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Dili, Timor-Leste, PO Box 113, **Telephone:** +670 3 324 098 / 3317216 / 3317215 / 3312735

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## **REQUEST FOR PROPOSAL**

### **Basic Fundamental Training & Human Resources and Administration Competency Assessment Matrix** **ANPM/PROC/RFP/17/005**

#### **A. Background**

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste public institution, created under Decree Law No. 1/2016 of 9 February, 1st amendment of Decree-Law No.20/2008 of 19th June on the Autoridade Nacional do Petróleo (ANP), responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore and in the Joint Petroleum Development Area (JPDA) in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, the Timor Sea Treaty and the Mining Code.

The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

#### **B. Objective**

The ANPM wishes to request for proposal from a suitably qualified and experience national or international Human Resource & Training Consultancy Firm to provide Competency Assessment to Corporate Services Directorate, especially for Training & Human Resources and Administration Departments.

#### **C. Scope of work**

- a. Perform Competency Assessment to relevant existing staff currently working under Training & Human Resources and Administration Departments.
- b. Establish and Produce Baseline Competency Matrix which outlining each Competency Level, Essential Technical Skills, Professional Knowledge and Qualification, institutional knowledge, and administrative knowledge,
- c. Propose measurement for improvement such as set of skills or trainings required, including expected timeframe required for those relevant staff under each department to achieve for.

#### **D. Delivery of Report Deadline**

Progress report shall be closely communicated to project owner of the relevant directorate and Consultant is required to prepare final report with presentation on findings from the assessment, developed matrix with clear roadmap to achieve.

#### **E. Qualifications**

The suitable Consultant will be required to:

1. Have extensive experiences in providing Competency Training, Competency Assessment, and GAP Analysis.
2. Have track record in providing Competency Assessment based on GAP Analysis and Build Matrix on each identified individual with clear roadmap to achieve such Competency.
3. Aware and knowledgeable in the Regulator Authority role in managing work environment and reporting mechanism

#### **F. Proposal Outline**

The interested Consultancy Firm should make a detailed submission responding to the present Request for Proposal. Particularly, the attention should be paid to the following:

- ✓ How the scope of work be addressed,
- ✓ The qualification and experience of the bidder to undertake the work,
- ✓ The qualification and general background, organization, personnel assigned, clear structure personnel assigned to this work.

#### **G. CVs of the other personnel assigned**

Details information on the personnel, who will perform the competency assessment.

#### **H. Selection Criteria**

Interested applicant is requested to provide following information in their proposal:

1. A statement confirming the capacity to perform the scope of the work.
2. Statement of skills and qualifications of personnel to be involved.
3. Proposed Methodology.
4. Work program and timelines
5. Statement of any potential conflict of interest.
6. Business Registration
7. Declaration of Affiliation Company
8. Organisation Structure
9. Financial proposal for performing the task shall include:
  - For non-resident consultant firm fee proposed must be a total fixed price quoted indicating a total gross amount in USD which is 10% Withholding Tax included.
  - Any incidental out of pocket expenses, such as travel and accommodation must be included in the overall fixed price fees submitted.
  - No amount other than the proposed total fixed price shall be paid.

## **I. Submission**

The application should be marked '**Confidential**' and for the attention of: Mr. Humberto Pereira, **Procurement Section – Corporate Services Directorate of ANPM** and submitted by E-mail through [anpm.bid@anpm.tl](mailto:anpm.bid@anpm.tl) or by hand or courier to:

Autoridade Nacional do Petróleo e Minerais (ANPM)  
Andar Térreo Ala Leste do Palácio do Governo,  
Edifício nº 1, Avenida Marginal  
PO Box 113  
Dili, Timor – Leste  
ANPM website; [www.anpm.tl](http://www.anpm.tl)

## **J. Closing Date**

The bidding process will be closed on 02<sup>nd</sup> of August 2017 at 16.30 Timor-Leste time. Late applications will not be considered.

## **K. Further Information**

Question or requests for further information should be made by email to T&HR Manager, Sr. Edgar da Costa at [edgar.dacosta@anpm.tl](mailto:edgar.dacosta@anpm.tl) or Admin & Procurement Manager, Sra. Pamela Simões at [pamela.simoaes@anpm.tl](mailto:pamela.simoaes@anpm.tl).

Dili, 30<sup>th</sup> of June 2017



Pamela Simões  
Admin & Procurement Manager