



## INTERNATIONAL CIVIL AVIATION ORGANIZATION

### ANNEX 1 TO THE MANAGEMENT SERVICE AGREEMENT BETWEEN THE INTERNATIONAL CIVIL AVIATION ORGANIZATION AND THE CIVIL AVIATION AUTHORITIES AND/OR RELATED AIR NAVIGATION SERVICE PROVIDERS HAVING SIGNED THE AGREEMENT

**Project Title:** Common Regional Virtual Private Network (CRV) multinational service with a common service provider

**Project No.:** RAS/14/801

**Initial duration:** 20 April 2015. – 31 November 2016, [extended to 31 December 2018](#)

**Sector and Sub-Sector:** Transport and Civil Aviation

**Country Implementing Agency:** Civil Aviation Authorities and/or related ANSPs

**Executing Agency:** International Civil Aviation Organization (ICAO)

**Location:** Asia Pacific

**Estimated Start Date:** 20 April 2015

**Estimated Project Cost:** US\$ ~~109,300~~[179,818](#)

**Brief Description:** ICAO will assist the Civil Aviation Authorities and/or related ANSPs in the procurement management (i.e. Stage 1) of the APAC CRV Project, ~~and~~ in the selection of a common service provider [and in procuring common services or expertise to support the implementation of the CRV Network \(Stage 2\)](#). The ICAO assistance covers the specific work scope outlined in this project document.

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### **Background:**

1. The Civil Aviation Authorities and/or related ANSPs as listed in Appendix A, hereinafter collectively referred to as the “Parties” and individually as the “Party”, have determined that the Common Regional Virtual Private Network (CRV) multinational service with a common service provider can more effectively:
  - provide network services to the Parties;
  - support a common Internet Protocol (IP) network;
  - establish services based on Voice over IP (VoIP); and
  - enhance network diversity and timely service implementation and delivery.
2. All Parties jointly agree to appoint ICAO Technical Cooperation Bureau or TCB to assist in the procurement management (i.e. Stage 1) of the CRV project and in the selection of the common Service Provider. Upon selection of the common service provider after a Sealed Tender (ST) process through TCB, a Party shall subscribe to the Services by signing an individual Service Contract with the Service Provider for the procurement, installation, training, testing, commissioning and operation of the CRV network and the associated services. [All Parties may agree to procure in common services or expertise to support the implementation of the CRV Network \(Stage 2\).](#)

### **Services to be provided:**

1. Through this Annex to the above-mentioned Management Service Agreement, the following services will be provided by ICAO:
  - Tender Preparation Stage
    - Review the technical specifications provided by the CRV Task Force with the aim to have SMART (Simple, Measurable, Assignable, Realistic and Time-related) and consolidated requirements;
    - Develop the evaluation criteria for CRV Task Force consideration and finalization;
    - Prepare tender documents including integrating the technical specifications, and any other information required in the tender documents.
  - TCB Publication of Sealed Tender
    - Investigate market and propose and identify suitable suppliers to register with ICAO, including those having participated in the Request For Information (RFI), which is handled by the ICAO APAC Regional Office;
    - Advertise Sealed Tender (ST) on ICAO’s tendering website and notify the appropriate suppliers.
  - Consultation & RFP Response
    - Coordinate any site survey needed by RT, as appropriate;

- Handle all the tender clarifications including consultation with the CRV Task Force, organization of tender clarification meetings (by telephone, webconference, etc), and fair dissemination of information to all RT;
- Optionally, to set up a Face to Face meeting with RT to exhaust questions before submission of responses.
  - Selection
- Receive tender responses at ICAO's tendering website, carry out a pre-evaluation, and provide support to the CRV Tender Evaluation Committee meetings, including a final physical evaluation meeting;
- Award the tender.
  - General On-going Assistance
- Participate as a technical advisor to the CRV Task Force ;
- Any other related services.
  - Procurement of common services or expertise to support the implementation of the CRV Network (Stage 2)
- Procuring in common the services or tools from the awarded vendor (such as training, safety management, customized tools or other) for all Parties to support the implementation of the CRV Network; and
- Procuring in common services or expertise from other sources as required.

