



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:

Review and validation of the carried interests- interest fees charged by the fund manager

Date of this RFI: 16 April 2024**Closing Date for Receipt of RFI:** 10 May 2024**RFI Number:** RFIUNPD22576**Beneficiary Country/Territory:** Global**Commodity/Service category:** Professional Services**Address RFI response by fax or e-mail to the Attention of:** Muhammed R Islam**Fax Number:****E-mail Address:** islam21@un.org**UNSPSC Code:**

84121706 - Financial asset management service

80100000 - Management advisory services

93151501 - Public enterprises management or financial services

84000000 - Financial and Insurance Services



DESCRIPTION OF REQUIREMENTS

The United Nations Joint Staff Pension Fund (UNJSPF or the Fund) provides retirement, death, disability, and related benefits for the staff of the United Nations and the other organizations admitted to membership in the Fund (website: <https://www.unjspf.org>). The Office of Investment Management (OIM) manages the Fund's investments with Asset Under Management of 90 billion USD as at 15 March 2024 of which about 16% is invested in private markets. OIM's private markets portfolio consists of 200+ real assets, real estate, and private equity investments through external fund managers, inclusive of fund of funds and co-investments.

The purpose of this Request for Information (RFI) is to gather information about the latest available services and tools to review and validate carried interest (a.k.a. incentive fees) paid to or charged by the general partners against the terms of each investment fund within OIM's private markets portfolio, and further support in resolving the deviations identified from validation.

You are kindly requested to review the overview of specific requirements on the following page and describe how your services fulfill these requirements.

This RFI is issued solely for information and planning purposes. It does not constitute a solicitation (Request for Proposal or Request for Quotation) from the United Nations or a promise to issue a solicitation in the future. However, the UN may at its own discretion issue a solicitation to the potential bidders including those who submit the RFI responses and deemed qualified. This RFI does not commit the United Nations to pay any cost incurred in the preparation or submission of any response to the RFI. RFI is also not intended to award a contract.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

As part of efforts to enhance monitoring and due diligence activities related to the private markets portfolio, OIM is seeking to engage service providers to review and validate the carried interests/incentive fees charged by the private funds managers. The selected party would utilize its experience, knowledge base, specialized software or validation tools, and industry best practices and standards to:

- Calculate preferred return, generate waterfall, and validate carried interests in accordance to the terms of each fund stipulated in the Limited Partnership Agreement (LPA), side letter, and other legal documents as relevant.
- As necessary for the validation process, review legal documents, managers' performance and financial reports, and historical cashflows to/from each fund to extract key terms and data required to carry-out waterfall review and verification.
- Inform OIM in case of discrepancies between calculated and reported fee or noncompliance to the fund terms.
- Assist OIM in engagement with general partners/managers to resolve identified discrepancies or variances.
- Assist OIM in compiling summary and detail analytical reports for OIM's investments.

The vendors should address the above requirements by responding to the following questions/requests, along with any additional input considered relevant for the purpose of this Request for Information:

- Describe your general approach and operational process for fulfilling the above requirements.
- Explain whether your company offers (i) managed service, (ii) use of special software/tools, or (iii) mixed and/or other type of product structure.
- Can your service and tools be extended to management fee and other fund fees allocated to limited partners?



- Describe primary database and calculation software and/or other tools utilized for validation with details of functionalities of each tool as relevant.
 - o Additionally, describe whether data used and generated throughout the validation process can be integrated into a downloadable database (e.g., fund terms, calculated and reported carry, etc.)
 - o Additionally, describe whether the software or tool utilized by your company is compatible with other fund administration or accounting platform/software.
 - o Explain whether the client has access to the software/platform/tool and the type of access granted to clients (i.e., view-only, view and download, or any other type of access)
- What final report and deliverable package OIM can expect from your company as a result of service, and what is your primary method to deliver final products (i.e. secured platform or emails)? You are encouraged to share a sample report or deliverable package.
- Would clients have access to detailed calculations and models for each fund?
- Detail your process of resolving discrepancies or incompliance issues, including detail support expected from your company.
- Discuss the expected timeline for each step of your service for both retrospective and regular/ongoing validation service (e.g., onboarding, documents and data review, calculation/modelling, etc.)
- Assuming that OIM's private markets portfolio consists of 200+ real assets, real estate, and private equity investments, inclusive of fund of funds and co-investments, how would you assist in selecting funds for carried interest validation to the extent the client does not request service for the entire portfolio?

In addition to the above technical and substantive information, please also provide some general information about your company, including but not limited to:

- Brief description of your company, such as:
 - General company structure and offices
 - Years in business, specifically in fee validation business with a focus on carry.
 - Number of clients/funds served for fee validation, and any other relevant figures
 - Number of professionals specialized for fee validation services and their organizational structure
- Service structures and Pricing model

Please provide indicative price range for carried interest validation service, and if possible, address the questions below in your response.

Are the fees based on number of funds only, or Fixed annual fee plus additional fees based on number of funds?

Are there any scaling effects on fee structure based on the number of assigned funds or number of years in the service?

Are the prices different for retrospective validation versus ongoing current period validation, and how?

Do prices differ based on the frequency of review (e.g., quarterly, annually, every 3-4 years)?

Do you offer services for carried interest only or do you only offer service that is inclusive of all fund related fees?

How would the fee structure change depending on whether it's a managed service or only license to use software/tools?

- Other relevant information

How are the professionals assigned for a client? Are they allocated per manager, per strategy, or per client? Other information that would help the UN understand the mechanics and effectiveness of waterfall validation services, service limitations, ongoing requirements, and other issues.

Please send all the above requested information to the attention of Mr. Muhammed Riad Islam, Procurement Officer, UN Procurement Division by email at islam21@un.org. In the email subject please mention the RFI reference number and the title of this 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.
- 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=RFIUNPD22576>

In case you have difficulties submitting your response electronically, please contact islam21@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>.



