



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 United Nations Procurement Division. You are therefore requested to direct all queries regarding this EOI to United Nations Procurement Division using the fax number or e-mail address provided below.

Title of the EOI:

Global Real Estate Advisory Services for the United Nations

Date of this EOI: 6 March 2024**Closing Date for Receipt of EOI:** 27 March 2024**EOI Number:** EOIUNPD22448**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Professional Services**Address EOI response by fax or e-mail to the Attention of:** Muhammed R Islam, Procurement Officer**Fax Number:****E-mail Address:** islam21@un.org**UNSPSC Code:**

84000000 - Financial and Insurance Services

80101500 - Business and corporate management consultation services

80160000 - Business administration services



DESCRIPTION OF REQUIREMENTS

The Office of Investment Management ("OIM") of the United Nations Joint Staff Pension Fund ("UNJSPF") seeks to retain a non-discretionary advisor to advise and assist the OIM in investing and managing the Real Estate portions of the Fund's Investments.

1. Investments will primarily be in institutional open or closed-end commingled funds and co-investments rather than publicly traded securities.
2. The advisor will be required to make investment recommendations on a non-discretionary basis. These recommendations will be based on extensive due diligence on each fund and its sponsor and provided to OIM in written form. The advisor will also provide general research on Real Estate upon request of OIM.
3. The advisor will also advise OIM on enhancing the value of its existing Real Estate investments.
4. As requested by OIM, the advisor will deliver an annual plan recommending strategy with respect to Real Estate investments and provide quarterly reports summarizing the performance of the portfolio, which includes specific performance for each Real Estate investment in the Fund.
5. The advisor will attend quarterly meetings with OIM staff and the Investments Committee, discussing the portfolio, and answering questions as requested.
6. The advisor will be available for discussion with OIM staff regularly.

Interested companies, with potential qualification, will be invited for a formal solicitation process.

Duration of expected services shall be initial period of 2 years with two optional extensions of two years each (2+2+2), upon full discretion of the UN and satisfactory performance of the contractor.

This Request for Expression of Interest is not a solicitation process. The formal solicitation, once issued will include the detailed scope of work and criteria for recommendation of award.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The potential vendors should have the following qualification at the time formal solicitation:

- (i) a minimum of (5) years proven experience in providing advice to (a) pension funds of Governments (Sovereign or State), (b) Multinational Corporations, and other similar large pension funds in the area of Real Estate investments;
- (ii) an established track record in providing advice to (a) pension funds of Governments, Multilateral Organisations, (b) Multinational Corporations, and other similar large pension funds or entities in Real Estate investments;
- (iii) strong professional credentials and qualifications in the investment industry.

More detailed criteria shall be in solicitation document.

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.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per ST/SGB/2006/15, including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.ungm.org/Public/Notice/228253>

In case you have difficulties submitting your interest electronically, please contact islam21@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/securitycouncil/content/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 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>.