## **Budget:**

The detailed budget is as attached at Appendix A.

1. Funds will be equally shared among the Civil Aviation Authorities and/or related ANSPs that have signed the MSA before or on 15 December 2014, and provided by them in advance of commencement of the project.
2. The total estimated amount is of US\$ 109,300 as per Appendix A. This amount is the total estimated amount including administrative and technical support.

## **Risk Assessment**

### Initial Major Risk Factor

- 1.1 Delay in the signing of this project document and remittance of funds.

*Risk Level: Medium*

Mitigation: ICAO will work through the Chairman of the CRV Task Force with the Civil Aviation Authorities and/or related ANSPs to facilitate the signing of the project document and the remittance of required funds.

### Other Risk Factors

- 1.2 None

**Project Plan (CRV planning):**

The CRV Project planning as per September 2014 is attached at Appendix C.

## Appendix A

### PROJECT BUDGET COVERING MSA CONTRIBUTION (IN UNITED STATES DOLLARS)

COUNTRY: REGIONAL PROJECT  
 PROJECT NO: RAS14801  
 PROJECT TITLE: ASSISTANCE WITH THE PROCUREMENT OF A CRV (COMMON REGIONAL V  
 WORK ORDER: RAS14801-01

	<b>TOTAL</b>		<b>2015</b>	
	<b>w/m</b>	<b>\$</b>	<b>w/m</b>	<b>\$</b>
<b>PROJECT PERSONNEL</b>				
<b>INTERNATIONAL PROFESSIONAL POSTS</b>				
B554A CONSULTANTS FOR TSS	2.0	81 800	2.0	81 800
SUB-TOTAL (INTERNATIONAL PROFESSIONAL POSTS)	2.0	81 800	2.0	81 800
<b>TOTAL (PROJECT PERSONNEL)</b>		<b>81 800</b>		<b>81 800</b>
<b>MISCELLANEOUS</b>				
B807L REPORTING COSTS		5 000		5 000
B807M MISCELLANEOUS EXPENSES		4 300		4 300
B754A OVERHEAD CHARGES		18 200		18 200
<b>TOTAL (MISCELLANEOUS)</b>		<b>27 500</b>		<b>27 500</b>
<b>PROJECT TOTAL</b>		<b>109 300</b>		<b>109 300</b>

[Revise budget based on actual expenses \(around 80 000USD, will be known early in January\)](#)  
[Add a line PROCUREMENT and allocate what remains from the 179,818USD](#)

## Appendix B



# International Civil Aviation Organization Technical Cooperation Bureau – Job Description

### POSITION INFORMATION

Generic Title:	Communications expert	Position Number (ID):	900226
Specific Title:	Aeronautical communications procurement expert	Skill Code: (By FRU)	1B07C
Project Number:	RAS/14/801	Classification Level: (By FRU)	
Duty Station:	Home and Bangkok	Starting Date:	20 April 2015
Duration:	58 days at Home and 9 in Bangkok (3 missions to Bangkok of 3 w/d each)		

### ORGANISATIONAL SETTING

The Technical Cooperation Bureau (TCB) of ICAO is responsible for planning, development, implementation, and evaluation of the ICAO Technical Co-operation Programme. TCB provides assistance in identifying priority development needs of the civil aviation sector and provides technical cooperation to the receiving States. The Field Operations Section (FOS) implements projects and programmes in accordance with the policies and practices of TCB.

The objective of the CRV project (Common Regional Virtual Private Network) is to build the Asia Pacific aeronautical network that will carry aeronautical data and voice communications between the States of this region from end of 2016 onwards, and that will also be connected to other regional networks as needed and practicable. The project consists in procuring a service of transportation (and not equipment) through a virtual network provided by a Telecommunication Service Provider.

The CRV project constitutes a follow-up to the decision 24/32 made by APANPIRG in June 2013 that a Task Force with Subject Matter Experts be established to study the virtual private network and develop a detailed proposal by 2016. It is conducted by the CRV Project management team composed of the CRV Task Force chairman in coordination and the ICAO APAC CNS Officer. The ICAO TCB is in charge of facilitating the procurement process.

