

## Micronesia Conservation Trust

### Procurement Plan

#### I. General

1. **Project information:** Climate resilient food security for farming households across the Federated States of Micronesia (FSM)
2. **Version of the Plan:** Version 3.0 dated December 4, 2020
3. **Approval Date of the procurement Plan:**
4. **Date of General Procurement Notice:**
5. **Period covered by this procurement plan:** First 18 months of project
6. **Other Arrangements:**

Travel arrangements are subject to AE Travel Policies and are not listed here. Please see the relevant budget notes in the detailed budget document.

#### II. Goods, Works and non-consulting services.

##### 1. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by the AE/Fund

	Procurement Method	Threshold for use of method	Prior Review Threshold	Comments
1.	Shopping and bargaining	Up to US\$500	n/a	All procurement to be conducted by AE per approved procurement policy and procedures
2.	3 written offers from venders	US\$500-US\$3000	n/a	All procurement to be conducted by AE per approved procurement policy and procedures
3.	Invitation for Bid	US\$3,001 and over	n/a	All procurement to be conducted by AE per approved procurement policy and procedures

## 2. Prequalification (for complex Civil Works)

n/a

### 3. Procurement Packages with Methods and Time Schedule

[illegible]

4	Farmers group registration and licensing (\$200/registration x 4 groups)	GCF	<b>Planned</b>	\$200/registration x 4 groups (\$800 total cost)	n/a – registration fees are determined by government agency	n/a	n/a	Start of year Yr 1	n/a	n/a	An/a	Goods and materials per activity 1.4.2
			<b>Actual</b>									
5	Venue rental and refreshments for 20-30 participants @ 1 workshop per state; 5-days,	GCF	<b>Planned</b>	\$1000/day, and no single item value exceeds \$500 (\$20,000 total activity cost - 4 training activities @ 5 days per)	S&B	no	Yes	Start of year Yr 1	n/a	n/a	N/a	Workshop/Training per activity 1.4.2
			<b>Actual</b>									
6	Package per state includes office supplies, software and rental support for one year. for 4 states	GCF	<b>Planned</b>	\$4,125/package with no single component over S&B limit (total cost \$33,000)	S&B	no	Yes	Start of year Yr 2	n/a	n/a	N/a	Office Supplies required for activity 1.4.2
			<b>Actual</b>									
7	Investment from DECEM to upgrade current database to support knowledge sharing among farmer's associations	DECEM	<b>Planned</b>	commitment for first 2 years @ \$3,000/year (total cost \$6,000)	n/a – commitment by government executing entity	no	Yes	Start of year 1 and year 2	n/a	n/a	N/a	Equipment required for activity 1.4.3
			<b>Actual</b>									
8	software upgrades - 1 per year	DECEM	<b>Planned</b>	\$2,000 (total for first 2 years years)	n/a – commitment by government executing entity	no	Yes	Start of year 1 and year 2	n/a	n/a	N/a	Equipment required for activity 1.5.2



[illegible]

18	Local transportation, promotional supplies, advertisement, facilitators/Speakers honorarium, venue	GCF	<b>Planned</b>	\$2,000/training with no single item over \$500 (total cost \$112,000)	S&B	no	Yes	Start of year Yr 1 and Yr. 2	n/a	n/a	N/a	Workshop/Training per activity 3.2.2
			<b>Actual</b>									
19	Local transportation, promotional supplies, advertisement, facilitators/Speakers honorarium, venue	GCF	<b>Planned</b>	\$2,000/training with no single item valued at over \$500 (total cost \$112,000)	S&B	no	Yes	Start of year Yr 1 and Yr 2	n/a	n/a	N/a	Workshop/Training per activity 3.3.2
			<b>Actual</b>									
20	Venue rental and refreshments for approximately 20-40 participants per training	GCF	<b>Planned</b>	\$1,000/training with no single item values at over \$500 (total cost \$112,000)	S&B	no	Yes	Start of year Yr 1 and Yr. 2	n/a	n/a	N/a	Workshop/Training per activity 3.3.3
			<b>Actual</b>									
21	Refreshments and local transportation	MCT	<b>Planned</b>	\$1,600/workshop with no single item valued at over \$500 (total cost \$800)	S&B	no	Yes	Start of year Yr 1	n/a	n/a	N/a	Workshop/Training per activity 3.3.3
			<b>Actual</b>									
			<b>Actual</b>									
<b>Total For Goods</b>				<b>\$1,411,800</b>								

Key:

S&B – Shopping and Bargaining

3B – Require three bids

RFB – Request for bids

### **III. Selection of Consultants**

#### **1. Prior Review Threshold:** Selection decisions subject to Prior Review by AE/Fund:

	<b>Selection Method</b>	<b>Prior Review Threshold</b>	<b>Comment</b>
1.	Email and informal search	n/a	The MCT Board of Trustees has authorized the Executive Director to enter into non-competitive contracts for up to US\$10,000
2	Open invitation for bid	US\$10,001	The selection process to be governed by MCT procurement policy

#### **2. Short list comprising entirely of national consultants:** Short list of consultants for services, estimated to cost less than \$100,000 equivalent per contract, may comprise entirely of national consultants in accordance with the Fund's interest in encouraging the development and use of National Consultants from partner countries of operation.

