

OFFICE OF TRANSITION STUDIES AND PLANS

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Nature and Purpose of Work

The U.S. Government and representatives of the Marianas District of the Trust Territory of the Pacific Islands have concluded an agreement providing for the establishment of a U.S. Commonwealth of the Northern Mariana Islands.

Prior to the establishment of the new commonwealth government--estimated to be about January 3, 1978--a number of important studies will be undertaken as well as the holding of public votes on the crucial issue of the draft Constitution for the new Commonwealth.

A joint Marianas-United States Commission on Transition has been established to ensure that all parts of the status agreement bearing on transition to Commonwealth are faithfully executed and to provide broad policy guidelines for all necessary planning and research to be carried out during the first phase of the agreed transition program. It will also provide policy guidance to an Office of Transition Studies and Plans (OTSP) and oversee or review all relevant studies and transition activities.

The Joint Commission on Transition will be assisted by an OTSP as its operating arm. The OTSP will be headquartered in Saipan and will be responsible to the Joint Commission.

The primary role of the OTSP will be to manage the study program approved by the Joint Commission and to ensure that all the essential steps toward the new political status (constitutional convention, referendum, etc.) are carried out in the

manner prescribed and on schedule.

The OTSP will administer the funds provided for all approved studies and events and issue periodic reports on the status of the program, employ private firms or consultants as may be required, and respond to requests for assistance from the Marianas representatives on implementation of transition studies and activities undertaken by the Marianas people directly.

In broad terms, the transition program consists of:

1. The planning for and holding of a constitutional convention, the drafting of a constitution, a public education program on the proposed constitution, and a popular referendum on the constitution.
2. Research and planning for the organization of the new government.
3. The development of an initial legislative program for the new government.
4. Research into the range and scope of U.S. Federal programs and services that might usefully be made applicable to the new Commonwealth.
5. Studies in the field of economic and social development; government fiscal and revenue policy; master planning for the use of land resources; and the impact on the human and financial resources of the Marianas when the capital of the TTPI is moved from Saipan.
6. The election of members of the new government.

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Deputy Director

The Deputy Director--Executive Officer--will be responsible to the Director of the Office of Transition Studies and Plans (OTSP) but, because of the importance of the position, will be selected by the Joint Commission. It is expected that he will be a U.S. citizen; the Director being a citizen of the Marianas.

He will serve as the Director of the OTSP whenever the Director is absent from duty.

His principal responsibility will be in the area of management of funds, progress reporting, and overall administrative arrangements for transition studies and activities.

Under the guidance of the Director, he will arrange for employment of experts and contractors, arrange for logistics support and establish criteria for conditions of employment, pay scales, allowances, etc.

Working with the Director and the individual experts in the OTSP staff, he will develop a work schedule for the entire transition program, develop progress reporting requirements, and arrange for the orderly dissemination and follow-up on such reports.

Qualifications

The incumbent should have broad experience with government or industry in a senior executive/managerial capacity plus a general interest in the problems of political and economic development and an ability to adapt to new surroundings

and to cope with a wide range of administrative matters.

He or she should be able to negotiate effectively with skilled professionals or representatives of research firms and to work harmoniously with local political leaders and senior U.S. officials.

Ideally, the incumbent will have had experience in selecting and managing research programs abroad, such as the development of requests for proposals, the screening of eligible candidates or contractors, and in the provision of necessary support and guidance. The experience most relevant would be a contract officer for a governmental agency or a manager or program director in an overseas team charged with politico-economic research or related activities directly pertinent to the tasks cited above.

Terms of Employment

Salary will be in accordance with the previous earning record of the selected candidate, but cannot exceed \$22,500, plus a 25% allowance and free housing and transportation to and from Saipan for employee and eligible dependents (children under 18 years of age and dependent parents).

The duration of the assignment will be a minimum of 18 months. The employment will be by a personal service contract that can be terminated by either party with 60 days notice.

In order to be eligible for free return transportation to the United States, the employee must have been employed at least 12 months or terminated for the convenience of the contractor.

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Assistant Director, Public Administration and Government Organization

The incumbent will be the advisor to the Director of the Office of Transition Studies and Plans (OTSP)--and to the Joint Commission as deemed necessary by the Director--on the conduct of the political and legal elements of the transition program.

He will advise on the best method of conducting the studies and the best time sequence. He will recommend whether to use direct hire consultants and where to seek such talent or to use contractors and develop a list of eligible contract firms on the basis of his knowledge of competence and experience.

He will develop job descriptions for consultants and/or Requests for Proposals (RFP) for contractors. He will organize a local review committee (District Government and relevant private experts) to assist in the selection of experts and contractors from applications received.

He will monitor the work of the experts/contractors on a day to day basis to insure compliance with the terms of employment and the intent of the program.

He will recommend termination whenever he determines the goals of the program will not be met by the incumbent's performance.

He will insure the preparation of regular program reports, their accuracy, and their distribution to end-users along with his own commentary.

He will undertake such specific studies himself or in concert with Trust Territory or other experts as may be deemed feasible within the time constraints of all other duties.

He will assist the Marianas representatives in the conduct of the constitutional convention, referendum, and election.

