

### **1. General**

The Department of Education, FSM National Government (hereinafter referred as "government") hereby solicit bid from interested individual, firms or organizations (hereinafter referred as "applicants") to review, and analysis National Department of Education, Pohnpei and Kosrae DOEs personnel structures, policies and hiring practices of education personnel.

### **2. Eligible Applicants**

The following kinds and types of firms, agencies and organizations within Federated States of Micronesia, US mainland, Hawaii, US territories and Freely Associated States (Palau & Marshall Islands) shall be eligible to submit proposals:

- a. Public e education departments;
- b. Community-based education institutions or agencies
- c. Public/private corporations or companies; and
- d. Other related NGOs

Proposals from other entities may be considered in case of hard to find applicants from within the aforementioned localities.

### **3. General Scope of Work**

- a. Conduct thorough reviews and analysis of National Department of Education, Pohnpei and Kosrae DOEs personnel structure, policies, and hiring practices of education personnel.
- b. Identify deficiencies and anomalies within the said department's system:
- c. Recommend for positions remedial measures, policy changes and personnel re-structuring based on good practices, research findings and principles; and,
- d. Produce a personnel re-structuring plan for National, Pohnpei and Kosrae Departments of Education.

### **4. Format**

All interest parties and /or agencies may adopt any generally accepted style and format of proposal writing as long as it provides the necessary information as follows:

- a. Name and Address of Agency
- b. Telephone and Facsimile numbers, including contact email addresses and website, if any.
- c. Name, address and email address of the conduct person.
- d. Title of proposal and brief description of proposal (50 words or less)
- e. Statement of Mission
- f. Statements of Goals, activities, objectives, outputs, and timelines: (State as many goals as needed along with sets of activities, objectives, outputs, and timelines.)
- g. General Budget Outlays
  1. General budget outlays and sources
- h. Line item budget (budget itemization)

## 5. Selection Criteria and review panel

These review elements shall be used in reviewing individually submitted proposals. A three (3) member review panel will review the proposal (s) and select two (2) top proposals with their recommendations to be submitted to the Secretary for preliminary selection of the proposal. The government reserves the rights to refuse any and/or all proposals on the basis of incompleteness and/or non-compliance. In case where no proposals will be accepted, the Government shall re-announce the Request for Proposal.

## 6. Date of Submission

All proposals shall be submitted no later than the 31<sup>st</sup>. of July 2009 at 1700 hours to the address below:

Mr. Casiano Shoniber  
Secretary  
Department of Education  
FSM National Government  
Palikir, Pohnpei FM 96941  
Phone: (691) 320-2609  
Fax: (691) 320-5500  
Email: [cshoniber@fsm.ed.fm](mailto:cshoniber@fsm.ed.fm)

Mr. Finley S. Perman  
Secretary  
Department of Finance & Administration  
FSM National Government  
Palikir, Pohnpei FM 96941  
Phone: 691 320-2640 or 2645  
Fax: 691 320-2380  
Email: [fsmsofa@mail.fm](mailto:fsmsofa@mail.fm)

## 7. Announcements

All proposals shall be reviewed by panel of three (3) members within three days after the receipt of such proposals and announce the awardees no later than five (5) working days.

## 8. Optional

To expedite the process of reviewing the proposals, the government requests that applicants consider applying these options when developing the proposals:

- Program: Word Processing or Excel
- Font Type: Times New Roman
- Font Size: 11
- Space: Double Spacing
- Pages: Optional
- Page size: 8.5" x 11"