



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:

Arabic and Russian Language Online Training Courses for the United Nations Capacity Development and Operational Training Services

Date of this RFI: 6 August 2021

Closing Date for Receipt of RFI: 30 August 2021

RFI Number: RFIUNPD18774

Beneficiary Country/Territory: United States of America

Commodity/Service category: Professional Services

Address RFI response by fax or e-mail to the Attention of: Elina Sverdlova

Fax Number: Please respond by email

E-mail Address: elina.sverdlova@un.org

UNSPSC Code: 86000000,82110000,86120000,86140000,86130000,86101700,86110000,86132200

DESCRIPTION OF REQUIREMENTS

Arabic and Russian Language Online Training Courses for the United Nations Capacity Development and Operational Training Services

BACKGROUND

The United Nations Secretariat, in accordance with its learning and development strategy, encourages staff to learn one or more of the six official United Nations languages as part of their professional and personal development. In addition to learning opportunities provided in person, language learning is now supported remotely. Throughout the global Secretariat and the United Nations family, staff members require flexible learning solutions. To make language learning available for staff away from Headquarters and who may not be able to attend synchronous, tutor-led classes, the United Nations Capacity Development and Operational Training Services (CDOTS)/Language & Communications Training Unit (LCTU) is aiming to offer online language courses which can be accessed at any time, from home or work, wherever a suitable web connection is available.

The proposed course of study should provide training and practice activities in multiple skill areas – listening, speaking, reading, writing, grammar, and vocabulary - and at multiple levels, i.e., from beginner to higher levels. The UN is looking for a product that would include opportunities for oral and written practice, have varied and contextualized communicative language activities that are authentic and appropriate in social and



cultural settings. The program should have high-quality instruction and practice in work-related, professional skills. Ideally, this instruction will have options for written input, such as drafting emails, as well as real live audio, such as dialogue completion or oral description tasks.

Objective

This program of online learning should provide training that helps learners achieve their personal and professional goals in Arabic, Russian and increase their overall proficiency in a holistic way and at their own pace. The United Nations is seeking an experienced online language learning provider (for Russian and Arabic) that would offer participants a minimum of a 6-month self-paced license access to full courses at all proficiency levels hosted in learning platform and accessible 24 hours a day, 7 days a week, preferably with a flexible online tutoring option. The learning platform must be able to automatically place the students in their correct level through a placement test and allow administrators to automatically generate students' "progress reports".

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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=RFIUNPD18774>

In case you have difficulties submitting your response electronically, please contact elina.sverdlova@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>.

