



## The United Nations Procurement Division

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of The United Nations Procurement Division. You are therefore requested to direct all queries regarding this EOI to The United Nations Procurement Division using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of actuarial services for the United Nations and other organizations in the UN system

**Date of this EOI:** 7 July 2021**Closing Date for Receipt of EOI:** 2 August 2021**EOI Number:** EOIUNPD18685**Beneficiary Country/Territory:** Global**Commodity/Service category:** Professional Services**Address EOI response by fax or e-mail to the Attention of:** Jingsi Huang**Fax Number:** 212-963-0001**E-mail Address:** jingsi.huang@un.org**UNSPSC Code:** 84130000,81121500,85101700,80101512,84110000

### DESCRIPTION OF REQUIREMENTS

In 2005, the United Nations System Chief Executive Board for Coordination recommended that all United Nations systems organizations adopt the International Public Sector Accounting Standards (IPSAS) and in 2006, the General Assembly approved the adoption of IPSAS for the United Nations. The standards were adopted across the UN system organizations in a staggered manner. The United Nations adopted IPSAS beginning July 2013 for its peacekeeping accounts and January 2014 for its regular budget and extrabudgetary accounts.

This request is intended to result in the establishment of a multi-year contract for provision of actuarial services in accordance with IPSAS 39, as follows:

Part A - Actuarial valuation of post-retirement health insurance benefits for active and retired staff members (called "ASHI") and end-of-service liabilities (accrued annual leave, repatriation grant) for active staff members for the UN and 18 to 20 organizations/entities in the UN system as of end of the calendar year. 5 to 6 UN system entities also require valuation of the death benefit liability.



Part B - Actuarial valuation of post-retirement and end-of-service liabilities for the United Nations only, which includes peacekeeping missions and support account at the end of the year July to June;

Part C – Annual actuarial valuation of the pension scheme of the judges for the International Court of Justice and the International Residual Mechanism for Criminal Tribunals;

Part D - Actuarial valuation of liabilities for recurrent payments under the United Nations' workers compensation scheme to staff members and/or their dependents in the event of death, injury or illness attributable to the performance of official duties on its behalf - for UN and 5 to 6 U system organisations;

Part E – Ad hoc on-demand actuarial studies/reports in response to requests from the General Assembly or other requirements of the UN, for example:

- a) Funding report for the ASHI and post-employment liabilities that may or may not use the data already used for the regular valuation described in Part A above;
- b) Expert advice on changes in accounting policies that are being considered by Management that may impact the liabilities of employee benefits covered under this EOI;
- c) Medicare Part D actuarial equivalence attestation for the UN retiree prescription drug benefit plan.

This list is not exhaustive and may include other studies/reports.

The expected deliverables of services include but are not limited to:

- 1) Detailed annual reports providing the post-retirement and end-of-service liabilities for each participating entity and/or any identified sub-set within the entity, and the rationale for all the assumptions made. The report should enable the organizations to meet all presentation and disclosure requirements of IPSAS 39 and should be provided in English not later than 15 February the end of the financial year or 1 August following the end of the fiscal period for the UN's peacekeeping accounts;
- 2) Oral and written responses to questions raised by external auditors or other stakeholders on the methodology and assumptions used in the valuations;
- 3) Annual reports on judges' pension benefit liabilities as at 31 December of the valuation year plus a roll-forward to 31 December of the following year for identified sub-sets, prepared in accordance with IPSAS 39 not later than 15 February;
- 4) Detailed report providing the liabilities for the UN and organizations participating in its worker compensation scheme and the rationale for all assumptions made. The report should enable the UN and related organizations to meet its presentation and disclosure requirements under IPSAS 39 and should be provided in English not later than 15th February of the following year;
- 5) Reports for on demand ad hoc requests prepared within the agreed in advance timeline.



### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The UN is seeking expressions of interest from service providers with the desired profile as follows:

- 1) Proven track record of providing actuarial services of the same nature in compliance with IPSAS 39 for organizations of similar size and nature as the United Nations. Experience in working with the UN Secretariat, the UN funds and programmes or specialized agencies is an advantage;
- 2) International presence and experience desirable especially in connection with valuation of non-US based or non-US dollar denominated liabilities;
- 3) Ability to mobilize requisite qualified and certified actuaries and other resources to service the account;
- 4) Proven track record of providing actuarial services according to the mandated timeline;
- 4) Experience in working with international organizations, public sector and/or non-profit organizations;
- 6) Ability to work on-site in the UN Headquarters, if needed, and participate in video and teleconference with offices outside of New York;
- 7) Readiness to meet with and brief internal and external auditors and support the UN and participating organizations throughout the audits;
- 8) Excellent English communication and facilitation skills

### 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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.***



# VENDOR RESPONSE

## 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**.
- While companies can participate in solicitations after completion of registration at Basic Level, 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 should express your interest to this EOI electronically at:**  
<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNPD18685>

**In case you have difficulties submitting your interest electronically, please contact [jingsi.huang@un.org](mailto:jingsi.huang@un.org) directly for instructions.**



## 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>.

