



FSM R&D

TOURISM DIVISION

CONSULTANT POSITION

FSM GOV - ARPA PROJECT 1

Consultancy Services for Updating the FSM Tourism Policy and the States Investment Plans

Opening Date: October 7, 2024

Closing Date: (May be shortened or extended when a qualified bidder is identified)



+691-320-5133



fsmtourism@rd.gov.fm



Palikir, Pohnpei

Request for Proposal

RFP No: DoT-ARPA 01/2025

Project Title: To Review and Update the FSM Tourism Policy and the States Investment Plans

Opening Date: October 07, 2025

Request for Proposals –
Consultancy Services for Updating the FSM Tourism Policy and State Investment Plans

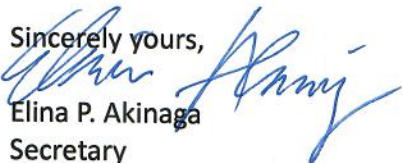
The FSM Department of Resources & Development is soliciting proposals from interested individual consultants and/or consulting firm for proposals to review and update the FSM Tourism Policy and States Investment plans as specified in the attached Terms of Reference.

To enable you to submit a Request for Proposal (RFP), please find enclosed:

Annex I: Instructions to Bidders

Annex II: Terms of Reference

Sincerely yours,



Elina P. Akinaga

Secretary

FSM Department of Resources & Development

Instructions to Bidders

1. Submission of Proposals

- 1.1. All proposals submitted with all correspondence and related documents must be in English. If any of the supporting documentation is in any other languages, a written translation of the document in English should be provided. Proposals can be submitted through both hard copy and electronic copy to fsmtourism@rd.gov.fm
- 1.2. All quotes and prices in the proposals must be in US Dollars.
- 1.3. Any proposal submitted after the closing date will be rejected.
- 1.4. The FSM Department of Resources & Development may, at its discretion, to shorten (not less than 30 days) or to extend the deadline for the submission of proposals, once qualified bidder is identified or no qualified bidder is identified during the bidding term.

2. Evaluation Criteria

- 2.1. The evaluation must follow the competitive bidding procedure as stated in the FSM Financial Management Regulation (FMR) under section 6: Procurement and Open Bidding
- 2.2. The consultant is expected to fulfill the qualification as indicated in the Terms of Reference (Annex II)

3. Request for Further Information

- 3.1. Questions are to be emailed to the Tourism Division at fsmtourism@rd.gov.fm

4. Award of Contract

- 4.1. The Department reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the ground for the Purchaser's action.
- 4.2. Disbursements of fund will be in accordance of the FSM Financial Management Regulations (FMR).

5. Closing date for proposals

- 5.1. Proposals should be emailed to fsmtourism@rd.gov.fm with the heading "RFP:DoT-ARPA 01/2025 – Proposal to Review and Update the FSM Tourism Policy and the States Investment Plans and airmail to:

**FSM Department of Resources & Development
Tourism Division
P.O. Box PS 12
Palikir, Pohnpei FM 96941
Federated States of Micronesia**

All proposal should reach the Department before 4:00pm Pohnpei time, January 15th, 2025.

TERMS OF REFERENCE

Consultancy Services To Review and Update the FSM Tourism Policy and States Investment Plans

General Information

Project 1 – Services: To Review and Update the National Tourism Policy and State Investment Plan

Program Title: US EDA Grant 07-79-07812

Post Title: Consultant

Duty Station: FSM Department of Resources & Development Tourism Division.

Project Duration: 9 months

Background

The global pandemic COVID 19 has affected the tourism and travel industry in the Federated States of Micronesia in response, FSM closed its borders to prevent the widespread of the pandemic within the country. Under the US EDA Funding Grant 07-79-07812, FSM National Government and its four (4) State Tourism Offices has agreed to focus on updating the National Tourism Policy and States Investment Plans. The goal is to position FSM as a competitive tourist destination within the Pacific Region and globally.

Objectives:

- The objective of this project is to solicit relationships between private sector and the government through consulting with the aim to create public private partnership with sustainable development principles inclusive of post covid 19 pandemic health and safety requirements.
- The national tourism policy must link to the FSM strategic development plan (SDP)2024 to 2044 SPTO Tourism Development Framework, and the 2050 Blue Continent Strategies.
- The policy statements must include the tradition and cultural values of the FSM States.
- The policy must identify opportunities (product development & investment opportunities) and way forward in accomplishing them.
- The policy statements must focus on regenerative and sustainable tourism development
- Inter-sectoral linkage with the productive sectors: Agriculture, Marine Resources, Trade, Investment and Energy.
- To position FSM as a competitive tourist destination by brand positioning and source marketing.
- To Identify new projects with concept notes and finance them.

Scope of Work and Deliverables

The formulation of the work shall be based primarily on the conduct of State visit, consultations with key tourism stakeholders, validation workshops, seminar, research, previous studies and existing plans.

