

United Nations



Nations Unies

Procurement Division  
New York

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

**Title of the EOI:**

Provision of Consultancy Services to Support and Advise in Respect to the Governance Structure of United Nations Joint Staff Pension Fund

**Date of this EOI:** 28 January 2020

**Closing Date for Receipt of EOI at PD:** 12 February 2020

**EOI Number:** EOYB17176

**Address EOI response by fax or e-mail to the Attention of:** Youssef Bouselham

**Fax Number:**

**E-mail Address:** [youssef.bouselham@un.org](mailto:youssef.bouselham@un.org)

**UNSPSC Code:** 80100000, 80101504, 84121700, 80101600, 84101500

### DESCRIPTION OF REQUIREMENTS

#### A. Background and brief Description of the Fund

1. The Secretary-General of the United Nations on behalf of the Chief Executive of Pension Administration of the United Nations Joint Staff Pension Fund ("UNJSPF" or the "Fund") seeks an experienced professional advisor to provide consultancy services to support and advise in respect of the governance structure of the Fund. The professional advisor, with expertise in defined benefit pension plan governance, should conduct a comprehensive and objective analysis with respect to the current UNJSPF governance structure.
2. The Pension Board is the main oversight, policy-making and decision-making body of the Fund. It is entrusted with the overall administration of the Fund and reports to the General Assembly, submitting reports relative to the management of the Fund and its long-term actuarial funded status as well as overall financial situation. The Pension Board also formulates recommendations to the General Assembly for the approval of the Fund's budget and changes in the Fund's Regulations, including amendments to plan design.
3. The Pension Board is composed of 33 members: 11 members are appointed by the Governing Bodies; 11 members are appointed by the chief administrative officers of the member organizations and 11 members are elected by the participants in service. In addition, there are four non-voting representatives of retirees on the Pension Board.
4. The Pension Board recommends to the United Nations Secretary-General the appointment of the Chief Executive of Pension Administration and the Deputy Chief Executive of Pension Administration.

These elected officials manage day-to-day administration of the Fund and are accountable to the Pension Board. The Chief Executive and the Deputy Chief Executive are independent from the United Nations Secretariat and report only to the Pension Board. The Board also appoints a Secretary of the Board, who supports the Chair of the Pension Board in the facilitation of the Board's sessions and the work of its committees.

5. Additional information of the Fund and its governance may be found on the Fund's website at <https://www.unjspf.org/>

#### B. Description of Requirements

6. The United Nations General Assembly requested that an independent external entity, with expertise in pension fund governance matters, be engaged to conduct a comprehensive and objective analysis of the governance of the Fund, giving due regard to best practice standards of pension funds, with recommendations on:

- a. Size, composition, and frequency of meetings;
- b. Allocation of seats;
- c. Implementation of a review and rotation scheme for the adjustment of the composition of the Board on a regular basis, to allow eligible member organizations to share rotating seats in a fair and equitable manner;
- d. Terms of reference for the Chair and all Board members of the Pension Board, including the issue of conflict of interest;
- e. Self-evaluation methodology and any appropriate restrictions or limitations of the Pension Board and its Standing Committee;
- f. Any other aspects that may be identified as relevant for the proper governance of the Fund including the development of a code of conduct for Board members.

7. Following the request of the General Assembly, the advisor will need to provide a recommendation for a reform of the governance structure of the United Nations Joint Staff Pension Fund drawing on best practices applied in public pension organizations and other multiple employer pension funds. The report will need to provide specific guidance on the size and composition of the Board, its roles and responsibilities, the Board's procedures and its committees.

8. The advisor needs to draw on the best practices developed by leading public pension plans and other multiple employer pension funds in the world and provide recommendations to build a reform strategy for the UNJSPF governance. Further, the report should include a transition strategy should such recommendations include significant changes to the structure.

9. A draft report of this study must be provided to the UNJSPB at its 67th session in July 2020. It will then be submitted, with the comments of the Pension Board to the 75th session of the UN General Assembly who will then take up this item in the 4th quarter of 2020. The advisor needs to be available to present the findings and recommendations of the report to the above UNJSPF governing bodies.

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

Interested vendors must possess the necessary technical expertise and capacity to provide the required services. Vendors expressing interest must be registered with UNGM so that they can participate in the Request for Proposal at a later stage.

Details of the technical evaluation criteria and other particular requirements will be provided under the Request for Proposal at a later stage and the following are the likely requirements for the RFP:

- a. Extensive organizational experiences in providing advice on the governance of public pension organizations / multiple employer pension plans of governments.
- b. Availability of pension matter expert within the proposed Team with advanced educational qualifications and extensive professional experience in the areas of governance of defined benefit pension funds, track record in advising on defined pension fund governance, as well as studies on best practices in

pension fund governance structures.

c. Blemish free background – free of suspension, censure or any other disciplinary action by any professional, state, or national/statutory or regulatory entity.

#### 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 Procurement Division (UNPD) before the closing date set forth above.***

## VENDOR RESPONSE FORM

**TO:** Youssef Bouselham **EOI Number:** EOIYB17176  
**Email:** youssef.bouselham@un.org  
**FAX:**  
**FROM:**  
**SUBJECT:** Provision of Consultancy Services to Support and Advise in Respect to the Governance Structure of United Nations Joint Staff Pension Fund

### 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](http://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](http://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=EOIYB17176>

*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:**

**Country \*:**

**Telephone 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 : \_\_\_\_\_

## EOI INSTRUCTIONS

### 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](http://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:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
  - 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 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 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 available at <https://www.un.org/Depts/ptd/eoi>.