



United Nations Office at Geneva

REQUEST FOR INFORMATION (RFI)

This notice is placed by UNOG. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Office at Geneva. You are therefore requested to direct all queries regarding this RFI to United Nations Office at Geneva using the fax number or e-mail address provided below.

Title of the RFI:

Case study related to the use of new and emerging technologies in the investigation of enforced disappearances

Date of this RFI: 26 May 2023

Closing Date for Receipt of RFI: 9 June 2023

RFI Number: RFIUNOG21292

Beneficiary Country/Territory: Switzerland

Commodity/Service category: IT Professional Services

Address RFI response by fax or e-mail to the Attention of: Emmanuelle Horvat

Fax Number:

E-mail Address: emmanuelle.horvatgantet@un.org

UNSPSC Code: 83121700, 82100000

DESCRIPTION OF REQUIREMENTS

The United Nations Office at Geneva (UNOG) is considering through this RFI potential vendors to provide Case study related to the use of new and emerging technologies in the investigation of enforced disappearances for an entity based in Geneva.

New and emerging technologies such as geographic information systems are indispensable today in documenting and investigating human rights violations, obtaining and preserving evidence and promoting accountability for human rights violations, including enforced disappearances.

This UNOG entity announced its intention to conduct a thematic study on new technologies and enforced disappearances and to produce a case study (in form of an Animated Video) illustrating the step-by-step process to properly investigate a case of enforced disappearance through the use of new and emerging technologies.

This Case study will be developed with a view to understand how new technologies:



- a) are being used against human rights defenders and civil society organizations, including relatives of disappeared persons;
- b) Can be effectively applied to facilitate the search for disappeared persons in a reliable and secure manner;
- c) Can be used to obtain evidence about the commission of enforced disappearance, bearing in mind that under international law the crime is, by its very nature shrouded in secrecy and, as such, poses formidable evidentiary obstacles to identifying and bringing perpetrators to justice.

The development of the Case study would be in 3 phases

PHASE-I: Produce a body of research and presentation that will provide an overview of new and emerging technologies applicable to enforced disappearance;

PHASE-II: Develop a visual product built around a case – e.g. original drawings, content and animations – embedded in a robust presentation, such as powerpoint);

PHASE-III: Develop an animated video using new technologies such as geographic information systems, which illustrates the essential investigative steps to search for the person as well as the measures to ensure that all the information and evidence collected from the beginning of the investigation could be also used in a potential criminal justice process

UNOG would be interested if you could provide detailed information and if possible level of budget required for each phase, that accurately reflects your company's capabilities to provide a Case study related to the use of new and emerging technologies in the investigation of enforced disappearances as described above.

UNOG is seeking to receive the above requested information of any specialist vendors able to provide any cases complying with the above minimum requirements.

This is an urgent RFI. A prompt reply / request for clarification(s) if any, would be highly appreciated.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The information gathered from this RFI will be used to determine scope, planning and resources required by the UN.

Please note the following:

1. All costs for preparing a response for the RFI must be covered by the vendor.
2. This RFI is a separate and independent process. It does not constitute a solicitation.
3. Information received in response to the RFI will only be used by the UN for internal planning purposes. All responses will be kept strictly confidential and only authorized personnel will have access to it.
4. The response to this RFI will not be used to pre-qualify vendors.
5. The provided information will not be contractually binding to the vendor.
6. To keep response formats consistent, the responses must be in a PDF document.

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=RFIUNOG21292>

In case you have difficulties submitting your response electronically, please contact emmanuelle.horvatgantet@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 Office at Geneva (UNOG) by the closing date set forth in this RFI. *Due to the high volume of communications UNOG 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>.

