

## **Request For Proposal**

### **1. General**

The Department of Health, Education & Social Affairs (HESA), FSM National Government (*hereinafter referred as "government"*) hereby solicit proposal bids from interested parties, firms, agencies or organizations (*hereinafter referred as "parties"*) for the development of four (4) separate sets of environment education books, to be written in bi-lingual in the four (4) major languages and English (ESL-based); one set in Yapese and English, one set in Chuukese and English, one set in Pohnpeians and English and final set in Kosraeans and English.

#### ***Book General Descriptions:***

- a. Each set of book shall present in a student-friendly way the specific environmental conditions on a given island by introducing the main terrestrial, aquatic, coastal, and marine habitats.
- b. The specific environments and habitats to be presented shall vary with book versions (because of the differences in environmental geography of Yap, Chuuk, Pohnpei, and Kosrae), but the broad selection shall include: cloud-forest/rainforest, valley forest, grassland/savanna, rivers/streams, agro-forest/garden, taro patch, mangrove forest, sea-grass beds, lagoon, and the coral reef.
- c. In addition to presenting environmental diversity of each main island the books shall also teach children to understand the importance and interconnectedness of individual habitats.

Books shall be visual and contain beautiful illustrations depicting a contour artwork of an island's profile, showing locations of different habitats, and excellent quality color photographs (or art works) representing those habitats. The text shall be concise and easy to understand, and presented bilingually so that young Micronesian readers shall also practice valuable reading skills in their native language and English.

Language: Bilingual (language of each main island + English)

Target Grade Levels: (3<sup>rd</sup> – 5<sup>th</sup> grader levels).

Initial development cost: \$25,000 ±

### **2. Eligibilities**

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

1. Institute of higher education (IHE);
2. Private, independent education consultant firms or agencies;
3. Public education departments;
4. Community-based education institutions or agencies;
5. Public/private corporations or companies; and
6. Other education-related NGOs.

### **3. 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:

1. Name and Address of Agency
2. Telephone and Facsimile numbers, including contact email addresses and website, if any.
3. Name, address and email address of the contact person.
4. Title of proposal and brief description of proposal ( 50 words or less)
5. Project Period: 1 Year or 12 months
6. Statement of Mission
7. Statements of Goals, activities, objectives, outputs and timelines.  
*(State as many goals as needed along with sets of activities, objectives, outputs and timelines.)*
8. General Budget Outlays
  - a. General budget outlays and sources
  - b. Line item budgets (budget itemization)
9. Clearance and endorsements (if required)
  - a. Letter of support and endorsements by Chairman of Governing boards.
  - b. Proofs of reviews & clearances (sample included)
  - c. Copy of State Registry/licensures or certification as credible and/or legitimate agency.
10. Supportive appendums: copies of relevant data, graphs, tables, maps and etc...necessary to support the review and considerations of the proposal.

Other format may be accepted if the basic information above are provided.

### **4. Selection Criteria and review panel**

These review and rating elements shall be used in reviewing and rating individual duly submitted proposals:

1. Relevancies and applicability – These elements account for 30% of the scoring unit on the total proposal, and parties are required to present the rationale on how their proposals are relevant and applicable for the FSM education environment and needs.
2. Clarity and Precision – These elements account for about 25% of the scoring unit on the total proposal, and parties are required to write with clarity and precision on all topical matters used or presented, with

concise justifications and supportive data, illustrative graphs, maps and etc.

3. Cost Effectiveness and Efficiency – These elements account for 25% of the scoring unit on the total proposal, and applicants are required to justify every estimated cost or cost activities thereof as they relate to all parts and sections of their proposed activities.
4. Other elements –These other elements shall include, but not limited to, volume, types and accuracies of supportive documents, references, endorsements and recommendations, as well as style, form of presentations, level of third parties supports, and etc. These account for about 20% of the scoring unit on the total proposal.
5. A five (5) member review panel will review the proposals and select two (2) top proposals with their recommendations to be submitted to the Secretary for preliminary selection of the top proposal.
6. 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.

#### **4. Submission:**

All completed original proposals shall be submitted and received by the Department of Education on or before the 19<sup>th</sup> February , 2010 at the address below:

Mr. Casiano Shoniber  
Secretary  
Department of Education  
FSM National Government  
Palikir, Pohnpei FM 96941

Phone: 691 320 2619  
Fax: 691 320 5263/5500  
Email: [cshoniber@fsm.ed.fm](mailto:cshoniber@fsm.ed.fm)

#### **5. Optional**

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

- Program: Word Processing
- Font type: Times New Roman
- Font Size: 11
- Space: Double spacing
- Pages: Optional
- Page size: 8.5" x 11"