



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:

Provision of Off-the-Shelf Testing/Assessment Content Services for Recruitment Exercises

Date of this EOI: 7 June 2024**Closing Date for Receipt of EOI:** 21 June 2024**EOI Number:** EOIUNPD22730**Beneficiary Country/Territory:** Global**Commodity/Service category:** Recruitment & Training Services**Address EOI response by fax or e-mail to the Attention of:** Mr. Yacine Gherbi**Fax Number:****E-mail Address:** gherbi@un.org**UNSPSC Code:**

80110000 - Human resources services

80101511 - Human resources consulting service

81110000 - Computer services



DESCRIPTION OF REQUIREMENTS

The Human Resources Services Division (HRSD) in the Department of Operations (DOS) of the UN Secretariat is seeking expressions of interest from capable vendors on the latest knowledge and capabilities of the market with respect to latest methodologies, solutions, systems, services for the provision of testing/assessment content to be used in recruitment process. The testing content must be proven to mitigate bias and support the diversity, equity and inclusion goals of the Organization. The content would be used as part of the UN staff recruitment process through assessment tests administered on the United Nations Online Examinations and Tests System (UNOETS), the UN in-house developed testing platform based on the Moodle Learning Management System.

The selected vendor(s) will partner with the UN Secretariat through a multi-year contract to provide expertise in assessment/testing content services that include a variety of question types and formats. This would also include cognitive and non-cognitive (e.g., reasoning, personality, situational judgment, job knowledge, as well as both closed and open-ended (multiple choice and constructed response/job simulation) questions. The testing content should also be appropriate for (linked to) one or multiple Generic Job Profiles, job families/job networks; knowledge, skills, and abilities (KSAs); and UN values and behaviours/competency framework.

The main responsibilities of the selected vendor will be to:

- a. provide online assessment content services that are conducted within or integrated with a learning management system (such as, or similar to, Moodle 4.1.2).
- b. ensure that assessment testing content is aligned to measure what is needed to perform jobs at the United Nations at various levels.
- c. The service providers (vendors) are invited to offer content that can be uploaded into the UNOETS testing platform (preferred) or integrated with Moodle 4.1.2 Learning Management System and above through an Application Program Interface (API) or Moodle's customized software plugin.
- d. provide assessments in at least English and French while assessment solutions in Arabic, Mandarin Chinese, Russian and/or Spanish are optional.
- e. provide tools and services accessible and adaptable to the needs of persons with disabilities.
- f. provide technical and customer support to users from all over the world across different time zones including helpdesk and troubleshooting 24/7 (online, phone, email).

The detailed scope of requirements will be provided in the Request for Proposal (RFP), which will be sent out to all vendors responding to this EOI. No further detail can be made available before the issuance of the RFP solicitation.

NOTE:

Due to the expected high volume of communications, please follow the instructions below:

1. Please review all the information provided in this Request for Expression of Interest document.
2. Interested vendors must register electronically by clicking on the form link provided on page 4 of this document. At this stage please do not submit any additional information.
3. If you have questions related to UN vendor registration, please follow the instructions provided on page 5 of this document or contact register@un.org.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

- This solicitation will be conducted through the ARIBA platform (e-tendering) directly connected to UNGM data. Therefore, interested vendors are instructed to verify that their UNGM account is up to date regarding the contact information (representatives' email addresses) in order to ensure receipt of tender notifications.
- This REOI does not constitute a Solicitation; responding to the REOI does not guarantee that the Vendor will be invited to participate in the Solicitation when issued.
- The UN reserves the right to change or cancel the procurement at any time during the REOI process or the formal Solicitation process.
- The UN reserves the right to send the Solicitation Documents to Vendors who were identified through additional market research or other means to source the UN requirements.

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 (UNGMP) 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/237120>

In case you have difficulties submitting your interest electronically, please contact gherbi@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>.

