance the functionality of the FMIS, strengthen financial management practices, and build institutional capacity to sustain reform efforts.

**II. OBJECTIVES**

The objectives of this assignment are to provide dedicated technical support for the ongoing implementation, continuous enhancement, and day-to-day operational management of the FMIS — a critical tool for ensuring transparency, efficiency, and accountability in government financial operations. Beyond system-level responsibilities, the FMIS Officer will play an integral role in advancing broader PFM reform activities under the project (see project components below),

contributing to institutional capacity building and the long-term sustainability of financial management systems across the Government of RMI.

The **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.

### **III. IMPLEMENTATION ARRANGEMENTS**

Under the general guidance of the PFM II Project Manager, the Consultant will liaise with the MOFBPS Deputy Secretary for Core Financial Services, 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 DIDA, MOFBPS, will provide centralized support services to the PFM II project. The CIU is a unit within MOFBPS that provides support to implementing agencies in the preparation, implementation, and reporting of donor-financed projects. The CIU was established with the objective of strengthening financial management and coordination of projects funded by development partners, such as the WB and the ADB. 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 Project Implementation Unit (PIU) in undertaking procurement activities. The consultant will also liaise directly with the FMIS Specialist, the IT Specialist and other key technical experts such as Senior Financial Analysts, GASB Specialists and technical team working under the ADB's Reform Coordination Unit to collectively support the quality of FMIS systems financial reporting and alignment with GASB requirements.

### **IV. INSTITUTIONAL AND ORGANIZATIONAL ARRANGEMENTS**

MOFBPS is responsible for the overall implementation of the Strengthening Public Financial Management II (PFM II) Project. A Project Implementation Unit (PIU) has been established within MOFBPS and reports to the Secretary of Finance. The PIU is responsible for the day-to-day coordination of project activities and is led by the PFM II Project Manager, who provides overall coordination and workplan guidance.

Strategic oversight and governance of the project are provided by the Project Steering Committee (PSC), chaired by the Secretary of Finance. The PSC provides overall policy direction and oversight of project implementation.

A Change Management Team (CMT), chaired by the Deputy Secretary for Core Financial Services, supports coordination of the technical and institutional aspects of the reform program.

Within this institutional framework, the FMIS Officer will work under the direction of the FMIS

Specialist and the PFM II Project Manager, and will contribute to the implementation and ongoing enhancement of the Government's Financial Management Information System (FMIS). Close coordination with GASB Specialist, Senior Financial Analysts and ADB's Reform Coordination Unit is required to ensure effective coordination of financial reporting and GASB alignment improvements.

## **V. SCOPE OF SERVICES**

The FMIS Officer will work closely with the FMIS Specialist and the IT Specialist and IT unit within the MOFBPS and other designated agencies to undertake the following specific activities:

1. Support the rollout of the FMIS system and necessary functionality improvements;
2. Assist the FMIS Specialist and Bisan in conducting FMIS training sessions;
3. Attend relevant trainings sessions per the Competency Framework to enhance FMIS knowledge and capacity within the Ministry
4. Assist and coordinating with Bisan on the execution of the system support contract;
5. Support with troubleshooting system failures and identifying roadblocks in the network;
6. Work closely with FMIS Specialist and the Client on the FMIS configuration to ensure all RMI specific requirements are addressed;
7. Support MOFBPS respective divisions in generating financial reports from the system, such as Budget Execution Reports and coordinate training sessions on report generation as needed.

## **VI. DURATION AND LOCATION OF ASSIGNMENT**

The position is a full-time position for 24 months which can be extended subject to satisfactory performance and availability of funds. The consultant to be located in Majuro, RMI. Domestic and international travel will be required from time to time.

### **➤ Outputs**

1. Ongoing FMIS Functionality support to MOFBPS and other Spending Agencies
2. Support the MOFBPS IT staff and the FMIS vendor to strengthen network security in the MOFBPS premises both in Majuro and Ebeye.
3. Knowledge exchange to the local staff and training them on all of the topics covered by the consultancy, including but not limited to the FMIS Super User Training.
4. Support in the setup of IT/FMIS Helpdesk including SOPs
5. Improved Human Resource FMIS capacity for MOFBPS through sustained hands-on and professional trainings.

## **VII. QUALIFICATION AND EXPERIENCE REQUIREMENTS**

### **Essential Qualification and Experience:**

1. Bachelor's degree, preferably in computer science, finance/accounting or a technical or numerate subject or equivalent work experience
2. Demonstrated knowledge of system management and network performance as shown through previous work or trainings
3. At least 2 years experience working on FMIS systems
4. Knowledge of user security, system configuration, Cisco switches and routers and other system setups as shown through previous work experience training

**Desirable Qualifications and Experience:**

- (i) Demonstrated ability to work effectively within teams with diverse cultural and multi-disciplinary background
- (ii) Experience working with Bisan FMIS System
- (iii) 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;
- (iv) Experience managing networks and relevant certification (Cisco Certified Network Associate or Certified Cisco Network Professional)
- (v) Ability to understand, speak Marshallese is a plus.