#### **3. Any Other Special Selection Arrangements:** [including advance procurement and retroactive financing, if applicable]

#### **4. Consultancy Assignments with Selection Methods and Time Schedule**

<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	
<b>Ref . No.</b>	<b>Description of Assignment</b>	<b>Source of Funds</b>	<b>Estimated Cost</b>	<b>Selection Method</b>	<b>Review by AE/Fund (Prior / Post)</b>	<b>Issuance of Expression of Interest</b>	<b>Finalize shortlist and issue RFP</b>	<b>Proposals Submission Date</b>	<b>Complete Technical Evaluation</b>	<b>Complete Financial Evaluation</b>	<b>Negotiate and Award</b>	<b>Comment</b>
1	International Consultant per activity 1.1.1	GCF	\$24,000	QBS	Upon project inception	n/a	Issue RFP w/in 2 months	w/in 3 months	w/in 4 months	w/in 4 months	By month 5	
2	Local Consultant per activity 1.1.2	NR&D	\$27,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
3	Local Consultant	DECE M	\$20,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of	w/in 2 weeks of submission	By end of month 3	

	per activity 1.1.2								submissio n			
4	Local Consultant per activity 1.2.1	DECE M	\$24,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
5	International Consultant per activity 1.2.1	GCF	\$36,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
6	Local Consultant per activity 1.2.2	DECE M	\$22,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
7	Local Consultant per activity 1.2.2	NR&D	\$12,000	QBS	Start of year 2	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
8	International Consultant per activity 1.2.2	GCF	\$6,000	QBS	Start of year 2	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
9	International Consultant per activity 1.3.1	GCF	\$6,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
10	Local Consultant per activity 1.3.1	DECE M	\$20,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
11	Local Consultant per activity 1.3.1	NR&D	\$18,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
12	Local Consultant per activity 1.3.1	MCT	\$3,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	
13	Local Consultant per activity 1.3.2	DECE M	\$24,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submissio n	w/in 2 weeks of submission	By end of month 3	



14	Local Consultant per activity 1.3.2	NR&D	\$12,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
15	International Consultant per activity 1.3.3	GCF	\$36,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
16	Local Consultant per activity 1.3.3	NR&D	\$27,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
17	Local Consultant per activity 1.4.1	GCF	\$400,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
18	Local Consultant per activity 1.4.1	MCT	\$24,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
19	Local consultant per activity 1.4.1	NR&D	\$27,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
20	Local Consultant per activity 1.4.2	NR&D	\$27,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
21	Local consultant per activity 1.4.3	DECE M	\$20,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
22	Local consultant per activity 1.4.3	GCF	\$24,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
23	Local Consultant per activity 1.5.1	GCF	\$24,000	QBS	Start of year 2	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	

24	Local Consultant per activity 1.5.1	DECEM	\$20,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
25	Local Consultant per activity 1.5.2	GCF	\$40,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
26	Local Consultant per activity 1.5.2	DECEM	\$30,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
27	International Consultant per activity 1.5.2	GCF	\$24,000	QBS	Start of year 2	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
28	Local Consultant per activity 1.5.3	DECEM	\$130,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
29	International Consultant per activity 1.5.3	GCF	\$24,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
30	Local Consultant per activity 1.5.4	DECEM	\$20,000	QBS	Start of year 2	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
31	Local Consultant per activity 2.1.1	MCT	\$4,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
32	Local Consultant per activity 2.1.4	GCF	\$4,500	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
33	Local Consultant per activity 2.1.5	GCF	\$4,500	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	

34	Local Consultant per activity 2.1.7	GCF	\$42,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
35	Local Consultant per activity 2.1.5	MCT	\$45,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
36	Local Consultant per activity 2.2.2	MCT	\$18,000	QBS	Start of year 2	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
37	Local Consultant per activity 2.2.3	MCT	\$18,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
38	Local Consultant per activity 2.3.2	GCF	\$45,000	QBS	Start of year 2	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
39	Local Consultant per activity 2.3.3	GCF	\$324,000	QBS	Start of year 2	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	
40	Local Consultant per activity 3.1.1	MCT	\$36,000	QBS	Upon project inception	n/a	Issue RFP end of month 1	w/in 2 months	w/in 2 weeks of submission	w/in 2 weeks of submission	By end of month 3	

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)