

**KOSRAE STATE**

**DEPARTMENT OF ADMINISTRATION AND FINANCE  
(DAF)**

Request for Proposal

**KOSRAE STATE CAPACITY BUILDING PLAN  
REVIEW AND UPDATE**

**August 1<sup>st</sup> – August 31<sup>st</sup>, 2018**

## 1. Summary

The Kosrae Department of Administration and Finance (DAF) is now seeking proposals from consultants interested in reviewing and updating the **KOSRAE STATE CAPACITY BUILDING PLAN**. Proposals are due no later than 12:00 noon on August 31<sup>st</sup>, 2018. The actual timeline for the project is from September 17<sup>th</sup>, 2018 to November 16, 2018.

## 2. Department Background:

The Department of Administration and Finance is one of six main departments established by law under the Kosrae State Government. DAF is mandated to perform the following duties:

- provides budgetary and grant application advice to the Executive and to other components of Government when directed by the Governor.
- prepares the annual budget and supplementary requests for appropriations;
- maintains State statistics, and is the central repository of Government records of birth, deaths, marriages and other Government records required in the preparation of statistics;
- collects revenues and reimbursements;
- operates the Government's financial management system;
- administers the Public Service System in accordance with Title 18 of the Kosrae State Code;
- monitors employment conditions in the private sector;
- provides public notice of Executive policies; and
- provides JEMCO, OIA and OCM reports to the appropriate State departments and offices.

## 3. Project Description

The Kosrae State Capacity Building Plan is designed and intended to respond to the needs of human resources capacity building and institutional strengthening within the Kosrae State Government as called for under the Kosrae State Strategic Development Plan (KSDP), the FSM Strategic Development Plan, and the Compact of Free Association, as amended,

between the governments of the Federated States of Micronesia and the United States. The project will require that the contractor conduct some on-site work with Kosrae State departments, agencies, and offices.

#### **4. Desired Outcome/Objectives**

The primary objective of this project is to conduct a review, and as may be necessary, update on Kosrae State Capacity Building Plan, and include necessary revisions and identifying long-term and short-term training plans for the Kosrae State Government departments, agencies and offices.

Full completion of project should result in the following outputs:

- A summary report on the findings of the review on the Capacity Building Plan;
- Updated/revised Kosrae State Capacity Building Plan, inclusive of capacity building target areas, potential capacity building programs and associated costs;
- Provide tools to assist relevant departments and agencies on the planning and monitoring of the capacity of its respective human resources;
- A prepared long-termed capacity building plan that focus on areas eligible for compact funding in close relation with the terms and requirements of the Kosrae SDP and FSM SDP.
- Prepare and present the Capacity Building Plan in areas eligible for Compact Funding to Kosrae State Leaders; Governor of Kosrae State and cabinet members, Speaker and members of Legislature, and the Kosrae State Judge and members of the Judiciary Branch.

#### **5. Proposal Requirements**

This is an open and competitive process.

Proposals must include a signed cover letter. Proposals that will be submitted in the form of hard copy must be enclosed in a sealed envelope, with the applicant name on the envelope, and submitted to the Director Alik S. Isaac at the Department of Administration and Finance.

Department of Administration and Finance will also accept proposals that are sent via email to Director Alik S. Isaac at [aliksiisaac@gmail.com](mailto:aliksiisaac@gmail.com), c/o Jenny Seymour at [jeseymour13@yahoo.com](mailto:jeseymour13@yahoo.com).

We will not accept proposals that are sent through post office.

Proposals received after 12:00 noon, Friday, August 31<sup>st</sup>, 2018 will not be considered and will be returned unopened.

Specific proposal contents

- Name of Contractor
- Contact Information
- Description of experience and qualification
- Indication of availability during project period
- Statement of work: Describe in detail how you are going to approach item 4.(Desired Outcomes).
- Cost proposal

## **6. Selection and Qualification Criteria**

Consultant(s) will be selected based on the following criteria:

- Relevant experience and qualifications:
  - Must at least graduate from an accredited college or university with a BA degree and have three (3) or more years of work experience in international development (specifically in capacity building in developing countries).
- Availability during project period (September 17<sup>th</sup> – November 16<sup>th</sup>, 2018.)
  - The completed work result should be submitted to the Department Director by November 16<sup>th</sup>, 2018.
- Quality of statement of work
- Competitiveness of cost.

## **7. Contract Terms**

Department of Administration and Finance 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, budget and other necessary items. Execution of contract will very likely be from September 17<sup>th</sup>, 2018 to November 16<sup>th</sup>, 2018.

## **8. Timeline**

This RFP is open from August 1<sup>st</sup>, 2018 to August 31<sup>st</sup>, 2018. Proposers may also request a copy of the RFP to be sent via email by contacting Director Alik S. Isaac at [aliksisaac@gmail.com](mailto:aliksisaac@gmail.com) or Jenny Seymour at [jeseymour13@yahoo.com](mailto:jeseymour13@yahoo.com).

Proposals will be evaluated immediately thereafter. All candidates shall be notified of the results of the selection process, including proposed TOR and fees or remuneration.