



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)

Job Matching and Job Allocation within the Autoridade Nacional do Petróleo e Minerais

ANPM/PROC/RFP/23/007

Introduction

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste public institution, created under Decree Law No. 1/2016 of 9th February 1st amendment of Decree-Law No. 20/2008 of 19th June. The ANPM is responsible for managing and regulating petroleum and mining activities in Timor-Leste, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, and the Timor-Leste Petroleum Activities Law, and the Maritime Boundary Treaty (MBT) and the Mining Code in respective of managing petroleum and mineral activities in Timor-Leste Territory. The ANPM is tasked to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas and mineral resources. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

The ANPM is currently aiming to develop its internal job matching and job allocation as a standard and tools for staff allocation and distribution to address jobs and project needs that exist within the ANPM. Jobs matching at this stage is a process of analyzing, identifying and evaluating the positions description or roles of each individual staff against the actual jobs, similar skills requirements and possible to maximize the use of staff to assist addressing other jobs or projects that exist in other directorates, departments and units. By having the outcome of job matching in place, it will enable the ANPM to reallocate staff to fill the gap or to work in certain areas for short period of times or during the jobs and projects are needed. It is, therefore, work allocation and job matching really helps the ANPM to effectively organizing resources and labor to meet the ANPM's tasks, projects, and goals. The result of this job matching and job allocation shall bring benefits to the organization through the appropriate assigning and maximizing staff, resources and roles.

For this purpose, the following list is the specific aims of job matching and job allocation that Directorate from Human Resources, Training, Administration and Logistic (HTAL) expel out to assist the third parties to develop based on such aims. The aims are:

- a. The ANPM management can view and identify the resources and staff are available to be allocated and distributed to certain jobs or projects as needed.
- b. The ANPM can assign jobs and multiple projects to the identify persons to fill the job gap for jobs and projects execution.
- c. The ANPM can maximize the use of internal resources and staff to assist other directorates, departments, and units.
- d. Increase the cost efficiency by using internal staff for jobs allocation and avoid having unnecessary recruitment and selection process.
- e. Staff's morale is increased due to share knowledge, skills, experience through job allocation for short period of time.

Objective

The ANPM seeks a qualified and experiential for National or International Human Resource & Training Consultancy or Consultant Firm, who can be able to assist the ANPM to develop, analyze, identify and to perform job matching and job allocation to the ANPM staff, especially to the 5 directorates, which consists of: (i) Directorates for Development of Production, (ii) Directorate for Exploration, Innovation Research, and Acreage Release, (iii) Directorate for Health, Safety and Security, (iv) Directorate for Commercial, and (v) Directorate for Local Content and Procurement for Petroleum and Mineral. The Consultant is required to develop, analyze and identify the ANPM staff's job matching, and job allocation based on the ANPM Job Description, Person Specification, and Organization Structure. This role and function shall be directly managed under the direction and the guidance of the ANPM President and Director for Human Resources, Training, Administration and Logistic.



Minimum Requirements

The work requires wide range of experience and disciplines in the relevant area such as Human Resources and Training Affairs and Business Administration with strong knowledge, teamwork and communication, and leadership and management skills. As a minimum requirement, ANPM seeks for a qualified National or International professional holding relevant degree in the area of Human Resources Management and Business Administration with high level of experience in an international company, organization, or agency.

Scope of Work

1. Develop a proper job matching and job allocation to each individual position for the 5 Directorates as outlined in this Request for Proposal (RFP).
2. Perform a proper analysis, assessment and identification to each individual staff based on the position description, staff's specification, and organizational structure.
3. Perform the possible job allocation or job distribution from job matching outcomes for the ANPM.
4. Complete the development and assessment of job matching and job allocation to the 5 directorates.
5. Present the final report of the 5 directorates job matching and job allocation to the attention of the ANPM President, Director for Human Resources, Training, Administration and Logistic.

Deliverables

- Present the work plan of the job matching and job allocation of the 5 directorates in the opening meeting.
- Establish schedule to perform the job matching analysis and job allocation assessment.
- Conduct interview with the relevant directorates, managers and staff related to the positions being assessed, analyzed and evaluated.
- Design and draft the job matching and job allocation, which shall be based on information received from interviews and documents being assessed.
- Review draft of the job matching and job allocation assessment result.
- Delivery presentation and final report to the attention of the ANPM President and Director for job matching and job Human Resources, Training, Administration and Logistic.



Timelines

The ANPM envisages that the work shall not take longer than three (3) months from the date of signing of the contract agreement.

Important note

The ANPM reserves the right to adjust or add other any works at any time to meet its goal under this work. ANPM acknowledges that any material changes to the scope of work will subject to discussion and it might require change to the agreed timeline.

Logistic

In carrying out the work ANPM will provide workspace/workstations and internet connections.

Assessment Criteria

The interested consultant is requested to provide following information in their proposal and indicate the abilities to perform the services:

1. Work experiences and capacity to perform the scope of works;
2. Personnel Qualification;
3. Proposed Methodology based on the Scope of Work;
4. Work Program and Timeline;
5. Vendor Conflict of Interest Declaration;
6. Timor-Leste and the country of origin Commercial/Business Registration Certificate including company share capital;
7. International/Local or National vendor
8. Declaration of any affiliation with local companies;
9. Bank Statements within the last 3 months transaction from the date of the proposal submission;
10. Vendor Organization Structure
11. Vendor Financial Proposal



- Except National Consultant, for the International consultant the fee proposed must be a total fixed price quoted indicating a total gross amount in USD which is included 10% Withholding Tax and any expenses such as travel and accommodation shall be included in proposal.

Note:

- 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.
- While price is an important factor, it will not be the primary consideration in evaluating responses to this RFP.
- Failed to response above two notes, it will disqualify for further assessment process.

Submission

A Request for Proposal should be in sealed envelope, mark “Confidential” and mentioned the procurement reference number for the attention of Mr. Nuno Belo Freitas, Procurement Sourcing Officer and submitted as follow by E-mail: procurement@anpm.tl or bid@anpm.tl hand or courier to:

Autoridade Nacional do Petróleo e Minerais (ANPM)

Edifício do Ministério das Finanças, Pisos 6 e 7

Aitarak Laran

PO BOX 113

Dili, Timor Leste

ANPM website:



Closing Date

The bidding process will be closed on 30 June 2023 at 16:00 hours Timor Leste time.

Late applications will not be considered.

Further Information

Requests for further information or site visit should be made by email or telephone and directed to procurement.queires@anpm.tl or on +670 73099996

Dili, 30 May 2023



Diana Lay Lugiarto

Procurement Manager In-Charged