REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOCHA. 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 Office for the Coordination of Humanitarian Affairs (OCHA) using the fax number or e-mail address provided below.

Title of the EOI: Provision of Third-Party Monitoring services for the 2019 Humanitarian Response Plan Activities for UN OCHA in Yemen

Date of this EOI: 13 December 2019 Closing Date for Receipt of EOI: 3 January 2020

EOI Number: EOIUNOCHA17044

Address EOI response by fax or e-mail to the Attention of: Saule Muldabayeva

Fax Number:

E-mail Address: ochabuyer@un.org, muldabayeva@un.org

UNSPSC Code: 84000000

DESCRIPTION OF REQUIREMENTS

The Office for the Coordination of Humanitarian Affairs (OCHA) in Yemen is responsible for the coordinating the implementation of the Yemen Humanitarian Response Plan (YHRP)1, which articulates a shared vision of how to jointly respond to the needs of affected populations. The YHRP is also a strategic management tool to support decision-making by humanitarian coordinator (HC) and the humanitarian country team (HCT), comprised of UN agencies, NGOs and other humanitarian actors. The YHRP is a country strategy containing strategic objectives and indicators and cluster plans, with objectives, activities and financial requirements. Together they detail how the strategy will be implemented and how much funding is required to address priority humanitarian needs in Yemen.

OCHA on behalf of the HCT is assigned to lead the procurement of TPM service providers and coordinate and oversee its implementation. Therefore, OCHA is seeking to contract competent TPM service providers with credible record and presence in Yemen to undertake the assignment.

The overall purpose of the TPM is to provide reasonable assurances that financial contributions to the YHRP are being used in accordance with YHRP Strategic Objectives and to help UN agencies and the HCT make informed and evidence-based decisions based on the information generated through analysis of the monitoring observations.

Brief Scope of TPM
Targeted Clusters: The 2019 TPM will cover response activities from the following clusters: Food Security & Agriculture, Health, Nutrition, WASH, Shelter & Non-Food Items, Camp Coordination Camp Management, Protection and Education. For each cluster, at least two output indicators and an impact indicator identified
to be used as the basis for assessing and verifying the assistance delivered.

Geographical scope: The TPM will be carried out in 104 districts (17 governorates) identified in the Humanitarian Needs Overview, as priority districts where there are high and overlapping needs and vulnerabilities.

Monitoring targets: The TPM will monitor and verify the assistance delivered by the UN agencies and their Implementing Partners (IPs) across the 104 districts identified.

Implementation period: The monitoring will humanitarian assistance delivered in a span of six months period. Overall, two rounds of monitoring visits will be conducted to districts where humanitarian assistance is delivered and reported to OCHA. The TPM company will issue two reports: (1) roughly within a maximum of four weeks after the first-round visit is completed; and (2) roughly within one month after the second round of field visit is completed.

TPM Service Provider’s Roles and Responsibilities

• The TPM service provider(s) is expected to carry out the work assignment independently. Guidance and feedback will be provided by OCHA Yemen and the TPM TWG.
• The service provider is responsible for dedicating a qualified TPM Team Leader responsible for the overall planning and implementation of the TPM operation and ensure that the team leader is undertaking his role effectively. The TPM team leader will a focal point for OCHA and other UN agencies in the company.
• Assign field monitoring coordinator for each cluster responsible for coordinating the planning and coordination of the monitoring activities specific to the cluster including the field data collection. The team of field monitoring coordinators work under the overall oversight and guidance of the TPM team leader.
• The service provider is responsible for swiftly identifying and deploying experienced field-based monitors and ensure that they undertake the field monitoring activities in a timely and quality manner.
• The use of sub-contractors is possible – the added value of sub-contracting any component of the work will need to be clearly demonstrated together with available quality assurance systems in place and cleared by the TPM TWG.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The following criteria are set as mandatory requirements for the Technical Evaluation:

a) The Bidder must be a legally registered company in Yemen.

b) The bidder must have at least three years of experience in providing TPM or other related professional services for UN agencies, bi-lateral donors or INGOs.

c) The TPM team leader and the team of TPM Monitoring Coordinators must be Yemeni nationals and fluent in reading, writing and spoken Yemeni Arabic.

d) The bidder confirms that they have the ability and capacity to deploy field monitoring staff across the identified districts, immediately (within three weeks) upon establishment of the contract with the United Nations.

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 Office for the Coordination of Humanitarian Affairs (OCHA) (UNOCHA) 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 REOI by filling out this form manually or electronically (recommended) at: https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNOCHA17044

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

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *: State:

Postal Code *:

Country *:

Phone Number *:

Fax Number!:

Email Address *:

Company Website:

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: ________________

Name and Title: __________________________________________________________________
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 or 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'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 Office for the Coordination of Humanitarian Affairs (OCHA) (UNOCHA) by the closing date set forth in this EOI. Due to the high volume of communications UNOCHA 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/eoi.