REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNON. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to United Nations Office at Nairobi using the fax number or e-mail address provided below.

Title of the EOI: Provision of Expert services to UN-HABITAT for “Market and sectoral research to support drafting of the GCF-wide Sectoral Guidelines and Plan for the Urban Sector (Cities and Climate Challenge).

Date of this EOI: 22 May 2019  Closing Date for Receipt of EOI: 31 May 2019

EOI Number: EOIUNON16388

Address EOI response by fax or e-mail to the Attention of: Nelly Munovi

Fax Number:

E-mail Address: nelly.munovi@un.org, unon-procurement-rfx@un.org

UNSPSC Code: 80100000, 80101601, 80101600, 77000000, 70000000

DESCRIPTION OF REQUIREMENTS

United Nations Office at Nairobi (hereinafter refered to as UNON) on behalf of the United Nations Human Settlements Programme (UN-Habitat) invites suitably qualified firms to submit their Expression of Interest to participate in the upcoming competitive bidding exercise for the provision of Expert services to the Green Climate Fund (GCF).

The United Nations Human Settlements Programme, UN-Habitat, is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The main documents outlining the mandate of the organization are the Vancouver Declaration on Human Settlements, the Habitat Agenda, the Istanbul Declaration on Human Settlements, the Declaration on Cities and Other Human Settlements in the New Millennium, and UN General Assembly Resolution A/56/206. For more than forty years, UN-Habitat has been working in human settlements throughout the world, focusing on building a brighter future for villages, towns, and cities of all sizes.

The Green Climate Fund (GCF) is a new global fund created to support the efforts of developing countries to respond to the challenge of climate change. GCF helps developing countries limit or reduce their greenhouse gas emissions and adapt to climate change. It seeks to promote a paradigm shift to low-emission and climate-resilient developments, considering the needs of nations that are particularly vulnerable to climate change impacts. “Sustainable cities” represents a cross-cutting area that touches on five of the GCF’s eight thematic investment priorities.

OUTPUTS and DELIVERABLES
As part of the overall UN-Habitat-led response to this request for expert services, the selected contractor...
will deliver:
1. Market Demand Analysis Report. Deliverable is the related (maximum) 45-page summary report and accompanying presentation, with annexes and supporting documentation where appropriate. A draft and final version of the deliverable is required.
2. Urban Sector Operational Plan & Sector Guidelines including detailed market demand analysis for urban climate investments. The output will contribute to a (maximum) 60-page report with appropriate annexes (to include drafts of the Operational Plan, Guidelines and proposal with accompanying presentation. A draft and final version of the deliverable is required.
3. Proposals on “Green Cities Challenge” which should help GCF to identify and mobilize the most innovative and impactful proposals for financing at scale aiming to program integrated green cities, secondary cities, megacities or agglomerated urban regions interventions. The output will contribute to a (maximum) 60-page report with appropriate annexes (to include drafts of the Operational Plan, Guidelines and proposal with accompanying presentation. A draft and final version of the deliverable is required.

Interested vendors may forward their Expressions of Interest (EOI) along with the signed vendor forms to nelly.munovi@un.org  All EOI submissions should be sent via email, citing the EOI reference number and title in the subject line.

IMPORTANT:
Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify eligible vendors that would be interested to participate in the related upcoming requirement.

The complete detail of the requirement will be issued to bidders after this request for EOI is closed. UNON reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Submitting a reply to this REOI does not therefore automatically guarantee that your company will be considered for issuance of the solicitation documents. Only vendors who, in the UN's sole discretion, are deemed eligible and qualified, upon completion of an objective evaluation of the EOI submissions, may receive the final tender solicitation documents.

UNON reserves the right to change or cancel the requirement of this EOI at any time during the EOI and/or solicitation process. Thus, submitting a reply to this REOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Only Vendors which in UN's sole discretion are deemed eligible and qualified upon completion of an objective evaluation of their EOI submissions may receive the final tender solicitation documents.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)
Vendors must be registered and accepted at Basic Level under the United Nations Secretariat in United Nations Global Marketplace (www.ungm.org). See the Vendor Response Form of this EOI for additional instructions.

NOTE
Information on tendering for the UN Procurement System is available free of charge at the following address: https://www.ungm.org/Public/Notice

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on http://www.ungm.org
Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to United Nations Office at Nairobi (UNON) before the closing date set forth above.
**NOTICE**

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

**PLEASE NOTE:** You can express your interest to this EOI by filling out this form manually or electronically (recommended) at: [https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNON16388](https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNON16388)

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

### COMPANY INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNGM Vendor ID Number*</td>
<td></td>
</tr>
<tr>
<td>Legal Company Name</td>
<td>(Not trade name or DBA name)</td>
</tr>
<tr>
<td>Company Contact*</td>
<td></td>
</tr>
<tr>
<td>Address*</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td>State:</td>
</tr>
<tr>
<td>Postal Code*</td>
<td></td>
</tr>
<tr>
<td>Country*</td>
<td></td>
</tr>
<tr>
<td>Phone Number*</td>
<td></td>
</tr>
<tr>
<td>Fax Number*</td>
<td></td>
</tr>
<tr>
<td>Email Address*</td>
<td></td>
</tr>
<tr>
<td>Company Website</td>
<td></td>
</tr>
</tbody>
</table>

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

**Signature**: __________________________  **Date**: ________________
1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at https://www.un.org/Depts/ptd/vendors.

Prerequisites for Eligibility

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

A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
   II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.

B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);

C. Your company (as well as any parent, subsidiary of affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;

D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company’s operations in the foreseeable future;

E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15.

F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat 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. Please verify and ensure that your company is registered under its full legal name.

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 https://www.un.org/Depts/ptd/vendors. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

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 United Nations Office at Nairobi (UNON) by the closing date set forth in this EOI. Due to the high volume of communications UNON 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 available at https://www.un.org/Depts/ptd/oui.