

Request for Proposal (RFP) ICT Training

The FSM National Department of Education is hereby soliciting bids from interested individuals, firms, or organizations to provide training services in Information and Communications Technology (ICT) Standards for Education Administrators and School Principals.

Please refer to the attached **Request for Proposal (RFP) ICT Training** for details and other specifics for this RFP.

2. Eligible Applicants

The following types of firms, agencies and organizations within Federated States of Micronesia, are eligible to submit proposals:

- a. Public 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

4. Proposal Format

All interested 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. Statements of Goals, activities, objectives, outputs, and timelines:
- f. General Budget Outlays.

5. Selection Criteria and review panel

A three member review panel will review the proposal(s) and select two 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 27th August 2010 at 1700 hours to either of the addressees below:

Mr. Casiano Shoniber
Secretary: Department of Education
FSM National Government
Palikir, Pohnpei FM 96941
Phone: (691) 320-2609
Fax: (691) 320-5500
Email: cschoniber@fsmed.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

7. Announcements

All proposals shall be reviewed an announcement made to the awardee as soon as is practical.

8. Optional

To expedite the process of reviewing the proposals, the government request 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"

Request for Proposal: ICT Training

Background

Working with the FSM College of Micronesia (FSM-COM), the NDOE has recently developed draft ICT Standards for Administrators, Teachers and Students. These can be found on the FSM-COM website.

The purpose of this training program is to prepare selected State and National Administrators and State Department of Education Principals to sustainably implement the newly adopted ICT Standards for Administrators, Teachers and Students.

Specific requirements

The bidder is requested to provide the following services.

1. Develop an initial training course outline, with learning goals and objectives, of five day's duration, to meet the needs of State Department of Education Administrators and Principals so that they are equipped to implement newly-developed draft ICT Standards. The training course will include, as a minimum, the following content:

- An overview of the ICT Standards for Administrators, Teachers and Students.
- A more detailed analysis of the ICT Standards for Administrators, Teachers and Students, including interpretation of the standards and examples of their practical application in teaching and learning across the curriculum.

- Development and demonstration of practical skills in the effective use of technology for learning.
- Review and discussion (current & preferred states) of the necessary transformation of learning environments to support technology in schools and at the central office
- Review and discussion (current & preferred states) of necessary conditions to leverage technology in schools and at the central office
- Methods of identification and evaluation of resources materials (lesson plans, assessment, instructional materials, self directed learning programs, etc.) and mechanisms (placement on servers, CD distribution, etc.) to get needed information and content to teachers and students in limited bandwidth conditions or geographical isolation
- Methods and development of a technology monitoring & evaluation system (based on FSM Technology Plan K – 12 principles) for individual schools
- Principals – develop plans for school level changes and implementation of technology into learning, assessment and teaching and monitoring and evaluation of that implementation
- Administrators – development of individual/work area plans to support implementation of technology into learning, assessment, and teaching and monitoring and evaluation of that implementation.

2. Develop appropriate training activities to deliver the course content described in section 1 above. The training activities should model good practice in the use of ICT for learning and professional development.

3. Develop a training resource package containing a trainers' guide, session notes, presentation outlines, participants' resource book, activity resources, audio-visual resources and other resource materials that will allow the training course to be replicated at a later date.

4. Organize and conduct four, one-week workshops (one in each state) for a minimum of 25 participants.