

Procurement Division
New York**REQUEST FOR EXPRESSION OF INTEREST (EOI)****Title of the EOI:**

Provision of On-line Induction Programme for Office for the Coordination of Humanitarian Affairs (OCHA)

Date of this EOI: 19 October 2009**Closing Date for Receipt of EOI at PD:** 16 November 2009**EOI Number:** EOIMK55182**E-mail Address:** kaushal@un.org**Address EOI response by fax for the Attention of:** Monica Kaushal To Above E-Mail Address**Fax Number:** please send your responses to this EOI to Monica Kaushal at kaushal@un.org**UNCCS Code:** 730000**DESCRIPTION OF REQUIREMENTS**

The United Nations Procurement Service is seeking the services of an experienced firm for the following:

- (a) Office for the Coordination of Humanitarian Affairs (OCHA) is ready to issue the solicitation request to create an on-line induction programme for the new staff as soon as possible.
- (b) The programme will contain four modules covering different topics. When all four modules are completed, new staff should have the basic knowledge of the UN and OCHA, which would assist them to be integrated into the workforce efficiently and effectively.
- (c) OCHA will provide the basic materials for the programme, such as the content for the four modules, graphs, photos, video clips, etc.
- (d) The programme, while interactive and attractive, should be based on a solid instructional design. The programme shall have audio visual effects, such as voice over and animation.
- (e) The programme should have the following IT requirements:
 - (i) Ability to track the staff who logged into the programme, including their personal information (name, functional title, level, location, etc) and generate reports from it.
 - (ii) Ability to stop and resume anywhere in the programme.
 - (iii) Ability to issue certificates upon completion.
- (f) Since some of the new staff will be working in countries that may suffer from bandwidth limitations, it will be necessary to develop a low-bandwidth accessibility option.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.ungm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to United Nations Procurement Division (UNPD) before the closing date set forth above

VENDOR RESPONSE FORM

EOI Number: EOIMK55182

TO: Monica Kaushal To Above E-Mail Address

FAX: please send your responses to this EOI to Monica Kaushal at kaushal@un.org

FROM:

SUBJECT: Provision of On-line Induction Programme for Office for the Coordination of Humanitarian Affairs (OCHA)

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UN Vendor ID Number**:	UNGM Vendor ID Number*:
Company Name *:	
Company Contact *:	
Address *:	
City *:	
Country *:	
Telephone Number *:	
Fax Number *:	
Email Address:	
Company Website:	

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.unqm.org. Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**

EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered with UN in order to be eligible to participate in any solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <http://www.un.org/Depts/ptd>. Vendors must complete the registration process within 90 days of the date of this REOI. Vendors who have not initiated and completed the formal registration process with the Procurement Division within the 90 day-period will be automatically removed from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this EOI. *Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page on the UNPD Website indicated above.