



UNON

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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

Title of the EOI:

Provision of event management services for the United Nations Environment Assembly (UNEA 5.2) and UNEP's 50th Anniversary

Date of this EOI: 19 November 2021**Closing Date for Receipt of EOI:** 3 December 2021**EOI Number:** EOIUNON19140**Beneficiary Country/Territory:** Kenya**Commodity/Service category:** Professional Services**Address EOI response by fax or e-mail to the Attention of:** Ms. Jecinta Cheruiyot**Fax Number:****E-mail Address:** jecinta.cheruiyot@un.org; unon-procurement-rfx@un.org**UNSPSC Code:** 80141607**DESCRIPTION OF REQUIREMENTS**

The United Nations Office at Nairobi (UNON), on behalf of United Nations Environment Programme (UNEP) invites qualified interested firms to submit Expression of Interest (EOI) to participate in the upcoming solicitation for Provision of event management services for the United Nations Environment Assembly (UNEA 5.2) and UNEP's 50th Anniversary scheduled to start from 22 February 2022.

The UN Environment Programme (UNEP) will be organizing the resumed session of UNEA-5 - UNEA-5.2 in person at the United Nations Office at Nairobi (UNON) complex from 22 February to 4 March 2022. The first session of UNEA-5 was held online on 22-23 February 2021. UNEA-5.2 is organized under the overall theme "Strengthening Actions for Nature to Achieve the Sustainable Development Goals". The resumed session will consider the remaining substantive matters related of the agenda, as well as a Ministerial Declaration under the theme of the Assembly.

UNEA-5.2 will be followed by a Special Session of the UN Environment Assembly, to be held from 3 to 4 March 2022 and will be devoted to the commemoration of the 50th anniversary of the creation of UNEP in 1972 (UNEP@50). The special session is an opportunity for Member states and Stakeholders to share best practices for sustainability and create momentum for governments to build back better through green and



sustainable recovery plans, following the COVID-19 pandemic.

Some of the expected outcome, outputs and activities are;

- a) Development of Creative Concept and detailed Plan of the Event: The Event Planner will coordinate with identified caterers to organize and arrange for food and beverages based on the level of attendees, location of the event, sustainability guidelines and within approved budget, in full compliance with COVID 19 restrictions in force. Planner will also perform stage direction and on-site management.
- b) Food and Beverages: The Event Planner will coordinate with identified caterers to organize and arrange for food and beverages based on the level of attendees, location of the event, sustainability guidelines and within approved budget, in full compliance with COVID 19 restrictions in force.
- c) Staging and Logistics; as appropriate, Event Planner will source, coordinate, set-up & dismantle temporary infrastructure erected at different venues including all equipment in consideration of all procedures and guidelines of UNON
- d) Equipment; Event Planner will source and ensure that equipment of the highest standard and technical specifications is made available. These will include, Sound systems for programme music and entertainment; AV projection systems: live feeds/streams provisions at different locations and YouTube; Photography and video coverage for production of multimedia stories and other content related to the Assembly, innovation and/or sustainability, reporting services of the event, digital dissemination, and other communication needs of the Assembly;
- e) Greening of the events: adopting all necessary measures to ensure events are environmentally friendly and follow sustainability standards and are consistent with the theme of the fourth assembly, including menu selection and décor.
- f) Provision of tents and marquee structures; (as per event schedules), tables, chairs, décor, lighting, sound system, technical equipment such as laptops and large projection screens and other necessary equipments.
- g) Media Support: Provision of logistical and other support services for events (as may be requested) including printing of leaflets and banners, media buying, and social media support.
- h) Support Services: Support management of symposia (conferences with 100–200 participants), opening and closing ceremonies that take place in the main Conference Rooms for up to 1,000 pax.
- i) COVID 19 protocols: The Event Planner will ensure that all services provided are fully compliant with all relevant COVID 19 restrictions, regulation

The complete details of the requirement will be provided in the tender documents that will be issued to bidders after this request for EOI is closed.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

IMPORTANT:

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify companies that would be interested and eligible to participate in the solicitation when issued. UNON reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this Request for EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued.



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=EOIUNON19140>

In case you have difficulties submitting your interest electronically, please contact jecinta.cheruiyot@un.org; unon-procurement-rfx@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 UNON (UNON) by the closing date set forth in this EOI. *Due to the high volume of communications UNON 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>.

