



Office of the Secretary

REQUEST FOR PROPOSAL FOR CIVIL AVIATION CONSULTANT

I. BACKGROUND

The FSM Department of Transportation, Communications & Infrastructure wishes to invite proposals from qualified individuals interested in providing service to the Department.

Any question concerning the RFP may contact the FSM Department of Transportation, Communications & Infrastructure, Mr. Massy Halbert, Assistant Secretary, at 691-320-2865 or mas.halbert@gmail.com

II. SCOPE OF SERVICES

The scope of services may include the following:

- a. Preparing Responses and Action Plans to Safety and Security Audit Reports by International Civil Aviation Organization (ICAO) of FSM;
- b. Coordinate with ICAO, FAA and TSA of acceptable action plans;
- c. Assist with the Implementation of Action Plans;
- d. Assist the Department in updating its aviation safety and security regulations;
- e. Assist the FSM Departments of Justice and TC&I in updating the Aviation regulations, policies and code;
- f. Develop plans, manuals and other documents as required by ICAO standards; and
- g. Making expert recommendations to the Department to meet its obligation to ICAO Standards
- h. Develop and work to the agreed project plan for the overall Scope to ensure deliverables are achieved on time and within budget
- i. Provide a comprehensive project report(s) and presentation(s) to:
 - a) Report the results of the project; and
 - b) inform ongoing and sustainable operation of the project's outcomes
- j. Daily briefing of Assistant Secretary on progress of scopes above

III. TERM OF CONTRACT

The Contract awarded in response to this RFP will be effective upon final approval by the FSM National Government and the term will be upon mutual agreement of the parties and approval by the FSM National Government. The term of the agreement will depend on the contract fee and funding available, with an option to renew subject to performance and at the discretion of the FSM National Government. The selected individual will be required to live in Pohnpei for the duration of the contract and work in the Division of Civil Aviation. Office space and equipment

will be provided by the Government. Housing, ground transportation and others will be borne by the selected individual.

IV. PROPOSAL REQUIREMENTS

Respondent's submission must include the following items:

- A. PROPOSED PLANS: Prepare and submit narrative responses to address the following items.
1. Indicate previous experience in responding to aviation safety and security audits and actions taken to rectify all findings.
 2. Demonstrated experience in the review, evaluation and development/updating of aviation security legislation and regulations.
 3. Current knowledge and application of ICAO Standards and Recommended Practices relevant to aviation security including Annex 17 and Annex 9 in both policy and operational contexts.
 4. Minimum 10 year's experience in a Government civil aviation authority, airport, airline or other agency involved in the application of civil aviation security regulation.
 5. Demonstrative initiative and ability to work in a cross cultural environment. Applicant must be fluent in written and spoken English.
 6. Ability to communicate according to the audience (which may include senior government officials) in both written and oral formats
- B. EXPERIENCE, BACKGROUND, QUALIFICATIONS: Prepare and submit narrative responses to address the following items.
1. Must be a lawyer specializing in aviation law and preferably possess any aeronautical license in accordance with Annex 1 to the Chicago Convention on International Civil; Aviation (Chicago Convention of 1944)".
 2. Describe your professional qualification to the service. Include relevant experience on service of similar scope.
 3. Training records at ICAO endorsed courses
4. RESUMES: Attach resumes.
- V. **Submitting the Proposal:** Respondent shall submit FIVE (5) copies of the Proposal, in a sealed carton, clearly marked on the front: "CIVIL AVIATION CONSULTANT". **All Proposals must be received in the FSM Department of Transportation, Communications & Infrastructure Office no later than 4:00 p.m., FRIDAY, SEPTEMBER 20, 2012 at the address below.** Any Proposal received after this time shall not be considered. Any questions concerning this RFP may be addressed to Mr. Massy Halbert at 691-320-2865 or in writing or email mas.halbert@gmail.com.

Mailing Address:

FSM Department of Transportation, Communications & Infrastructure
P.O. BOX PS-2
PALIKIR, POHNPEI FSM 96941

Physical Address:

FSM Department of Transportation, Communications & Infrastructure
2nd Floor, Kaselehlia Bldg.
PALIKIR, POHNPEI FSM 96941

Proposals sent by facsimile or email will not be accepted