



United Nations Procurement Division

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

Title of the RFI:

Training of Trainers in Visualisation in Participatory Programmes (VIPP)

Date of this RFI: 11 April 2022**Closing Date for Receipt of RFI:** 27 April 2022**RFI Number:** RFIUNPD19684**Beneficiary Country/Territory:** Global**Commodity/Service category:** Recruitment & Training Services**Address RFI response by fax or e-mail to the Attention of:** Yamin Thu**Fax Number:****E-mail Address:** yamin.thu@un.org**UNSPSC Code:** 86130000, 86132000, 86101710, 86132001

DESCRIPTION OF REQUIREMENTS

The purpose of this Request for Information (RFI) is to provide the United Nations (UN) Division of Policy Evaluation and Training, Department of Peacekeeping Operations with the information from the market to identify potential companies or organizations that possess the expertise in delivering a "Training of Trainers in Visualisation in Participatory Programmes (VIPP)".

Introduction

The Integrated Training Service (ITS) of DPET, DPO facilitates training and capacity development of its trainers, as they lead the coordination of provision of continuous support to peacekeeping mission trainers in planning and organising training and other learning initiatives for field mission staff and personnel. ITS trainers also support the training of Member States' peacekeeping trainers. To enhance the skills of mission training personnel in supporting peacekeeping training globally as well as strengthen the facilitation skills of select DPO & DOS HQ trainers/training focal points, ITS is to deliver a Training of Trainers (ToT) programme on "Visualisation in Participatory Programmes (VIPP)."

ITS recognises the receipt of requests for its trainers to deliver a higher number of learning programmes and



facilitate meetings, and other activities. The support being given to PK missions, Member States and other HQ teams vary, depending on the clients' needs. Emerging issues in peacekeeping which warrant development of various contents and training materials plus use of effective methods for reaching audiences also warrant the enhancement of the skills of trainers in order to satisfy the needs of their clients. Consequently, there is a need to provide support to the trainers in acquiring advanced skills in facilitation and visualisation of participatory group processes in order to achieve the aims of the programmes they are to support.

To support this, the ITS is looking into the possibility of engaging a contractor that can deliver two batches of the ToT programme on VIPP. The first batch will cater to field mission trainers at the Regional Service Centre, Entebbe (RSCE) from 16-20 May 2022. The second batch is intended for ITS trainers, DPO training focal points and DOS-CDOTS trainers at the UN Headquarters in New York, from 6-10 June 2022.

Objectives

The objective of this course is to provide training to 15 staff members at the UNHQ and 15 mission staff members on how to facilitate and visualise participatory group processes. The target audience of this programme are HQ & field mission trainers and facilitators who have a role to play in delivering training sessions, workshops and briefings. Focus will be on:

- The roots and philosophy of VIPP
- The users of VIPP
- The people in the VIPP process
- The basics of VIPP
- VIPP Methods
- VIPP in Practice

The contractor will take on the following responsibilities:

- 1) Provide all methodologies, curricula, training materials, as well as other administrative support in relation to the delivery of the course.
- 2) Ensure methodologies and curricula reflect best practices in the profession and are updated when necessary to remain relevant.
- 3) Ensure all learning materials reflect a gender-sensitive approach and utilize gender-neutral language in all areas to ensure a learning environment that is free from stereotypes and unconscious bias. Learning materials shall be available at least in English.
- 4) Ensure all online learning materials meet UN accessibility standards in their design and structuring, following the guidelines found at <http://www.un.org/en/webaccessibility/>. Moreover, the online learning materials should be the detailed requirement as further defined in the following Section.
- 5) Provide ongoing administrative support as detailed in the following Section.

The Contractor shall provide the following administrative support to the UN trainers and training focal points in DPO missions and the Secretariat:

- 1) Coordinate with the ITS on the enrolment of participants in the course as per instructions provided by the ITS.
- 2) Provide confirmation of participants' registration to the course.
- 3) Notify each participant at the start of his/her registration via a 'Welcome' email providing the participant's registration number (if relevant), instructions for accessing the e-learning, overview of available online participant resources, courses/modules for which the participant has been registered, and dates or period within which the participant must complete requirements.
- 4) Respond to participant queries and provide information and instructions in accordance with the UN's approved course of study.
- 5) Liaise with ITS to track and monitor participants' progress in the programme.



- 6) Ensure that UN procedures established for the programme are followed.
- 7) Monitor transactions and liaise with ITS.
- 10) Provide weekly updates and final report on participants' progress in completing the requirements of the programme.
- 11) Alert all participants of the contractors' policies regarding completion of course requirements and absences - medical or otherwise.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The Request for Information is intended to identify potential vendors with verified experience to supply the requested services. Interested vendors are requested to respond to the following questions. The responses are requested to be sent to Ms. Yamin Thu (yamin.thu@un.org).

Submission

1. Fill out electronic link described in Vendor Response Section below.
2. Respond to the questionnaire and email the questionnaire and any requested documents to Ms. Yamin Thu at yamin.thu@un.org.

Questionnaire

The United Nations is looking for information in the following areas:

1. Company profile and services:
 - a. Location of headquarters and main regional offices.
 - b. A brief general description of your company, its structure, years in business and the line of business dealing with similar services
2. Brochures and/or methodologies of the related services including certification programme details (description, component, requirement, evaluation, etc.)
3. A list of recent engagements for providing similar services including:
 - a. Training, teaching or capacity development activities
 - b. Projects and activities in developing countries
 - c. Certification programme, international recognition, affiliation and presence.
4. Price options:
 - a. Please indicate available pricing models as well as range of rates based on economies of scale

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=RFIUNPD19684>

In case you have difficulties submitting your response electronically, please contact yamin.thu@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 United Nations Procurement Division (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>.

