



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:

Provision of consultancy services (company) to support the development of a research piece on young people with disabilities and their meaningful participation

Date of this RFI: 30 November 2022

Closing Date for Receipt of RFI: 14 December 2022

RFI Number: RFIUNPD20539

Beneficiary Country/Territory: Global

Commodity/Service category: Professional Services

Address RFI response by fax or e-mail to the Attention of: Ricardo Velez Castellon

Fax Number: By email only

E-mail Address: ricardo.velezcastellon@un.org

UNSPSC Code: 80000000, 81130000, 93000000, 93141602

DESCRIPTION OF REQUIREMENTS

The United Nations is seeking information from potential vendors for the provision of consultancy services to support the development of a research on young people with disabilities and their meaningful participation in decision-making spaces, both on a global and on a national level, for the UN Office of the Secretary General's Envoy on Youth (OSGEY).

The United Nations Office of the Secretary General's Envoy on Youth (OSGEY) is the UN Office dedicated to promote and support young people, in all their diversity, for their meaningful participation in decision-making spaces. The Office works to ensure that most left behind youth are recognized and supported in their leadership, including young people with disabilities and young refugees and migrants (just to name a few). OSGEY is part of the Department of Global Communications. In the framework of the UN Youth2030 Strategy, OSGEY has worked together with young people with disabilities, to make not only their needs known and structural barriers they encounter, but also their leadership and agency. As a result, in 2020, OSGEY and partners developed a consultation with young people with disabilities from around the globe, and launched the "Call-to-Action on the Meaningful participation of Young Persons with Disabilities". Furthermore, the current proposal builds on previous "Believe in Better" policy papers led by OSGEY, in the



framework of Youth2030 implementation: these policy papers analyze young people's meaningful participation in the SDG implementation. Lastly, as the Technical Secretariat of the Youth2030 Strategy, OSGEY continuously works with UN Country Teams (UNCTs) to build and strengthen their capacities to implement Youth2030 and work jointly with and for young people. All these efforts and processes are now connected to the Youth2030 Disability Task Team, which aims to promote the rights and meaningful participation of young persons with disabilities at all levels, and strengthen interagency collaboration across the UN (in line with Youth2030 and the UNDIS).

This consultancy will gather data and statistics on young persons with disabilities; map the ways in which youth with disabilities have organized themselves to advocate for their rights; identify existing barriers for their meaningful participation and understand current practices and outcomes of youth involvement in participatory decision-making processes and the extent of the UN System's support to these efforts (both on a global and on a national level -in selected countries-). The consultancy will also identify existing innovative solutions (including tech-based, and from the private sector) aiming to improve young persons with disabilities' inclusion and participation. This consultancy will build the capacity of UNCTs and the UN System as a whole, to work with and for young persons with disabilities and their meaningful participation. The proposed consultancy company will -among others- elaborate at least 2 Guidance documents for UNCTs to better work with youth with disabilities, and implement a series of Webinars with UNCTs and other stakeholders to ensure ownership on this process.

Interested vendors must possess the necessary technical expertise and capacity to provide the required research services, expertise in the subject matter (young people with disabilities), efficient Administrative procedures to ensure the entire process is accessible for people with disabilities (including a final version of the research piece, in Easy-to-read format), as well as knowledge of methodologies to tailor and deliver the Guidance notes and Webinars.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The Request for Information is intended to identify potential vendors with verified experience to supply the requested services.

Questionnaire:

- a. Please provide a brief description of your company, its structure, years in business, and the line of business.
- b. Please, briefly indicate past experience working on disability inclusion and youth, collaboration with representative organizations of persons with disabilities (OPDs) and youth-led organizations and networks; developing research on these subjects; as well as knowledge of methodologies to design Guidance materials and capacity-building to different stakeholders.
- c. Please indicate internal existing procedures in place to ensure accessibility of your work (accessible documents, accessible events and meetings, including provision of CART, Sign Language Interpretation, Simultaneous Interpretation, elaboration of documents in Easy-to-Read formats, among others -depending on requested reasonable accommodations-).
- d. Please indicate the fee range offered by your company as well as the daily rates range for different levels of personnel.
- e. Information on any Long-Term Agreement with entities within the UN System (if applicable).

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=RFIUNPD20539>

In case you have difficulties submitting your response electronically, please contact ricardo.velezcastellon@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>.

