REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. 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 Geneva using the fax number or e-mail address provided below.

<table>
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<tr>
<th>Title of the EOI:</th>
<th>Enhancing the Resilience of Small and Medium Sized Enterprises (SMEs)</th>
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<tr>
<td>Date of this EOI:</td>
<td>31 August 2020</td>
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<tr>
<td>Closing Date for Receipt of EOI:</td>
<td>11 September 2020</td>
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<tr>
<td>EOI Number:</td>
<td>EOIUNOG17700</td>
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<tr>
<td>Address EOI response by fax or e-mail to the Attention of:</td>
<td>Mr. Francis Fix</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>+41 22 917 00 13</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:francis.fix@un.org">francis.fix@un.org</a></td>
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<td>UNSPSC Code:</td>
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DESCRIPTION OF REQUIREMENTS

The United Nations Office at Geneva (UNOG), on behalf of the United Nations Office Disaster Risk Reduction (UNDRR), is seeking Expressions of Interest (EOI) from qualified and eligible service providers for a tender it intends to issue for the provision of services related to enhancing the resilience of small and medium sized enterprises (SMEs).

Building resilience for micro, small and medium enterprises (SMEs) is a recognized priority in the implementation of the Sendai Framework. Disaster Risk Reduction (DRR) for SMEs is not just about response and recovery: it is also about SMEs – and those bodies that invest and lend to them – assessing their underlying disaster risks and reducing them to an acceptable level. Globally, these businesses account for more than two-thirds of all jobs and are an essential job creation engine, with more than 50% of new employment opportunities and 80% of economic activity attributed to SMEs in most countries worldwide. SMEs underpin economic innovation and rejuvenation, form a crucial part of multinationals’ value chains and have the potential to act as bottom-up agents of change. However, when disaster strikes, SMEs are the first to fall. UNDRR is currently assessing the specific challenges faced by SMEs globally which prevent their resilience, in order to inform the development of reference tools, guidance documents and potential pilot projects aimed at SMEs, trade associations and key decision-makers. As part of this work, UNDRR is producing a report including a set of global recommendations on enhancing the resilience of SMEs, with a focus on disaster risk reduction, which will be launched in Autumn 2020. UNDRR also works through its private sector initiative ‘ARISE’ on resilience building for SMEs, which has Enhancing the resilience of Small and Medium Enterprises as a key priority area for 2020-21. UNDRR seeks to build on these workstreams to consider how disasters impact SMEs within global value chains, focusing on different sectors, in order to tailor the forthcoming recommendations and develop additional resources aimed at...
enhancing SME resilience through DRR.

The service provider is sought to address the five objectives:
1. Assess how risks are distributed across different sectors and selected value chains therein, to uncover the extent of the impacts of disasters on SMEs and the gaps preventing resilient building of SMEs as both upstream suppliers and downstream buyers;
2. Make the business case for integrating resilience through articulating long-term economic advantages of resilience building of SMEs and opportunities to implement this across business planning processes;
3. Develop a ‘next generation’ of comprehensive Business Continuity Planning (BCP) as an entry point for risk assessment tools and DRR measures with a focus on risk prevention, including integration of Nature Based Solutions;
4. Develop policy, fiscal and SME-focused recommendations, including differentiated recommendations related to the sectors and value chains assessed, to integrate SMEs as part of DRR strategies;
5. Develop concrete guidance and recommendations on how to improve the resilience of SMEs in selected sectors and value chains, which could be tested in different global regions and sectors in a second phase of this project in 2021.

The project comprises three key deliverables to be developed in consultation with key stakeholders across six tasks:
1. Assess how risks are distributed across selected sectors and value chains.
2. Make the business case for integrating resilience through articulating economic advantages (to SMEs & wider society).

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

The project is expected to last 9-10 weeks with a final project presentation to be conducted by 31 December 2020. Vendors are invited to comment on the timeline of the project.

Please note that this Expression of Interest (EOI) is not a solicitation. UNOG reserves the right to modify or cancel the invitation to bid at any time. Only qualified suppliers and registered in the UN Global Supplier Database (UNGM) will be invited to participate.

**NOTE**

Information on tendering for the UN Procurement System is available free of charge at the following address: [https://www.ungm.org/Public/Notice](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](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 Geneva (UNOG) 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:

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

**COMPANY INFORMATION**

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<th>Details</th>
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<tbody>
<tr>
<td>UNGM Vendor ID Number*</td>
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<tr>
<td>Legal Company Name (Not trade name or DBA name) *</td>
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<tr>
<td>Company Contact *</td>
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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 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'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 Geneva (UNOG) by the closing date set forth in this EOI. Due to the high volume of communications UNOG 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/doi.