

Department of Education  
Gardenia Aisek, Executive Director  
Noah Ruben, Deputy Director

Telephone (691)330-7045  
Fax (691) 330 2604  
Email: gardenia.aisek@gmail.com

**REQUEST FOR PROPOSAL**  
RFP: CSSS 2012-12-01  
HUMAN RESOURCES MANAGEMENT CONSULTANT

Issue Date: December 21, 2012  
Opening Date: December 24, 2012  
Closing Date & Time: January 31, 2013 @ 5:00 p.m. Chuuk Time

---

The Chuuk State Government and the Department of Education are soliciting proposals from interested and qualified individuals or institutions for Human Resources Management Consulting services for the Chuuk State School System.

Chuuk State Law No. 11-12-24 exempted the Department of Education and its employees from the Public Service System and placed them under the control and management of the Board of Education; and Chuuk State Law No. 11-12-23 authorizes the reorganization of the Chuuk Department of Education and established three new divisions (Division of Administration & Personnel, Division of Planning and Development, and Division of School Support) and creating the regional service centers.

Scope of work will include:

1. Developing a personnel system inclusive of rules, regulations and procedures.
2. Development of personnel record documentation requirements and related maintenance procedures.
3. Establishing positions for the three divisions and developing job descriptions for those positions estimated to be approximately 115.
4. Developing employee classification and incentive programs for the new personnel system.
5. Assessing the skills and experiences of the existing employees to align their placements in the established positions within the new organizational structure.

6. Developing training programs that will allow all employees in established positions to understand their new roles, duties and responsibilities within the new organization and also providing training for Department of Education Human Resources personnel.
7. Developing a professional code of ethics that will guide the operation of the Chuuk State School System

Evaluation and Conditions

All proposals will be reviewed and evaluated by a Special Committee formed to evaluate proposals and select an awardee. The Special Committee reserves the right to reject any and all proposals and/or extend the closing date of the RFP and to request additional information from any applicant. Proposals will be evaluated heavily based on experience in providing the requested services, past performance and demonstrated ability to complete services within the timeline of the reform plan and most advantageous to the reform program.

All interested parties must submit their proposals no later than January 31, 2012 at 5:00 p.m. Chuuk time to the Chuuk Department of Education. Late submissions will not be accepted and will be returned.

Proposals must be submitted to the address below marked CSS 2012-12-01:

Chuuk Department of Education  
P.O. Box 460  
Weno, Chuuk FM 96942  
Attention: Gardenia Aisek Macayaon, Director of Education  
Phone#: 691-330-7405

Proposals must include the following information:

1. Name of individual or organization
2. Name of contact person
3. Physical address
4. Telephone and fax numbers
5. Email address
6. Statement of qualification and experience with similar projects
7. Proposed duration of work

Electronic proposals will be accepted via email at [gardenia.aisek@gmail.com](mailto:gardenia.aisek@gmail.com)

To obtain further information, interested parties should contact the individual below.

Gardenia Aisek Macayaon  
Director of Education  
P.O. Box 460  
Weno, Chuuk FM 96942  
Phone: 691-330-7045  
Email: [gardenia.aisek@gmail.com](mailto:gardenia.aisek@gmail.com)

The Department of Education reserves the right to reject any and all proposals received in connection with this RFP for failure to comply with this advertisement and/or non-compliance with procurement procedures.

Any contract(s) awarded will be between the Chuuk State Government and the person or organization receiving the award.

Approved by:

  
\_\_\_\_\_  
Johnson Elimo  
Governor of Chuuk State

12-21-12  
Date