

**Request for Proposals
Development of Administration, Human Resource, and Finance Manual and Delivery of
Training on Manual in Tetum for USAID's Tourism For All Project**

Chemonics International Inc., under the USAID's Tourism For All Project, is seeking expressions of interest for development of administration, human resource, and finance manual and delivery of training on the usage of manual in Tetum.

USAID's Tourism For All Project is helping Timor-Leste diversify its economy by promoting eco-friendly tourism based on the country's valuable natural and cultural assets, using an inclusive and sustainable approach. To achieve this vision, the project focuses on two main objectives. The first is to ensure that institutions, policies and laws are in place to fully implement the national tourism policy launched in 2017. The second objective is to promote sustainable private sector tourism investments and participation by Timorese communities, local and international NGOs, associations, and others, and create replicable models of sustainability and best practice. The project aims to empower Timorese people to deliver exceptional visitor experiences and mitigate potential negative environmental and cultural impacts.

The selected offeror shall assist project grantee Klibur To'os Rai Mean (KTRM) in Triloka, Baucau, Timor-Leste to develop a manual for administration, human resource, and finance and deliver a training in Tetum on the usage of manual to support its Agri-tourism businesses. The selected offeror shall provide all labor, guidance, and supplies necessary to complete the required tasks listed in full request for proposal.

The development of the manual and training service-provider may be an individual or an organization/company. The service-provider must be legally registered, authorized to work, and have a presence in Timor-Leste.

If you are interested in submitting a proposal for this anticipated subcontract with Chemonics International under USAID's Tourism For All project, please send an e-mail to Timor-LesteTourismProcurement@chemonics.com by 12.00, 03 August 2021. The proposal itself will be due no later than 17.00 06 August 2021. In the e-mail, please include your name and contact information. We will then send the full request for proposal and attachments directly to interested parties.

This Request for Proposal does not obligate Chemonics to execute a contract, nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.