



*Edifício do Ministério das Finanças, Pisos 6 e 7, Aitarak Laran, Dili, Timor-Leste  
PO Box 113, Telephone: +670 73099995 / 73099996*

## **REQUEST FOR PROPOSAL (RFP)**

### **Providing Leadership and Management Skills Training (Oil & Gas and Mining Industry)**

ANPM/PROC/RFP/20/011

#### **A. BACKGROUND**

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 27/2019 of 27th August, 2nd amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, Maritime Boundary 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.

The ANPM is seeking for a suitably qualified and experienced international training provider to deliver an in-house training on Leadership and Management Skills in Oil & Gas and Mining Industry. Due to the global COVID-19 Outbreak and overseas travel restriction, Virtual Learning is suggested so that learners can receive real-time feedback and ask questions. Breakout sessions with smaller groups could be effective with multiple trainers or facilitators are available. Inclusion of a pre/post - course questionnaires are strongly recommended. With that in mind, the ANPM would like to get a proposal from qualified training providers and within the proposal address to the following requirements.

#### **B. AIMS**

The aim of the program required to cover knowledge and skills of leadership and management for new managers, coaching skills for all line managers and supervisor, change management, motivation and effective people management.

The training is for ANPM staff, where divided into two different group, Management and middle management levels. The Management composed of President, Vice President, Single Auditor and Directors. While the middle management composed of Managers.



### C. SCOPE OF WORK

The qualified training provider is required to submit a detail proposal with covering following aimed contents:

1. Design and facilitate Leadership and Management Skills training for approximately 32 delegates. They are grouped into three different groups: new managers, existing managers and directors. The training will be in November 2020 with following purpose dates:
  - New Managers Group: November 9 – 11, 2020 (9am – 4pm TL time)
  - Existing Managers Group: November 16 – 18, 2020 (1pm – 5 pm TL time)
  - Directors Group: November 23 – 25, 2020 (1pm – 5 pm TL time)
2. Design a content to improve and develop the management style and skills of new managers or others with management responsibilities. With a wide variety and volume of content covered in a short period of time, it offers a unique opportunity for new managers or team leaders to enhance leadership skills, learn how to efficiently manage a team and explore the fundamentals of self-management.
3. Design a program to help in developing the coaching and mentoring skills to support and sustain improved performance by others.
4. Design a program on change management to provide managers with the skills and knowledge to implement and cope with change in the workplace. Such skills are essential for every manager given the rapid pace of change and the need to influence the process toward organisational outcomes.
5. Design a program to enhance people management skills through developing the personal insights necessary to lead, manage and interact with colleagues effectively and productively.
6. Design a program related to the employee engagement to enhance management skill on how to get to know other people in terms of psychology and character and how to assist in achieving a goal of teamwork and good communication skills.
7. Provide the training report, including issuing a certificate of competence at the end of the training.
8. Provide participants with tips and hints in managing people by subject matter experts, and have the opportunity to identify and practice the key skills of communication,



motivation, delegation, decision making and problem solving, including other soft skills to help them learn how to maximise their own potential and that of their subordinates.

#### **D. COURSE OUTLINE**

The providers shall provide detail course outline that well covered course aims and content specified at principle points of the Scope of Work. The course outline allows delegates to consider the course is fit for purpose with their learning needs, clearly understand their expectations and how they will benefit from the instruction and program. The course outline should cover Prerequisites, Trainer(s) bibliography, Course Schedule, Learning Outcomes, Content Breakdown by Session, Instructional Methods Used, Course Evaluation Process, Course Materials etc.

#### **E. SELECTION CRITERIA**

Interested qualified training providers are requested to provide following information in their proposal:

1. Work experiences and capacity to perform the scope of work.
2. Statement of skills and qualification of personnel to undertake the training service.
3. Proposed methodology based on the scope of work.
4. Work Program and timeline.
5. Statement of any potential conflicts of interest.
6. Timor-Leste and the country of origin Commercial/Business Registration Certificate including company share capital (Official Business Registration information)
7. Declaration of any affiliation companies
8. Company's Organizational Chart
9. Bank Statements within the last 3 months transaction from the date of the proposal submission
10. Fees and payment for performing the task;
  - The fee proposed must be a total fixed price quoted indicating a total gross amount in USD which is 10% Withholding Tax included.
  - Due to the global COVID-19 Outbreak and overseas travel restriction, the incidental out of pocket expenses, such as travel, and accommodation should not be included in the overall fixed price fees submitted, unless it is justifiable.
  - No amount other than the proposed total fixed price shall be paid.

#### **Note:**

- a. *The proposal to be submitted to ANPM shall be written in English and shall be written in sequence/following the numbering in the selection criteria outlined above.*
- b. *While price is an important factor, it will not be the primary consideration in evaluating responses to this RFP.*
- c. *Failed to response above two notes, it will disqualify for further assessment process.*



#### F. SUBMISSION OF PROPOSAL

The proposal should be sent to attention of: **Mr. Nuno Belo Freitas**, the ANPM Procurement Sourcing Officer and submitted by E-mail through [ANPM.Procurementbid@anpm.tl](mailto:ANPM.Procurementbid@anpm.tl) or by hand/courier to:

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Dili, Timor – Leste

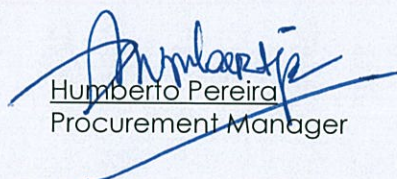
#### G. CLOSING DATE:

The bidding process will be closed on October 2, 2020 at 16:30 pm (Timor-Leste time).  
Late applications will not be considered.

#### H. FURTHER INFORMATION:

Should any further information on this RFP please contact to Mr. Zulficar Pires, Training Manager at +670 73099995 / 73099996 Ext. 6018 or E-mail: [zulficar.pires@anpm.tl](mailto:zulficar.pires@anpm.tl)

Dili, Semptember 18, 2020

  
Humberto Pereira  
Procurement Manager