

Terms of Reference (TOR)

Emergency Telecommunication Specialist – Japan Project in FSM, Palau and RMI

Job Title:	Emergency Telecommunication Specialist “Enhancing Disaster and Climate Resilience in three South Pacific countries”
Application Deadline:	30-April-19 (11.59pm Fiji Time)
Type of Contract:	Individual contract - IC
Supervisor:	Project Manager
Languages Required:	English
Duration of Initial Contract:	3 months

A. BACKGROUND

The project aims to improve the capacity for preparedness and mitigation to man-made, geo-physical and climate- related hazards and to climate change impact. This initiative will be implemented in three countries: The Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI), and Palau. The project will respond to Outcome 1 of the UN Pacific Strategy 2018 – 2022: By 2022, people and ecosystems in the Pacific are more resilient to the impacts of climate change, climate variability and disasters; and environmental protection is strengthened. The cooperation with the Government of Japan will contribute to achieving the goals of the Sendai Framework for Disaster Risk Reduction, elimination of threat to human security and protect gains of sustainable development. It is in line with the Japan Country Assistance Policy in these three countries and the priority areas: 1) Overcoming Vulnerability and 2) Environment and Climate Change.

In line with the overall outcome, the overall project goal is to effectively address the consequences of, and responses to, geo-physical and climate-related hazards to protect lives, sustain livelihoods, preserve the environment and safeguard the economy. The outcome will be achieved through 3 expected outputs:

1. Strengthened Disaster Communication and Climate and Tsunami Monitoring Systems, to be implemented in FSM, RMI and Palau.
2. Enhanced National and State Disaster preparedness capacity, to be implemented in FSM, RMI and Palau.
3. Enhanced Community Disaster and Climate Resilience through improved water and food resource management and inclusive livelihood diversification, to be implemented in FSM and Palau.

The project will be implemented by the UNDP Pacific Office in Fiji under the UNDP Direct Implementation Modality (DIM) and will be part of the Resilient and Sustainable Development team. The Telecommunication Specialist will advise project activities oriented to the installation of VHF and HF radio systems in key emergency operations facilities, tsunami early warning equipment, Chatty Beetles, among others.

B. OBJECTIVES AND MAIN ACTIVITIES:

Exploratory analysis of the in-country for the implementation of the telecommunications activities within the project

- Identification of the most appropriate emergency telecommunications equipment (HF, VHF, satellite Comms, AM/FM radio) according to the specific (marine environment) needs and capacities of the government and the entities involved;
- Carry out field mission for assessing the existing equipment installed country-wide and main strengths and weaknesses for the expansion of the emergency telecommunication system;
- Collect clear information about the procedures for obtaining radio frequency from regulatory authorities;
- Analyse the capacity needs of the entities involved within the emergency telecommunication system in order to programme tailored training courses;

Support the procurement process for service providers related to emergency telecommunications

- Prepare technical proposals for purchasing telecommunication hardware, software, accessories and outsource vendor services;
- Preparation of terms of reference for persons and/or commercial enterprises to be contracted by the project;
- Incorporation of disaster-resilient features in telecommunication networks and infrastructure;
- If required, participation in the contracting panels and tender committees for the procurement of telecommunication goods and services, ensuring the compliance of documentation with the technical specifications and Project objectives.

C. Expected Outputs

- Analysis of the conditions for implementing telecom project activities programmed in the project
- Terms of reference of the goods and service provision to be acquired by the project
- Supportive documents for implementation and maintenance of the telecom system

D. Timeframe

The envisaged time frame of the consultancy is from as early as the first week of May over a period of max 8 weeks.

ACTIVITIES		ESTIMATED NUMBER OF DAYS
Desk review / communication with project management team	Home base	2
In-country data collection (5 days per country)	Palau, RMI and FSM	15
Preparation of Exploratory Analysis	Home base	3
Preparation of technical specifications for procurement process	Home base	5
TOTAL NUMBER OF DAYS		25

E. Financial Proposal

The consultant shall quote a lump-sum proposal. The total amount quoted shall be all-inclusive fees excluding travel expenses which will be directly arranged by the project. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable #1: Exploratory analysis of the in-country situation for the implementation of the telecommunication activities (50% of the total contract value)
- Deliverable #2: Develop technical specifications for procurement processes (50% of the total contract value)

F. Required Skills and Experience

Education

- Master's Degree in Telecommunication, Computer Sciences, Engineering, Disaster management or other similar fields.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

- At least 10 years of progressive working experience in telecommunication (e.g. installation of radio equipment, training in telecomm management, maintenance of telecomm equipment, etc.);
- At least 5 years of experience in disaster management, including disaster preparedness and disaster response;
- Working experience in the Pacific region is an asset;
- Experience in an international setting with the UN or with international organisations an asset;
- Experience working with government counterparts building national capacities is an asset;
- Ability to work effectively and harmoniously with other colleagues from various cultures and professional backgrounds;
- Knowledge of UN rules and regulations is an asset.

Language requirements

- Fluency in written and spoken English is required

Other requirements

- Solid experience in the usage of computers and office software packages (MS Office incl. Word, Excel, PowerPoint) as well as experience in handling of web-based management systems.

G. Required Skills and Experience

The candidates will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how the candidate meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
 - b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weighs 70% and Financial criteria/ Proposal weighs 30%
- Technical Criteria weighting; 70%

- Financial Criteria weighting; 30%

The technical evaluation will be based on the CV provided by the consultant. Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment.

CRITERIA	WEIGHT	MAX. POINT
TECHNICAL	70%	70
Masters degree in Telecommunication, Computer Sciences, Engineering, Disaster management or other similar fields	15%	15
At least 10 years of progressive working experience in telecommunication (e.g. installation of radio equipment, training in telecomm management, maintenance of telecomm equipment, etc.); <ul style="list-style-type: none"> • At least 7 years – 10.0 points • For every 3 years – 1.0 points, up to maximum of 15.0 points 	15%	15
At least 5 assignments in Specification for purchasing/installing communication systems in developing countries; <ul style="list-style-type: none"> • For 5 assignment, a total of 10.0 points • For every additional assignment – 1.0 points, up to maximum of 15.0 points 	15%	15
Working experience in the Pacific region; <ul style="list-style-type: none"> • At least 3 years – 7.0 points • For every 1 year – 1.0 points, up to maximum of 10.0 points 	10%	10
Experience in disaster risk management; <ul style="list-style-type: none"> • At least 3 years – 7.0 points • For every 1 year – 1.0 points, up to maximum of 10.0 points 	5%	5
Experience in an international setting with the UN or with international organisations; <ul style="list-style-type: none"> ▪ For every 1 year – 1.0 point, up to maximum of 5.0 points 	5%	5
Experience working with government counterparts <ul style="list-style-type: none"> • For every 1 year – 1.0 point, up to maximum of 5.0 points 	5%	5
FINANCIAL	30%	30
<ul style="list-style-type: none"> • Lowest financial proposal 	30%	30

H. Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Cover letter** which includes a brief description of why the individual considers him/herself as the most suitable for the assignment
- **CV** indicating all experience from similar projects, as well as the contact details (email and telephone number) of the bidder and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex II

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Complete proposals should be submitted to etenderbox.pacific@undp.org (attachments shall not exceed 20MB) or submitted to UN JobShop (note UN JobShop supports single document upload hence ensure that technical and financial proposal is submitted as one single document) by 30th April 2019 (11.59 pm Fiji Time). For any clarification regarding this assignment please write to ronald.kumar@undp.org.