



TERMS OF REFERENCE MAINTENANCE OF UN VHF NETWORK Under a Long-Term Agreement

For the provision of services related to the maintenance of the UN Emergency Communications System, specifically the VHF network, including associated tasks as detailed below in order to ensure effective service, and full VHF coverage within Kingston city.

REFERENCE DOCUMENTS

Security Manual, annex K - Telecommunication Policy. ICT Radio Operators Training Manual 2008. IASMN Meeting, 10-14 May 2004, Rome Inter-Agency Security Telecommunications; Working Group on Emergency Telecommunications (WGET), Management of VHF and HF Selcalls and Callsigns on UN Inter-Agency Radio Networks; SRM Jamaica 2018; SOP 008;

1. Background

As outlined in the SRM for Jamaica, the Emergency Communication system including VHF and HF Networks, serve to disseminate security related information, provide early warning, monitoring and tracking of UN personnel and assets and re-direct locally available emergency services during security incidents.

2. AIM

The aim is to ensure that all UNSMS Organizations and personnel have adequate and reliable means of two-way radio communications system (VHF) including but not limited to providing a wide and efficient VHF coverage within Kingston city (as delimited in the Operational Radius) as well as partial coverage in the rest of country if and as required.

3. SCOPE OF WORK

The company will be expected to perform one or more of the following tasks as required on case by case basis:

1. Review existing frequency allocation permits issued by the Ministry of Communications (Spectrum Authority), optimize use of all frequencies in order to have an exclusive channel for UNDSS Broadcasting, others as feasible for agency-to-agency communication, link with OPDEM, P2P communication as feasible;
2. Assess the effectiveness of the existing radio communication system to respond to UN specific emergency and operational communication needs;
3. On-site visit to any of the four antenna repeaters to assess configuration, set-up, coverage range;
4. On-site visit to any of the four antenna repeaters for maintenance, repairs or installation of new equipment.





Protecting the people who work for a better world

5. Review propose solutions and implement works to the VHF network deficiencies; including Comms room, Repeater Antennas, base stations, portable handhelds and car radios;
6. Review propose solutions and implement works to the VHF network and communication deficiencies within ISA building (location of the future UN House) to ensure an efficient communication within the entire building and Kingston city (as delimited in the Operational Radius);
6. Review propose solutions and implement works to the VHF network and communication deficiencies within PAHO building to ensure an efficient communication within the entire building and Kingston city (as delimited in the Operational Radius);
8. Review and propose options for inter-linking communications with the Office for Disaster Preparedness and Emergency Management (ODPEM) and other international development partners;
9. Configuration and maintenance of a VHF radio auto-scanning mode, emergency (panic) button, channel assignation as proposed and knowledge transferring as required;
10. Review propose solutions and implement works to possible alternatives to the current system, including existing new technologies, with a view to improve the organization's radio communication capability to an adequate level for emergency and operational purposes;
11. Draft of technical specifications for VHF radios including base stations, portable handhelds, antennas and car radios for Procurement;
12. Programming VHF/HF radios including base stations, portable handhelds and car radios;
13. Reporting, billing as required and in accordance with UNDP rules and regulations.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- The company must be registered and have a license to operate in Jamaica
- The company should be licenced by MOTOROLA to repair, programme and re-sell VHF radios, handheld, car and base stations
- The company must have a minimum of 10 years of experience operating VHF systems.
- The company must have a minimum of 3 radio-technicians available at all times, tools and assets (including a 4x4 vehicle) necessary for conducting works.
- The company must be able to procure all necessary spare parts for VHF MOTOROLA radios
- Billing should be provided on tax-free basis

5. IMPLEMENTATION AND REPORTING ARRANGEMENTS

- Upon work request, the company must reply within 24 advising on earliest availability and commencement of works
- The company must complete works as agreed and provide a written report with the invoice to the SA
- A Monthly report on all works in relation must be submitted at the end of each month with invoice attachments.



6. PAYMENT SCHEDULE

Call-offs on the LTA will be based on a needs basis.

For general maintenance services, the submitted quote will be used to generate a Purchase Order under the LTA; where the service requires inspection and the quotation cannot be used, the consultant will be required to visit the site and provide a quote, following acceptance of same, a Purchase Order will be issued.

Full payment for services will be made upon satisfactory completion and approval of the job by the UNDSS Advisor.

7. SELECTION PROCESS

UNDSS, Jamaica is seeking to engage under a long-term agreement the services of two (2) Service Providers for the period 2018-2021.

Main Service Provider: The main service provider is the consultant that has obtained the highest combined score and will be the first point of contact should the services of a services provider be required.

Secondary Service Provider: The secondary service provider is the consultant that has reached the second highest combined score and will be called upon in the following circumstances:-

- ✓ When in the opinion of UNDSS the capacity of the Main Service Provider is being or will be exceeded, such as, in the case of emergencies.
- ✓ When in the opinion of UNDSS there is no compliance of the Terms of Reference by the Main Service Providers.
- ✓ When in the opinion of UNDSS, the Main Service Provider is not readily available to meet the needs of the office.

UNDSS is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.

This TOR is approved by:

Signature: _____

Name and Designation: **Gonzalo Ramos, Security Adviser**

Date: _____

Signature: Bruno Pouezat

Name and Designation: **Bruno Pouezat, Designated Official**

Date: 24/7/18