Scope of Work	Deliverables (the consultant will deliver the following:
National Tourism Policy Update <ul style="list-style-type: none">○ Preliminary Planning- design consultation process, design workplan, schedules, outputs and deliverables○ Conduct a thorough analysis of the current policy document with SWOT analysis○ Engage with the four (4) States, stakeholders, tourism businesses and community leaders○ Identify gaps, challenges and emerging trends in the tourism sector○ Create linkages between Tourism and other productive sector such as to the Productive Sector: Agriculture, Fisheries, and Energy○ Public and Private partnerships Collaboration on joint projects, funding and resources sharing. Consultation forums- regular dialogues to align interests.	<ul style="list-style-type: none">○ Clearly articulated policy statements○ Strategies for regenerative and sustainable tourism development○ Stakeholder engagement and capacity building○ Identify Tourism Labor Issues and incorporate training and capacity building opportunities to support labor issues in the tourism industry○ First revised draft of the National Tourism Policy

<p>Encourage private investment through tax breaks and grants.</p> <ul style="list-style-type: none"> ○ Data sharing- exchange of information on tourism performance and market insights ○ Cross sector collaboration- joint capacity building programs that involve both public and private stakeholders ○ Resources sharing in research, data collection and best practices ○ Policy Dialogues where both sector (private and public) can discuss capacity building needs and strategies. ○ Propose revisions to enhance the policy's effectiveness and relevance. ○ Address critical issues such as sustainable tourism, cultural preservation and economic growth 	
<p>State Investment Plans</p> <ul style="list-style-type: none"> ○ Collaborate with the four (4) States to assess existing investment plans ○ Evaluate the impact of previous investment in tourism infrastructure and marketing ○ Identify priority projects based on economic viability environmental sustainability and social benefits ○ Develop a clear criterion for selecting projects requiring financial assistance ○ Create a project profile for selected initiatives, including cost estimates, timelines and expected outcomes - ○ This should encompass both public and private investments. Consider including a section that outlines the criteria for project inclusion such as size, sector, and funding source ○ Implementation Strategies- develop action plans for each of the policy objective ○ Infrastructure Development – Tourism infrastructure identify priority areas for infrastructure development e.g. airport, roads, accommodation facilities ○ Investment Promotion- encourage private investment in tourism infrastructure through incentives and public – private partnerships ○ Environment Considerations- ensure that infrastructure projects adhere to environment standards ○ Funding Public Investments- address how public investments will be funded. This may involve government budget, grants or loan ○ For private investments- highlight that they will be funded by non- government sources, such as private equity, venture capital or individual investors ○ Funding Mechanisms-Government Budget Allocation/International Aid/ Grant/ Public – Private Partnership (PPP) 	<ul style="list-style-type: none"> ○ Detailed investment proposals are prioritized for each State ○ Prioritized project lists, financial projections and funding sources ○ Identify and diversify tourism investment portfolio by public sector, domestic investment and foreign investment on short term and long-term investment opportunities. ○ First revised draft of the State Investment Plans ○ Consultation report with the stakeholders and communities

Budget / Resources

\$100,000 USD

Timeline

Key Components	Timelines
<ul style="list-style-type: none">○ Recruitment of Consultant○ Review existing National Tourism Policy and Investment Plan○ Conduct SWOT analysis	<ul style="list-style-type: none">● October to December, 2024
<ul style="list-style-type: none">● Conduct 1st consultation with each State representatives, stakeholders and tourism businesses● Share a summary report of the consultation findings with participants	<ul style="list-style-type: none">● December, 2024
<ul style="list-style-type: none">● Conduct 2nd consultation with each State representatives and Stakeholders● Compile and develop the 1st revised draft National Policy and State Investment Plans	<ul style="list-style-type: none">● January to February, 2025
<ul style="list-style-type: none">● Final revised draft submits for revising● Validation Workshop	<ul style="list-style-type: none">● March to April 2025
<ul style="list-style-type: none">● Final Draft for submission to FSM Leaders● Launching of revised and updated policy and states investment plans	<ul style="list-style-type: none">● June 2025

Qualifications of the Consultant:

- Must have five (5) years work experience in tourism policy, development and investment planning within the Pacific region and globally
- Must performed tourism consultancy work within the Pacific region focusing on sustainable tourism development.
- Must be aware of the cultural values of the FSM to integrate into the tourism policy
- Familiarity with national and international tourism trends
- Have the ability to assess complex data and propose practical solutions
- Excellent listening, written and verbal communication skills

Reporting & Accountability

- The consultant must submit a bi-weekly/monthly report directly to the Project Coordinator and the Assistant Secretary, Tourism Division Department of Resources and Development
- The report must comply with the US EDA grant criteria and timeline as stated above

Monitoring and Evaluation

- Monitor progress in implementing the revised National Tourism Policy
- Track the effectiveness of State Investment Plans in achieving national goals
- Conduct periodic reviews to assess the policy's relevance and effectiveness

Risk Management

- The risk that could impact the update of the National Tourism Policy and State Investment Plans could be the disruption to the tourism businesses that these changes in policy and investment plans could create uncertainly leading to a decline in tourism activity in the short term.
- The ineffectiveness of the new policies may not achieve their desired outcomes if they are not well designed or if they are not effectively implemented.

Procurement Requirement

- Procurement of this project will follow the FSM Financial Management Regulation align with the USEDAs procurement requirements.
- The disbursement of funds for this project will follow the FSM financial management regulation (FMR) in line with USEDAs procurement requirements.

Expected Results

- By the end of the contract period under this TOR, the consultant is expected to produce an Updated National Tourism Policy and State Investment Plans with concept notes that will be implemented for the next 5 years