

Terms of Reference
Ref: PN/FJI/JPN/002/2022

Consultancy Title
Telecommunication Expert (FSM HF/VHF Installation)
Project Name
Enhancing Disaster and Climate Resilience through improved Disaster Preparedness and Infrastructure (EDCR)
Duty Station
Home based with mission to outer islands in Chuuk State and/or Yap State, Federated States of Micronesia
Type of Contract- Individual Consultant Long Term Agreement (IC - LTA)
Duration of the Contract
<ul style="list-style-type: none"> ▪ Contract period: 7 months ▪ Number of working days: up to maximum of 80 days within 7-month period ▪ Start date: September 2022 ▪ End date: March 2022

Background

The **Enhancing Disaster and Climate Resilience** in the Federated States of Micronesia (FSM) through Improved Disaster Preparedness and Infrastructure (EDCR) projects aims to improve the capacity for preparedness and mitigation to man-made, geo-physical and climate related hazards and to climate change impact. 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
2. Enhanced National and State Disaster preparedness capacity, to be implemented
3. Enhanced Community Disaster and Climate Resilience through improved water and food resource management and inclusive livelihood diversification, to be implemented

The project has been implemented since March 2019 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.

Under the Output 1, the project has supplied 47 HF radios (ICOM ICF8101), 35 VHF Marine Base radios (ICOM IC-M220), 29 VHF handheld radios (IC-M37) as well as required antennas and solar system to install them at 67 sites in FSM. Department of Environment, Climate Change & Emergency Management (DECCEM) is responsible for install the radios. The project has provided a series of technical guidance to DECCEM for the installation and operation of the radio equipment.

LTA CONTRACTING MODALITY AND CALL-OFF MECHANISM

- An LTA is a mutual arrangement between UNDP and the individual to provide the required services at established fee or provisions. The LTA will be established for 8 months. UNDP reserves the right to rescind the agreement during that period should performance of the consultant(s) not meet its requirements.

- It is expected the consultant(s) to be engaged for maximum 80 working days within the 7 months period
- UNDP does not warrant that any quantity of services shall be contracted during the term of this Agreement. A specific Term of Reference (TOR) outlining the deliverables shall be provided, and an Individual Contract would be issued to the consultant, detailing the time frame.
- Once the LTA is signed, if there is a specific service required, the focal person in the UNDP hiring unit would contact the Consultant(s) and upon positive confirmation in the availability for the assignment, acceptance of the Term of reference, cost and travel arrangement, UNDP will issue an Individual Contract. Price in the order will be based on daily fee included in the LTA. After contract has been agreed between the two parties, no further costs would be reimbursed by UNDP unless there is prior written authorization by UNDP.
- Once the services are completed and have been approved by the hiring unit, the Consultant(s) will provide the following for payment purposes:
 - a) complete invoice indicating the completed deliverables.
 - b) supporting documentation (bills/vouchers) for reimbursements of travel costs if applicable;
 - c) copy of the UNDP contract for the consultancy.

Payments will be made upon satisfactory achieved deliverables under each assignment and submission of time sheet in accordance with number of days worked. Final payment shall require a signed performance evaluation of the consultant(s).

Scope of work/Expected Output

The overall responsibilities of the assignment are to:

Under the guidance and direct supervision of the EDCR Project Manager and close coordination with DECEM, the telecommunication expert will install radios mainly in Chuuk and/or Yap with the government counterparts led by DECEM.

The scope of work is outlined below:

- Prepare installation plan for the installation of radios with close coordination with DECEM and State offices;
- Install 25 HF radios (ICOM ICF8101) and 9 VHF Marine Base radios (ICOM IC-M220) with required antennas and solar system at 27 sites in State of Chuuk and/or 19 HF radios and 6 Marine Base radios at 19 sites in State of Yap;
- Build capacity of installation team from the government counterparts in installation and maintenance of radio and solar system provided;
- Build capacity of custodian/operator of radio at each site in operation and maintenance of radio and solar system provided;
- Record coordinates and name of custodian for each site;
- Carry out any other technical assignments as requested by the Project Manager.

The list of distribution of equipment is attached.

Resources Provided

The consultant is expected to provide their own laptop and communications equipment. DECEM will be equipped with satellite phone and PLB during the mission to the outer islands.

