



UNPD

REQUEST FOR INFORMATION (RFI)

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

Title of the RFI:

Provision of Evaluation Services for UNDSS

Date of this RFI: 15 June 2021

Closing Date for Receipt of RFI: 30 June 2021

RFI Number: RFIUNPD18603

Beneficiary Country/Territory: United States of America

Commodity/Service category: Professional Services

Address RFI response by fax or e-mail to the Attention of: Alice Kabia

Fax Number: Please respond by email as necessary

E-mail Address: kabia@un.org

UNSPSC Code:

80100000,80101500,80101600,80101603,80101606,93131800,92111500,93000000,93130000,93141600

DESCRIPTION OF REQUIREMENTS

(IMPORTANT: This is a Request for Information. Please respond to the specific questions in the Section below and send the response by email in addition to completion of the Express Interest form online.)

As part of its annual evaluation plan, the United Nations Department of Safety and Security (UNDSS) is seeking vendors that will be able to provide evaluation services for the review of one of the Department's subprogramme. The vendor should be able to evaluate the relevance, efficiency and effectiveness of the specialized operational support subprogramme in delivering the mandate.

The review study will assess the effectiveness and efficiency of this structure, by examining the process that led to its establishment in the current format, its activities, outputs and short-term outcomes, in order to identify lessons learned and provide recommendations to further strengthen it.

In doing so, gender considerations will remain a crosscutting issue throughout the study, and norms and standards for evaluation in the United Nations system will be adhered to, including mainstreaming gender considerations



The timeframe for conducting the evaluation is Three months

You are requested to provide information as to whether your company could potentially fulfill the requirements. This RFI is issued solely for information and planning purposes. It does not constitute a solicitation (Request for Proposal or Request for Quotations) from the United Nations or a promise to issue a solicitation in the future. This RFI does not commit the United Nations to pay any cost incurred in the preparation or submission of any response to the RFI.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

1. Please indicate which evaluation service/s your company can provide e.g. Inception Study, Development of Program Impact Pathway, Evaluation of the sub-program etc.
2. Please indicate the typical timeline your company would require for the evaluation services.
3. Are there any limitations for your company to conduct the evaluation in a remote manner?
4. What information is normally collected to conduct the evaluation services required?
5. Please provide brief information regarding your company's experience in conducting evaluation with international organizations or equivalent (years/numbers of evaluations).
6. Please provide brief information regarding your company's experience in designing and/or evaluating management reform or related projects for international organizations or equivalent.
7. Please provide information regarding professional evaluation experiences of staff or subject matter expert available to conduct the required evaluation.
8. What approach your company will take to ensure that gender considerations are mainstreamed in the evaluation?
9. Please indicate your company's previous exposure to UN Norms and Standards for Evaluation.
10. Please indicate how the data collected during the evaluation will be safeguarded by your company.
11. What approach will be taken by your company to ensure the confidentiality of responders /interviewees?
12. Please provide information on the methodology to collect relevant data to answer the evaluation questions.
13. Please provide brief information regarding your company's experience in evaluating security operations.
14. Please provide brief information regarding your company's experience in evaluating security training activities.
15. Please provide a brief description of your company, its structure, years in business and the line of business dealing with evaluation services.
16. Please provide a list of your company's clients in public sector that are utilizing the evaluation services through long-term arrangements e.g. Long-Term Agreements.
17. Please indicate daily rates range for different level of evaluation personnel.

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 a potential future solicitation process should submit the Vendor Response Form of this RFI 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).
- Please verify that your company is registered under its **full legal** name on the United Nations Global Market Place (www.ungm.org) and that your application for registration as vendor has been submitted to the **UN Secretariat** in the same site, to be able to participate in any potential solicitation process as a result of this RFI.
- 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 submit your response to this RFI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=RFIUNPD18603>

In case you have difficulties submitting your response electronically, please contact kabia@un.org directly for instructions.



RFI 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 RFI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the RFI are not considered eligible to participate in the potential solicitation process related to the RFI. 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) RFI Process

Vendors interested in participating in the potential solicitation process should forward their information (as requested in the RFI) to UNPD (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the potential solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.

