



**FEDERATED STATES OF MICRONESIA  
DEPARTMENT OF HEALTH, EDUCATION AND SOCIAL AFFAIRS**

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May 3, 2007

## **Request for Proposal**

The FSM National Government, Department of Health, Education and Social Affairs (HESA) is in the process of requesting for bidding proposals for reviewing and modifying standard procedures for recruiting and hiring teachers and other education personnel within the Chuuk State Department of Education.

This State Employment recruitment policies and procedures for hiring teachers in particular will be revised based on the existing National Teaching Certification Requirements. The Teacher Certification standards will be revised to focus on a survey to identifying education employees who are currently employed by Chuuk Department of Education, teaching in a classroom without a minimum certification requirement of an AA or AS degree.

## **Scope of Services**

All RFPs shall be required to provide a plan indicating the services to be provided. The services shall include activities and timeline from the start to the finish. All services shall also indicate evidence based on research of effective and success of services and practices demonstrating positive impacts. The consultant shall ensure that training is provided on the Plan and the services and the activities with the State and National working groups. A project budget line item summary and breakdown of specific budget line items covering all the activities shown in the timeline of activities.

## **TimeFrame**

A timeframe of 30 days is provided starting one day after this RFP is posted on the DOI Web site. All RFPs shall be required to be submitted shield to the the following address:

Mr. Weldis J. Welley  
Assistant Secretary of Education  
Division of Education  
Department of HESA  
Palikir, Pohnpei 96941

And shall be submitted post marked not later than the 30 days after the RFP is posted on the DOI Web Site.

The received Shield bids will remain in shield envelope(s) until the Secretary of HESA convenes the meeting of the Reviewing and Selecting committee with all members present, and that is when the shield bids shall be opened.

## 1. Planning

- A. Consultant shall convene a meeting with the National Division of Education to develop a timeline for the scope of work from the starting to the completion.
- B. Conduct initial activities for review of existing Chuuk State policies and procedures for recruitment and the National Teacher Certification Program and the Regulations.
- C. Develop a color coding system for identifying teachers based on the level of certification, for instance;
  - Non degree with white color ID or stripe,
  - AA/AS degree with green color ID or stripe,
  - BA/BS degree with red color ID or Stripe,Something to identify a teacher, so one do not need to ask what certification level a teacher is on.
- C. A project budget summary and breakdown of budget line items will be developed covering the activities shown in the project timeline.
- D. State and National Working Groups shall be an integral part of this planning process.
- E. Present the Plan to the Secretary of HESA.

## II. Meetings and Workshops

- A. Convene a meeting with the working groups for the initial planning stages of the project.
- B. Convene a review workshop with working groups to review the existing Chuuk State recruitment policies and procedures and the National Teacher Certification program and the Regulations and other pertinent documents upon which a project plan would be developed.
- C. Convene a training workshop with Chuuk State working group and education administrative support staff, Chuuk State Personnel Administration staff and school administrators regarding the plan and other things such as color coding ID system for teacher certification program.
- D. Convene a review session to review the existing National Teacher Certification system and its Regulations for revision and modification to support the changes made to them as well as the recruitment policies and procedures of Chuuk State.

## III. Final Products

- A. Consultant shall provide a final report of all findings including recommendations other findings needed for changing or

**modifying the existing National Teacher Certification system and Regulations as well as the Chuuk State recruitment policies and procedures and other pertinent findings that would impact on the improvement of hiring sustaining continuing improvement of teacher certification program in Chuuk States**

**B. Consultant shall also provide changes and modifications necessary on recruitment forms that shall eliminate unnecessary problems encountered in the past.**