Qualifications

The preferred candidate is a political scientist preferably with a graduate degree or comparable experience, in constitutional law or public administration. He will be responsible for advising the Director of the OTSP--and the Joint Commission, when necessary--on constitutional issues, legislative programs, government organization, etc. Consequently, he should have had broad experience in state and local government in the U.S. in relevant fields and/or in university level teaching in these fields.

Terms of Employment

Salary will be in accordance with the previous earning record of the selected candidate. The maximum salary will be \$22,000, plus a 25% allowance and free housing and transportation to and from Saipan for employee and eligible dependents (children under 18 years of age and dependent parents).

The duration of the assignment is a minimum of 18 months; the employment will be by a personal service contract that can be terminated by either party with 60 days notice.

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In order to be eligible for free return transportation to the United States, the employee must have been employed for at least 12 months or terminated for the convenience of the contractor.

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Assistant Director, Economics and Finance

The Assistant Director for Economics and Finance will be an advisor to the Director of the Office of Transition Studies and Plans (OTSP)--and to the Joint Commission as deemed necessary by the Director--on the selection and conduct of economic development studies undertaken under the aegis of and financed by the Transition program.

He will advise on the timing and scope of individual elements of the total economic development study.

He will advise on the method of accomplishing the goals of the Transition program in the field of economic development studies--as between individual experts and consultants, U.S. Government personnel in Trust Territory Government or in other agencies, contracts with private firms, or non-profit organizations and foundations.

He will assure the availability of all relevant previously made studies and reports including resource inventories, census data, U.N. reports, special reports for the convenience of those undertaking new studies.

He will be responsible for the preparation of position descriptions to the hiring of individual experts and for the preparation of Requests for Proposals (RFP) for contracts.

He will monitor the work of the experts/contractors on a day to day basis to insure compliance with terms of employment and the intent of the program.

He will recommend termination whenever he determines the goals of the program will not be met by the incumbent's performance.

He will insure the preparation of regular program progress reports, their accuracy, and their distribution to end-users along with his own commentary.

He will undertake such specific studies himself or in concert with Trust Territory or other experts as may be deemed feasible within the time constraints of all other duties.

Qualifications

The preferred candidate will have had wide experience in the economic development and in the conduct of or arranging for economic development studies.

The requirement is for a broad-gauged development planner as opposed to a technician in a particular development field or discipline. He will have held responsible positions in the management of development programs or economic development studies.

The emphasis will be on practical experience and proven capability in this field as well as professional training.

Relevant experience would be senior positions with UNDP, World Bank, AID, and field team leaders for economic development survey.

Training will preferably be in the field of economics, and particularly in the field of economic development of less developed countries.

Terms of Employment

Salary will be in accordance with the previous earning record of the selected candidate. The maximum salary will be \$22,000, plus a 25% allowance and free housing and transportation to and from Saipan for employee and eligible dependents (children under 18 years of age and dependent parents).

The duration of the assignment is a minimum of 18 months; the employment will be by a personal service contract that can be terminated by either party with 60 days notice.

In order to be eligible for free return transportation to the United States, the employee must have been employed at least 12 months or terminated for the convenience of the contractor.

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Assistant Director, Physical Planning

The Assistant Director, Physical Planning will be an advisor to the Director of the Office of Transition Studies and Plans (OTSP)--and to the Joint Commission as deemed necessary by the Director--on the physical/master planning undertaken under the aegis and financed by the Transition program.

He will advise on timing and scope of individual parts of the total study.

He will advise on the interrelationship of the studies on physical planning to the studies on economic development and will work closely with the OTSP's Assistant Director on Economics and Finance to insure that the appropriate linkages are made.

He will be responsible for collecting all material on studies already completed or in progress in order to limit the new work to those areas for which there is an urgent unfulfilled need and to provide this information to economic development planners as well as physical planners.

He will assess the quality of completed studies to help determine the need for new areas of work.

He will undertake alone, or in concert with other experts, specific studies so long as they do not impinge on his primary OTSP responsibilities.

He will advise on how the studies might best be carried out--whether by direct hire or by contract; or whether by

seconding experts already working with the U.S. Government.

He will be responsible for the preparation of position descriptions for the hiring of individual experts and for the preparation of Requests for Proposals (RFP) for contracts.

He will monitor the work of the experts/contractors on a day to day basis to insure compliance with terms of employment and the intent of the program. He will recommend termination whenever he determines the goals of the program will not be met by the incumbent's performance.

He will insure the preparation of regular program progress reports, their accuracy, and their distribution to end-users along with his own commentary.

Qualifications

The preferred candidate will have had higher level academic training in relevant disciplines, e.g., architecture, engineering, urban planning.

He will have had broad experience in municipal or state planning offices and/or in the conduct of major master planning undertakings in the U.S. or abroad. The requirement is for an expert who has demonstrated capability in managing such studies as well as having performed studies directly.

Terms of Employment

Salary will be in accordance with the previous earning record of the selected candidate. The maximum salary will be \$22,000, plus a 25% allowance and free housing and transportation to and from Saipan for employee and eligible dependents

(children under 18 years of age and dependent parents).

The duration of the assignment is a minimum of 18 months; the employment will be by a personal service contract that can be terminated by either party with 60 days notice.

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