



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:

Request for information for the facilitation of the Organizational Governance and Resource Stewardship Programme

Date of this RFI: 25 October 2023

Closing Date for Receipt of RFI: 30 November 2023

RFI Number: RFIUNPD22035

Beneficiary Country/Territory: Global

Commodity/Service category: Recruitment & Training Services

Address RFI response by fax or e-mail to the Attention of: Mr. Yacine Gherbi

Fax Number:

E-mail Address: gherbi@un.org

UNSPSC Code:

86100000 - Vocational training

86130000 - Specialized educational services

80111500 - Human resource development



DESCRIPTION OF REQUIREMENTS

Background:

The United Nations Secretariat is seeking to implement an executive certificate programme in organizational governance for its senior leaders.

The governance programme will be structured as a three-day executive certificate programme and should embody international best practices in public sector good governance. This could include the International Framework for Good Governance in the Public Sector or a comparable framework which would suit the needs of a large and complex public-sector organisation such as the United Nations operating in a diverse, complex and dynamic environment.

On-site, in-person delivery of the Organizational Governance and Resource Stewardship Programme at each respective UN entity and field mission is strongly preferred.

In your response to this Request for Information, please provide information about your company's capabilities in providing the required services by addressing, among other things, the following indicative questions in your response:

1) Does your company or organization have at least five (5) years of experience in developing and delivering governance programmes at the senior level based on international best practices and frameworks to large public-sector organizations (or their staff members)?

2) Does your company or organization have a roster of at least three (3) trainers with a minimum of five (5) years of experience in programme delivery in the area of good governance for large public-sector organisations in English language?

Vendors are also encouraged to employ at least one female trainer, can this be accommodated?

Would the vendor be able and willing to provide a French-speaking trainer on demand and/or deliver programme materials in French if the client prefers this over English?

3) Does your company have experience facilitating this type of programme for staff at the most senior levels in a multicultural, highly diverse environment such as the United Nations or other non-governmental organizations?

4) What are your company's capabilities and experience in deploying trainers in hardship locations, such as UN peacekeeping missions in Africa and the Middle East? What are your terms and conditions for such services? Would trainers be willing and able to travel to hard-to-reach and hardship locations under the UN travel policy, including the use of economy class air tickets and UN rates of daily subsistence allowance and terminal expenses?

5) Does your company or organization have the ability to issue an internationally accredited and recognized Executive Certificate in Good Governance upon completion?

You can add pricing information in your response and any other relevant commercial information on the terms and conditions for the provision of the services.



SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please provide your response and documentation/information DIRECTLY BY EMAIL to gherbi@un.org.

It is not necessary to complete the registration form as indicated below but vendors are encouraged to do so for recording purposes. Please note that registering your response below and responding to the RFI (with your documentation) are two separate actions.

Thank you.

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.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per ST/SGB/2006/15, including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should submit your response to this RFI electronically at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=RFIUNPD22035>

In case you have difficulties submitting your response electronically, please contact gherbi@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/securitycouncil/content/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>.



