



KOSRAE ISLAND RESOURCE MANAGEMENT AUTHORITY

KOSRAE STATE GOVERNMENT

P.O. Box 480
Tofol, Kosrae State
Federated States of Micronesia 96944

Telephone (691) 370-2076/3646
Fax No. (691) 370-2867
Email – charleyblair@gmail.com

REQUEST for PROPOSAL

INVITATION to BID on A Tour Guide Training Program for Kosrae State Historic Preservation Office

Kosrae Island Resource Management Authority (KIRMA), Kosrae State Historic Preservation Office (Kosrae HPO) seeks a firm specialized in designing, developing, and implementing a tour guide training program for tourism purposes with a focus on Kosrae State's Mahkontowe Conservation Area. The guide training program will be designed, developed, and implemented in partnership with the Kosrae State Historic Preservation Office and will include, but not be limited to: creation of program materials and curriculum that is based on Kosraean culture, history, geography, environment, ecology, education on the MCA in terms of best practices in conservation area, and tourism industry guide standards. The applicant must have at least 1-2 years experience in the Pacific region and the Principal Trainer/Curriculum developer holding at least a Bachelor's degree in a related field. The guide training program curriculum must be completed by April 2019 and guides trained by August 2019. The guide training program should include a practicum to include hikes, interactions with guests, and possess firm knowledge of related laws, policies, permitting, and regulations associated with MCA.

There are three main tasks the selected firm will need to fulfill for Kosrae HPO:

Task 1. Design guide training program with Kosrae HPO and local counterparts.

Task 2. Develop guide training program with Kosrae HPO and local counterparts.

Task 3. Select and graduate ten (10) local guides who are fit, knowledgeable in Kosraean and English, can maintain trails on a regular basis, preferably one per municipality.

Please indicate in the proposal the mobilization time required to begin and complete the project. Proposals will be evaluated on meeting or exceeding RFP requirements identified in the above paragraphs. Each proposal will be evaluated for meeting KSHPO goals, clarity, and reasonableness of the proposal on a scale of 1-5 (five is the highest) for each requirement, averaged, and compared to other received submissions.

This RFP bidding will expire March 7, 2019. Kosrae HPO retains the right to reject any and all proposals or waive any irregularities with any proposal. For further questions, contact Kosrae HPO at andrewstandon@gmail.com or by phone 691-370-3078. All bids should be emailed to andrewstandon@gmail.com.