



Procurement Division, New York

## 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 Procurement Division, New York. You are therefore requested to direct all queries regarding this RFI to Procurement Division, New York using the fax number or e-mail address provided below.

**Title of the RFI:**

Provision of Stewardship Services for the United Nations Joint Staff Pension Fund (UNJSPF)

**Date of this RFI:** 14 February 2022**Closing Date for Receipt of RFI:** 13 March 2022**RFI Number:** RFIUNPD19410**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Financial Services**Address RFI response by fax or e-mail to the Attention of:** Kenisha Thom**Fax Number:****E-mail Address:** kenisha.thom@un.org**UNSPSC Code:** 80101503,80101510,84121700

### DESCRIPTION OF REQUIREMENTS

Background:-

The United Nations Joint Staff Pension Fund (“UNJSPF” or “Fund”), as a leader in sustainable investing, is an active steward of its investments. The UNJSPF is a promoter of the integration of sound Environmental, Social and Governance ESG principles into business models, including climate objectives.

Engagement allows the achievement of real world impact, contributing to the UNJSPF sustainable targets (including climate action). Engagement activities are especially important for the Fund as they contribute to its long term objectives by seeking positive change.

Engagement also addresses the key risks and opportunities of the Fund's investments to make sure that the long term sustainability of our returns objectives are met.

Purpose of this Request:

The objective of this RFI is to identify potential stewardship providers that will work in conjunction with the



Office of Investment Management, UNJSPF in ensuring that the Fund's corporate engagement are consistent with the Fund's investment guidelines as stated in the Investment Policy Statement (IPS), Sustainable Investing Strategy, and with best ESG practices as set forth by recognized organizations such as the PRI.

The Provider must cover equities and corporate bonds assets, advise on corporate public policy and best practices, engagement and reporting standards, and provide training.

The Provider must provide high quality engagement services with clear engagement plans, activities, monitoring and reporting tools.

The Provider must be able to answer all questions related to its activities in a timely manner.

Following this RFI, the UNJSPF may undertake a procurement process for the contracting of a consulting firm to provide stewardship services on behalf of the Fund. This RFI is issued to analyse the suppliers market and ascertain capacity for executing the required services. Interested suppliers are asked to provide a company profile (structure, years in business) which includes a detailed provision of the services offered that are relevant to this stewardship services, with the specific requirements listed below:

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

- Engagement on more than 50% of the UNJSPF's equities and corporate bonds across geographies (Developed Markets and Emerging Markets) and sectors, with a particular focus on high carbon emitters
- Definition of specific objectives and milestones for the engagement activities
- Global coverage
- Online reporting tool with detailed information on engagement activities - on a portfolio and company level. Indicate if this is proprietary tool developed by the company.
- Reporting: quarterly and yearly detailed reporting (statistics, breakdown, highlights, progress)
- Engagement alignment with the SDGs
- Provision of detailed engagement plans, covering at least the coming two years (with regular updates)
- Assistance for the PRI reporting
- Clients: the Advisor must have multiple other institutional investors as clients (at least \$1tn of Assets under Advice combined)
- Initiate and participate to collaborative engagements
- Sound track record in this space
- Include a list of three engagements where your company provided similar services to clients.

#### **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](http://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](http://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=RFIUNPD19410>

**In case you have difficulties submitting your response electronically, please contact [kenisha.thom@un.org](mailto:kenisha.thom@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](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/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 Procurement Division, New York (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>.

