



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:

Production of a Reasonable Accommodation Animated Explainer

Date of this RFI: 3 May 2023**Closing Date for Receipt of RFI:** 17 May 2023**RFI Number:** RFIUNPD21204**Beneficiary Country/Territory:** United States of America**Commodity/Service category:** Professional Services**Address RFI response by fax or e-mail to the Attention of:** Youssef Bouselham**Fax Number:****E-mail Address:** youssef.bouselham@un.org; sze.chan@un.org**UNSPSC Code:** 82131603, 82131602**DESCRIPTION OF REQUIREMENTS**

Background:

The United Nations in 2019 launched the United Nations Disability Inclusion Strategy, as part of its efforts to drive change on disability inclusion. The Strategy includes a set of fifteen indicators against which entities of the United Nations are measured, including indicators on employment, reasonable accommodation and accessibility.

Indicator 7 requires employers to take steps to provide Reasonable Accommodation to persons with disabilities, to ensure to them their rights to participate on an equal basis as persons without disabilities. The Organization has been taking steps to advance this indicator, through a number of measures including the development of guidelines. The goal is to support a uniform implementation of Reasonable Accommodation across the Organization. To support the Guidelines launch, the Office of Human Resources has developed a comprehensive communication plan that includes information sessions, videos, and broadcast messages. It includes the use of an animated video explainer to communicate important aspects of the Guidelines.

The Organization seeks to engage the services of an experienced diversity, equity, and inclusion content



provider capable of designing and producing a 5 to 6-minute animated video explainer, to support communication on the soon-to-be-launched UN Secretariat Reasonable Accommodation (RA) Guidelines. The video will incorporate infographics, animated characters and narration. The objective is to promote disability inclusion in the workplace by informing personnel about the launch of the RA Guidelines and to build capacity on disability inclusion. The proposed provider will work with the diversity team to develop an audio script, based on specific important information that we wish to highlight in the RA Guidelines. The video will be fully accessible and comply with UN accessibility and disability communication guidelines. Content should depict diverse cultural and disability-inclusive imagery. The proposed provider should have experience developing similar content in an international setting.

Delivery of an English language Reasonable Accommodation animated video explainer
Three-week timeframe.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

To respond to this RFI, please submit vendor information through the EOI link below AND reply to the following questionnaire in a separate file to Mr. Youssef Bousselham (youssef.bousselham@un.org with copy to sze.chan@un.org. Please provide the requested information on your experience in the production of accessible Reasonable Accommodation Animated Explainers to raise awareness and build capacity.

A. Information on the Company and Activities

1. A general description of your organization, its structure, years in business and the line of business dealing with similar services.
2. Brochures and/or methodologies of the related services.
3. What is your experience in the creation of Animated Video Explainers?
4. What is your experience in the creation of Animated Video Explainers in the area of Disability Inclusion?
5. Do you have demonstrated experience in the creation of Animated Explainer specifically related to Reasonable Accommodation?
6. What is your experience helping organizations achieve successful branding campaigns as an inclusive & diverse employer?
7. What is your experience with supporting Organizations' efforts to raise awareness amongst staff and/or managers' through communication campaigns and related activities?
8. Please explain your experience in developing bite-size and accessible learning content for adult audiences.
9. What is your knowledge and expertise on reasonable accommodation?
10. Describe recent successful engagements you undertook for providing similar services.
11. Explain your readiness providing such services in a short time period



12. What makes your company unique in your industry?
13. Tell us how your company is diverse and inclusive?
14. Please explain if you are able to produce services in spoken and written English and other languages.
15. Have you worked with any UN Agencies, Funds and Programmes in the past?"

B. Estimated cost modalities/pricing:

16. What is a typical engagement modality with public sector or international organization such as the United Nations e.g., commercial pricing, public sector pricing?
17. What is your available pricing models and rate range for different level of expertise.
18. If any, information on any Long-Term Agreement with entities with your clients, including international organization/corporation.

Please note that the Office of Human Resources may require the vendors responding to this RFI to provide a virtual presentation on MS Teams upon closure of the RFI.

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=RFIUNPD21204>

In case you have difficulties submitting your response electronically, please contact youssef.bousselham@un.org; sze.chan@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>.