### IMPACT OF OUTCOME OF THE POSITION

Selection of a single Communication Service Provider (CSP) for the CRV network in APAC region.

### MAJOR DUTIES AND RESPONSIBILITIES

Under the supervision of the Director, Technical Cooperation Bureau, the consultant will:

1. Main Tasks:
  1. Review all documentation developed for this project in order to understand the Concept of Operations developed for CRV
  2. Review the user requirements (general, technical and process) provided by the CRV Task Force with the aim to have consolidated requirements;
  3. Develop the evaluation criteria for CRV Task Force consideration and finalization;
  4. Assist TCB, if required, to handle the tender technical clarifications including consultation with the CRV Task Force,
  5. If needed, participate in a Face to Face meeting with Registered Tenderers to exhaust questions before submission of responses;
  6. Carry out a pre-evaluation, and provide support to the CRV Tender Evaluation Committee meetings, including a final physical evaluation meeting;
  7. Participate as a technical advisor to the CRV Task Force for tender preparation and evaluation.

8. Perform any other task related to the points mentioned above, as required.

Specifically, On-Site work at ICAO Regional Office facilities in Bangkok, Thailand, will consist in the following tasks:

- Provide technical support for the review of CRV user requirements with APAC States as appropriate;
- Provide technical and Secretariat support to the Face to Face meeting with Registered Tenderers and some APAC States to clarify the project technical requirements before submission of responses; and
- Provide technical support to the final CRV Tender Evaluation Committee meeting.

2. Deliverables include:

- a) A consolidated List of CRV validated user requirements (general, technical and process);
- b) Draft evaluation criteria for CRV Task Force consideration;
- c) Provide technical support for clarifications requested by the Registered Tenderers,
- d) A pre-evaluation of the proposals from Tenderers;
- e) A final evaluation of the proposals from Tenderers including recommendation of the winner; and
- f) A summary report of the procurement process.

3. Reporting duties:

- a) Prepare and submit Periodic Progress and Final Reports to CRV Project Management Team and TCB, in accordance to the approved project Work Plan Report. Participate in periodic teleconferences CRV Project Management Team and TCB, as appropriate.

4. Coordination duties:

- a) Coordinate with ICAO TCB and CRV Project management team, the preparation of the Work Plan, and submission of the Work Plan report within 5 working days of start of assignment.
- b) Act as focal point liaising with CRV Project management team, TCB, and other stakeholders as appropriate.
- c) Perform any other project management/coordination duties as required.

## QUALIFICATIONS AND EXPERIENCE

### Educational background

University degree in Telecommunications Engineering or Equivalent acceptable academic and technical qualifications

### Professional experience and knowledge

Minimum 10 years of professional experience with aeronautical telecommunications

Minimum 5 years of professional experience in the preparation of specifications, negotiations and acquisition of aeronautical telecommunications services

Minimum 5 years of professional experience in the Planning, installation, operation and maintenance of aeronautical telecommunications facilities

Experience in safety cases related to Air Traffic Services

In-depth experience with review of tender documentation and recommendation for selection of suppliers

In-depth Knowledge of related ICAO SARPS regarding Aeronautical Fixed Services, fault/configuration/safety/security management of communications networks, typical designs for IP networks, Voice over IP

### Language Skills

1. Expert must be fluent in English (both written and verbal).

## Competencies

1. Judgment/decision-making: Proven ability to take ownership of all responsibilities and to honour commitments, to exercise mature and fair judgment, to recognize key issues and analyse relevant information, to make feasible recommendations and to make sound decisions.
2. Communication: Ability to write clearly and concisely and to present articulate verbal reports.
3. Teamwork: Ability to work with colleagues to achieve the project goals and maintain harmonious working relationships in a multinational environment.
4. Client Orientation: Ability to establish and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.
5. Commitment to continuous learning: Willingness to keep abreast of new developments in professional field.
6. Technological awareness: Ability to use contemporary office automation equipment, software, databases.

## SALARY

TBD by FPS/FRU