

Request for Proposal

KOSRAE STRATEGIC DEVELOPMENT PLAN REVIEW AND UPDATE PROJECT - 2019



DEPARTMENT OF RESOURCES & ECONOMIC AFFAIRS
KOSRAE STATE GOVERNMENT

Open: October 12-December 28, 2018 2:00 pm

1. Summary

The Kosrae State Government, through the Department of Resources & Economic Affairs, is soliciting proposals for the review and update the Kosrae Strategic Development Plan. Proposals are due no later than 2:00PM on December 28, 2018. Project is expected to span from March to June of 2019.

2. Department Background

The Department of Resources and Economic Affairs (DREA) is one of five executive departments of the Kosrae State Government. DREA is mandated to perform the following duties;

- ❖ promote development and improvement of private sector business and oversees foreign investment;
- ❖ foster production, marketing and protection of commercial production of land and sea produce;
- ❖ assist private parties in the development of agriculture and forestry in an ecologically sound manner;
- ❖ manage, conserve and develop marine resources;
- ❖ develop a consumer awareness program and provide businesses with information on pricing laws and regulations;
- ❖ survey all public and private lands and monitor the use of public lands maintaining a written roster of all parcels of public land;
- ❖ negotiate Government leases, easements, and contracts, and designates for homesteading purposes public land in accordance with Chapter 5 of Title 11 of the Kosrae State Code
- ❖ coordinate economic planning, including the Government's adherence to the overall Economic Development Plan.

3. Project Description

The Kosrae Strategic Development Plan (Kosrae SDP) is Kosrae State's official development plan adopted and implemented in 2013. The KSDP provides the development framework that promotes economic advancement and budgetary self-reliance of the State. The KSDP structures its development framework to 6 development sectors. By design, the KSDP is reviewed every 3 years for assessment, and realignment of development goals, as may be necessary.

The Kosrae SDP Review and Update Project – 2018 implements a leadership directive in 2017 calling for a professional/technical review and update of the Kosrae SDP. The expectation of the project is for a review and approval process that includes sector stakeholders and State leadership. The project is expected to be completed in a 4-month timeframe.

4. Desired Objectives and Deliverables

Project objective and expected deliverables are as follow:

- a) Review the development framework of the SDP, including sector goals and outcome measure indicators;
- b) Report on the progress against indicated SDP goals.
- c) Facilitate sector workshops or awareness building sessions expanding on the recommendations of the project assessments (a), and inform leadership endorsement of project updates.

d) Strengthen the Kosrae SDP monitoring and reporting process and capacity.

5. Submission Requirements

This is an open and competitive process.

The proposal must include a signed letter of expression of interest. Proposals that submitted in the form of hard copy must be enclosed in a sealed envelope, with applicant name on envelope, and addressed to Director Lyndon Cornelius at Department of Resources and Economic Affairs. The envelope shall be labeled “KSDP Review Project Proposal”.

Proposals may also be submitted via email to Director Lyndon Cornelius at lyndonc.drea@gmail.com , c/o Heidi Sigrah @ heidi.sigrah@gmail.com. Proposals from overseas submitted via postal mail shall not be accepted.

Note:1) Proposals received after 2:00 pm, Friday December 28th, 2018 will not be considered and will be returned unopened.

Specific proposal contents

- ❖ Name of contractor
- ❖ Contact information, including email address (es), phone numbers and, if applicable, a business organigram.
- ❖ Expertise and credential of the individual(s) to be involved in the project, with specification of individual roles.
- ❖ Summary of experience working in the Micronesia/Pacific region, including description of work conducted in the region.
- ❖ Provide an outline and description of the planned course of work, with specification of activities intended to be conducted on-site or off-site.
- ❖ Fee proposal and proposed payment schedule.

6. Evaluation Criteria

Consultants will be evaluated based on the following criteria:

Criteria	Required	Preferred
<i>Quality and strength of proposal</i>	Proposal articulates a plan to meet desired project outcomes	Indicates timeframe and parties to be involved
<i>Expertise, credential and experience of individuals to be involved</i>	Minimum of Masters degree in economics, developmental studies, or relevant fields. More than 1 year of experience working in the Micronesia/Pacific region, with documentation of similar work completed in the region.	All individuals to be involved in project have more than 1 year of experience working in the Micronesia/Pacific region with clear identification of his/her role in past similar works. Documents provided are completed within past 5 years.
<i>Ability to complete the project within the indicated timeframe</i>	Demonstrate plan to complete the project by June 2019.	Work plan indicates delivery of desired outcomes within the indicated project duration

Criteria	Required	Preferred
Availability on project duration	Minimum 60 hours of on-site work	
Competitiveness of cost	Itemized fee proposals for professional fee and other activity costs.	Costed at reasonable rates.

7. Contract Terms

Department of Resources & Economic Affairs will negotiate contract terms upon selection. All contracts are subject to review by Kosrae State Attorney General, and a project will be awarded upon signing of an agreement or contract, which outlines terms, actual scope of project, budget and other necessary items. Project is expected to span from March to June of 2019.

8. Timeline

This RFP is open from October 12th to December 28th 2018, 2:00 PM, Kosrae local time. Applicants may also request a copy of the RFP to be sent via email by contacting Director Lyndon L. Cornelius at lyndonc.drea@gmail.com or Heidi Sigrah at heidi.sigrah@gmail.com.

Proposals will be evaluated immediately thereafter and selected candidate will be notified in the month of December. Expected project duration is March 4th to June 28th 2019, or until full scope of contract is completed, whichever comes first.