Supervision/Reporting

The Consultant will report to EDCR Project Manager, UNDP Pacific Office in Fiji

All reports should be provided in electronic versions in English language, with the detailed description of the summary of capacity development activities held, lessons learned, challenges, recommendations for sustainable operation and attachment of training materials used

Requirement for Qualifications & Experience

- Minimum diploma in a relevant area such as Telecommunication, Computer Science, Engineering, Disaster Management;
- Four years of relevant and progressive professional experience in telecommunication (e.g. installation of radio equipment, training in telecom management, maintenance of telecom equipment, etc);
- Experience in training national entities in operation and maintenance of telecommunication equipment
- Experience working with government counterparts building national capacities
- Experience in the usage of ICOM HF radios would be an asset
- Experience in an international setting with the UN or with international organization would be an asset
- Fluency in English

Functional Competencies

- Experience in installation of HF and VHF Marine radios
- Experience in delivering training and other needed capacity/ institutional building support to a wide range of stakeholders
- Ability to coach, mentor, motivate and develop staff and encourage good performance
- Promotes sharing of knowledge and experience, and actively works towards continued learning and development
- Good interpersonal skills with experience of networking with partners at all levels
- Ability to establish priorities and to plan, coordinate and monitor work of others, ability to make timely decisions
- Displays cultural, gender, religion, race, and age sensitivity and adaptability and capacity to work effectively in a multicultural environment.

Proposal Requirements

Daily Fee

The IC shall quote an **all-inclusive daily fee** for this consultancy work. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

Payments

Payments shall be done monthly and based on the completion of the deliverable, and upon verification of completion of deliverables and approval by the IC’s supervisor of a time sheet indicating the days worked in the period.

General Notes on Financial Offer

- UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using his/her own resources.

- In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be reimbursed.

Payment Schedule (if required)

Deliverables	Due date	Payment structure
1 Installation Plan	September 2022	6.25% (5 days)
2 Installation report No. 1	October 2022	31.25% (25 days)
3 Installation report No. 2	November 2022	31.25% (25 days)
4 Installation report No. 3	December 2022	31.25% (25 days)

Fees to be paid based on monthly invoice submitted by consultant with progress report of outputs certified by UNDP.

Consultancy fee and living allowance to be paid based on satisfactory completion of outputs and certification by UNDP.

Evaluation

Cumulative analysis

The proposals 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 well the proposal 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:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where:
 - Technical criteria are valued at 70%
 - Financial criteria are valued at 30%.

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.

Top three (3) ranked candidates will be selected for this LTA consultancy

Technical Criteria for Evaluation

No.	Criteria	Weighting
1	Minimum diploma in a relevant area such as Telecommunication, Computer Science, Engineering, Disaster Management	10
2	Four years of relevant and progressive professional experience in telecommunication (e.g. installation of radio equipment, training in telecom management, maintenance of telecom equipment, etc);	20
3	Experience in training national entities in operation and maintenance of telecommunication equipment	15
4	Experience working with government counterparts building national capacities	5
5	Experience in the usage of ICOM HF radios	5
6	Experience in an international setting with the UN or with international organisations	10
7	Fluency in English	5

	Technical Sub Total	70
	<u>Financial</u>	30

Proposal Submission

Offerors must send the following documents.

- **Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex 1);**
- **CV with indication of e-mail and phone contact of three professional referees;**
- **Cover letter indicating why the individual considers him/herself as the most suitable for the assignment**
- **Financial Proposal using template provided by UNDP (Annex 2)**

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability

Consultant must send a financial proposal based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

Statement of Medical Fitness for Work.

For an Individual Contractor who is of 62 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. However, this is not a requirement for individuals on RLA contracts

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Selected Candidate will be required to submit a proof of medical insurance prior to issuance of contract

Security Clearance.

The Consultant should undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Consultancy Proposal (CV & Financial proposal Template) should be sent via email to etenderbox.pacific@undp.org no later than 29 August 2022 (Fiji Time) clearly stating the title & reference of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to jackson.kimani@undp.org.

UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.

NOTE:

If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.

Women candidates are encouraged to apply.

ANNEX 1

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

Mr. Levan Bouadze
Resident Representative
United Nations Development Programme
Kadavu House Suva

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Project Support under the RDCR Project
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described the TOR
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]:*

☐

A total lump sum of USD payable in the manner described in the Terms of Reference.

- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of 90 days] after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- J) If I am selected for this assignment, I shall *[please check the appropriate box]:*

☐

X Sign an Individual Contract with UNDP;

Joint Operations Centre
Procurement & Travel Services

- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes [please check all that applies]:

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

ANNEX 2

BREAKDOWN OF COSTS¹ SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A		
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B) **Breakdown of Cost by Deliverables***

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
Total	100%	USD

**Basis for payment tranches*

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.