



## UNITED NATIONS OFFICE AT NAIROBI

**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 UNITED NATIONS OFFICE AT NAIROBI. You are therefore requested to direct all queries regarding this EOI to UNITED NATIONS OFFICE AT NAIROBI using the fax number or e-mail address provided below.

**Title of the EOI:**

Design, Development and Maintenance of Web-based Applications for the Law Division of the United Nations Environment Programme (UNEP)

**Date of this EOI:** 18 April 2024

**Closing Date for Receipt of EOI:** 17 May 2024

**EOI Number:** EOIUNON22584

**Beneficiary Country/Territory:** Global

**Commodity/Service category:** ICT Professional Services

**Address EOI response by fax or e-mail to the Attention of:** Ms. Jecinta Cheruiyot

**Fax Number:** N/A

**E-mail Address:** jecinta.cheruiyot@un.org; unon-procurement-rfx@un.org

**UNSPSC Code:**

81112103 - World wide web WWW site design services

81110000 - Computer services



## DESCRIPTION OF REQUIREMENTS

The United Nations Office at Nairobi (UNON), on behalf of the United Nations Environment Programme (UNEP), invites qualified interested firms to submit an Expression of Interest (EOI) to participate in the upcoming solicitation for the Design, Development and Maintenance of Web-based Applications for the Law Division of the United Nations Environment Programme (UNEP).

The project objective is to build the capacity of stakeholders of Multilateral Environmental Agreements (MEA) through enhanced access to information on MEAs by way of close collaboration on knowledge management and harnessing digital transformative technology with and across their Secretariats and partners.

Expected tasks include:

a) Design, develop, update, and/or maintain web applications:

Level One: Design, develop, update, and/or maintain simple websites with the following basic characteristics:

- Database-driven (SQL, MySQL, MariaDB, PostgreSQL, MongoDB) content.
- Based on a Content Management System (E.g., Drupal, DotNetNuke, Joomla, M-Files, D-Space, Moodle, Django, WordPress, etc.).
- Manage content types such as text, images, documents, sound, video, animation, maps, forms, and data feeds.
- Caters for all six UN languages where available (Arabic, Chinese, English, French, Russian and Spanish).
- Integration with Social Media tools/applications.
- GUI to be based on responsive design to the extent possible.

Level Two: Design, develop, update, and/or maintain moderately complex web applications with the following basic characteristics:

- All of the features/requirements of Level One
- Contain custom applications that are linked to and can communicate with external systems e.g., Document Management Systems, Customer Relationship Management Systems, Stand-alone databases.
- Could include mobile applications or mobile versions of the website.

Level Three: Design, develop, update and/or maintain complex web applications with the following basic characteristics:

- All of the features/requirements of Level Two
- Manage content types such as text, images, documents, video, etc., all of which should be searchable.
- Contain application programming interface (API) based web applications that send, collect, aggregate and present content from diverse remote sources.
- Include, interact, or are linked with other complex and/or external systems e.g., Learning Management Systems (LMSes), Online Reporting Systems (ORSes), Online Questionnaires, Document Management Systems, Customer Relationship Management Systems, and Stand-alone databases.
- Contain complex search tools with intricate data sorting and filtering features.
- Contains applications that provide user interaction e.g., reports or maps generated following the selection of options by a user.

b) Develop technical manuals, training materials and conduct training to staff on the maintenance of their website(s) from the following perspectives:

- o Content –Posting, editing, deleting/removing, and other content management functions.
- o Access control and user management – In liaison with the managers of the various content management systems, assist in defining the roles of the various users/editors of the system.
- o Technical – Provide technical documentation (hard and electronic copy) of the applications that will be developed or updated/upgraded.



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 will examine the outcome of this request for EOI and will consider those companies that have expressed their interest. 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](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.
- 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/231983>

**In case you have difficulties submitting your interest electronically, please contact [jecinta.cheruiyot@un.org](mailto:jecinta.cheruiyot@un.org); [non-procurement-rfx@un.org](mailto:non-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](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/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 OFFICE AT NAIROBI (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>.

