



United Nations Office at Geneva
Switzerland

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:
Provision of Events Planning and Facilitation Services

Date of this EOI: 21 October 2021

Closing Date for Receipt of EOI: 4 November 2021

EOI Number: EOIUNOG19023

Beneficiary Country/Territory: Syrian Arab Republic

Commodity/Service category: Professional Services

Address EOI response by fax or e-mail to the Attention of: UNOG Procurement And Contracts Unit

Fax Number: N/A

E-mail Address: unog-pts@un.org

UNSPSC Code: 86132100,93120000



DESCRIPTION OF REQUIREMENTS

The United Nations Office at Geneva (UNOG), on behalf of the United Nations International, Impartial and Independent Mechanism (IIIM-Syria), is seeking a contractor to provide Events Planning and Facilitations Services for a maximum of ten (10) events taking place during a 12-month period, starting in 2022.

The requirements are as follows:

1. Coordination of Simultaneous Interpretation Services (RSI) both remote and on-site in two languages; Arabic - English and vice versa, including the selection of the appropriate RSI platform for each event.
2. Identification of target stakeholders and events planning to ensure inclusive participation.
3. Coordination of post event follow-up with stakeholders, when required.
4. Provision of an assessment report for each event.

L'Office des Nations Unies à Genève (ONUG), au nom du mécanisme international, impartial et indépendant des Nations Unies (IIIM Syrie) recherche un entrepreneur pour fournir des services de planification et d'organisation d'événements pour un maximum de dix événements au cours d'une période de 12 mois, à partir de 2022.

Les exigences sont les suivantes:

1. Coordination des services d'interprétation simultanée à distance et sur site dans les deux langues Arabe-Anglais et vice versa, y compris la sélection de la plate-forme appropriée pour chaque événement.
2. Identification des parties prenantes cibles et planification d'événements pour assurer une participation inclusive.
3. Coordination du suivi post-événements avec les parties prenantes lorsque cela est requis.
4. Fourniture d'un rapport d'évaluation pour chaque événement.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Technical Requirements:

1. Interested bidders must have experience in developing and implementing at least three projects/programmes related to the Syrian Arab Republic during the last five years.
2. Interested bidders must have a minimum of five years experience in managing consultations and international engagement frameworks with the Syrian civil society on issues related to the Syrian situation since 2011.
3. Interested bidders must have two staff with a minimum of three years of facilitation experience for events in Arabic and English languages.

Vendors who express their interest will be requested to demonstrate how they meet these criteria before being invited to a potential solicitation process.

Further details will be provided as part of the solicitation documents.

Pré-requis techniques:

1. Les soumissionnaires intéressés doivent avoir de l'expérience dans le développement et la mise en œuvre d'au moins trois projets ou programmes liés à la République Arab Syrienne au cours des cinq dernières années.
2. Les soumissionnaires intéressés doivent avoir au moins cinq ans d'expérience dans la gestion des consultations et des cadres d'engagement internationaux avec la société civile Syrienne sur les questions liées à la situation Syrienne depuis 2011.
3. Les soumissionnaires intéressés doivent avoir deux employés avec un minimum de trois ans d'expérience en organisation événementielle en arabe et en anglais.



Les fournisseurs qui manifestent leur intérêt seront invités à démontrer qu'ils répondent à ces critères avant d'être invités à un potentiel processus de sollicitation.

De plus amples détails seront fournis dans les documents de sollicitation au moment de l'appel d'offre.

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).
- 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**.
- 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=EOIUNOG19023>

In case you have difficulties submitting your interest electronically, please contact unogs@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) 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 United Nations Office at Geneva Switzerland (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/eoi>.



