



REQUEST FOR EXPRESSIONS OF INTEREST VERY HIGH FREQUENCY (VHF) RADIO COMMUNICATIONS SPECIALIST

INSTITUTION: RECOVERY AND DEVELOPMENT AGENCY

COUNTRY: BRITISH VIRGIN ISLANDS

CONSULTING SERVICES

Project No.: ITT/0008

DEADLINE: **Wednesday 12th December 2018**

Background

The British Virgin Islands (BVI) were badly affected by hurricanes in 2017. Prior to the hurricanes, the only government system that operated independently of the telecoms operators was the VHF system that many security agencies and emergency services relied on as the primary means of communication. However, the storms damaged the VHF repeater masts and system rendering the VHF system inoperable. The Department of Disaster Management (DDM) and emergency services (fire and ambulance) needs to effectively communicate with their Community Emergency Response Teams (CERT) primarily with VHF in times of disaster. The aim is to have a VHF radio communications system to ensure that the minimum system of government communications can be maintained even in the face of the most intense hurricane. This is where the support of an international consultant is needed.

Duties and Responsibilities

The objective of this assignment is to provide the technical assistance for the design and development of a well-maintained disaster-resilient and fully functioning VHF communication system for DDM, security and emergency services with universal coverage (as far as possible). The Consultant is expected to undertake the following activities over a duration of approximately 70 days over 5 – 6 months:

- Provide a clear, written assessment of the current VHF network setup and island topography.
- Provide a clear, written scope of works for the tender for the project required to bridge the gap between the current and required capabilities and equipment based on the approved business case.
- Project manage the design, installation and testing of the system by the selected supplier.

- Provide a training needs analysis and project manage each Governmental user group (BVI Airport Authority, Port Authority, Customs, Immigration, Police, Prison, DDM, NEOC, VISAR, emergency services and community groups).

The RDA now invites eligible consultants to indicate their interest in providing the services of a VHF Radio Communications Specialist. Interested consultants must provide the following information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

1. A **Letter confirming your interest and availability** to undertake the assignment for the full duration;
2. **Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. A **short Financial Proposal** which indicates the all-inclusive deliverables/outputs based total contract price, supported by a breakdown of relevant costs. The term “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

Shortlisted Candidates will be assessed and scored against the following evaluation criteria noting that an interview will be conducted with shortlisted candidates.

Technical evaluation Criteria - max 100 points (Weighted 70):

- Relevant technical qualifications in design, development and management of VHF radio systems (12 points)
- Experience in design and installation of secure VHF systems (25 points);
- Experience in assessing topography for feasibility of installation VHF systems (30 points);
- Experience in training needs analysis and overseeing the implementation of VHF training (25 points);
- Experience in project and contract management, planning and mentoring (2 points each to a max of 8 points).

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points.

The other offers will receive points in relation to the lowest offer, based on the following formula:

$(PI / Pn) * 30$ where Pn is the financial offer being evaluated and PI is the lowest financial offer received.

Final evaluation

The final evaluation will combine the scores of desks review, interview and financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will 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 technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical Evaluation would be considered for the Financial Evaluation.

Interested consultants may obtain further information at the address below during the hours 9:00 a.m. to 5:00 p.m., Monday to Friday, to express interest in the consultancy, as well as, to request the Terms of Reference prior to submitting Curriculum Vitaes (CVs).

Expressions of interest must be delivered via direct mail or e-mail at the address indicated below by **12 Noon on 12th December 2018**.

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