



**CHUUK STATE
PROJECT MANAGEMENT OFFICE (PMO)**

P.O. Box 1659, Weno
Chuuk 96942

Tel. No. : (691) 330-3069
www.chuukpmo.org

July 18, 2019

PMO RFP# 2019-001

CONTRACTING SPECIALIST FOR CHUUK PMO

REQUEST FOR PROPOSAL

The Chuuk State Project Management Office and Division of Planning and Statistics, is soliciting proposal from interested individual to provide professional services to the Project Management Office which primarily deals with Compact funded projects the Terms of Reference including specific skills sets of the individual consultant are attached.


Proposals or CV's from interested parties will be received by the Chuuk State Project Management Office no later than 21 of August, 2019 @ 4:00 p.m. All proposals received shall be clearly marked:

**Chuuk State Government
Project Management Office**
and address to:

**The Honorable Gov. Johnson S Elimo
Contracting Officer
Chuuk State Government
P.O Box 1659
Weno, Chuuk, FM 96941
Email: Johnsonelimos58@gmail.com**

Proposal may be received in hard copy or soft copy via mail and must be received no later that the above designated time and through the designated address.

Further information is available at the Project Management Office, Chuuk State or email Elisues Akapito at eakapito@gmail.com or call (691) 330-2598. Thank you



T.H Gov. Johnson S. Elimo
Contracting Officer

Date: 7/22/19

SUPPORT TO THE CHUUK STATE PROJECT MANAGEMENT OFFICE

TERM OF REFERENCE

A. Background

Chuuk State is one of the four (4) sister States in the Federated States of Micronesia. The other states are Kosrae State, Yap State and Pohnpei State. It consists of several island groups. The main population center of Chuuk State is the Chuuk Lagoon, a large archipelago with mountainous islands surrounded by a string of islets on a barrier reef. The three major geographical and dialectic divisions of the Chuuk Lagoon are Faichuuk, the Southern Namoneas islands, and Northern Namoneas islands. Also, there are two group of island located outside the Chuuk Lagoon which are Northwest Region and Mortlocks Region.

Chuuk State has total of 40 municipalities and the main island, State Capital is Weno.

The Government of the Federated States of Micronesia as well as the Government of Chuuk State recently completed the National and State Infrastructure Development Plan FY 2016-2025 (IDP). The IDP covers infrastructure in ten sectors: electric power, water/wastewater system solid waste management, road and pedestrian facilities, maritime transportation, air transportation, telecommunication, education, health and government administrative building.

The project in the IDP have been identified and prioritized by each of the Chuuk State Infrastructure Planning and Implementation Committee (IPIC) to meet their development needs over the next 10 years and contribute to the Chuuk State's economic and social development, environment and institutional capacity.

The main source of funding for the some of the Chuuk State priority projects is Compact Sector grants from the United States of America. Most of the Priorities had already identified by the Chuuk State IPIC which are New Chuuk Hospital, Health Dispensaries and Education School Facilities.

B. IDP Implementation

The Chuuk State Project Management Office (PMO-C) has the overall program coordination role and will work closely with the Chuuk State Infrastructure Planning and Implementation Committee (IPIC). Accountability and implementing the Plan lies with the State IPIC and PMO-C is responsible for the day-to-day planning and implementation of priority projects.

C. Description of Service

Contracting Specialist Scope of Service

- a. Establish, maintain and support standard procurement and contract documentation
- b. Provide ongoing guidance to the State on scope definition, contract duration, special condition of contract and risk management
- c. Update the procurement and contracting manual
- d. Conduct peer reviews

- e. Plan, undertake and manage the prequalification of design consultants and contractors in conformity with the Amended Compact and the Fiscal Procedures Agreement

D. Minimum Qualification

- a. A relevant University Degree in Engineering or a related field
- b. At least 10 years experience with responsibility for procurement and management of relevant consultant and construction contracts
- c. Significant experience developing, documenting and supporting procurement and contract management process
- d. Significant experience analyzing contract claims and variations
- e. Work experience in one or more Pacific Island nation is preferable
- f. Excellent communication and consultation skills
- g. A proven ability to develop counterpart staff
Minimum General Experience – 10 years
Minimum Specific Experience (relevant to assignment) – 10 years
Pacific Island Countries Experience – Required

This Request for Proposal (RFP) does not commit Chuuk State PMO Office to award a contract, to pay any costs incurred in the preparation of a proposal based on this request, or to procure or contract for services. The Chuuk State reserves the right to refuse or reject any or all RFPs and to waive any or all formalities or technicalities and to accept the RFP deemed most advantageous to the Chuuk State Government.

Chuuk State Project Management Office (PMO-C) reserves the right to hold the RFPs for a period of 60 days without taking actions. RFPs must be submitted in an envelope sealed with tape and prominently marked on the lower left-hand corner of the envelope with corresponding RFP number and title.

Re: PMO RFP#2019-001
CONTRACT SPECIALIST FOR CHUUK PMO