## REQUEST FOR INFORMATION (RFI)

**Title of the RFI:**
Provision of Training and Certification Services for Professionalisation of UN Secretariat Procurement Staff through Internationally Recognised Certification Programmes

**Date of this RFI:** 12 August 2020  
**Closing Date for Receipt of RFI at PD:** 3 September 2020

**RFI Number:** RFIPN324

**Address RFI response by fax or e-mail to the Attention of:** Papa Thierno Ndiaye

**Fax Number:**

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**UNSPSC Code:** 86101704

### DESCRIPTION OF REQUIREMENTS
Background and objectives:

The Secretary-General’s reform vision calls for professionalizing procurement as one of the key priorities in the new procurement management strategy pursuant to General Assembly resolution 72/266 B on shifting the management paradigm in the United Nations. In the latest Report of the Secretary-General, Procurement Division (“PD”) commitment to ensure that all procurement staff become professionally accredited is confirmed (A/73/704, chap. VI, para. 53).

A key element of PD’s overall strategy to implement the above is the certification of its procurement staff through an international recognized procurement institution. As such, PD intends to continue and expand the offering of the certification programme to UN Secretariat procurement staff leading. The purpose is to train and professionalize all UN Secretariat procurement staff.

To support this, the UN is looking into the possibility of engaging a contractor that can provide internationally recognised online courses to UN staff in procurement across the Secretariat. The overarching objectives are:

Procurement staff in the UN Secretariat will:

1) Learn about the core principles, concepts and practical applications when procuring goods or services
2) Gain essential knowledge and practical skills in contracting, negotiation, supplier relationships, ethics and asset management
3) Understand the fiduciary responsibility that procurement staff with delegation of authority have to procure on behalf of the UN
4) Understand how procurement fits within the rest of your organisation and how it can help to shape key future business decisions

The contractor will take on the following responsibilities:

1) Provide all methodologies, curricula, learning materials, exams related to the certifications as well as other administrative support in relation to the certification programme of the UN Secretariat.
2) Ensure methodologies and curricula reflect best practices in the profession and are updated when necessary to remain relevant.
3) Ensure all learning materials reflect a gender-sensitive approach and utilize gender-neutral language in all areas to ensure a learning environment that is free from stereotypes and unconscious bias. Learning materials shall be available at least in English.
4) Ensure all online learning materials meet UN accessibility standards in their design and structuring, following the guidelines found at http://www.un.org/en/webaccessibility/. Moreover, the online learning materials should be the detailed requirement as further defined in the following Section.
5) Provide ongoing administrative support as detailed in the following Section.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Technical Requirements for Online Learning Materials:

Any online learning materials shall be accessible to all students from UN Secretariat, including in remote locations with low bandwidth or limited connectivity. The online learning materials provided are expected to operate adequately in such environments.

The contractor is also to ensure the security and confidentiality of any Secretariat data that is stored and processed during the usage of online learning materials.

Administrative Support:

The Contractor shall provide the following administrative support to the UN and its staff who are pursuing the procurement training and certification:

1) Coordinate with the Training Focal Point in the UN Secretariat and at each location (duty station) for the enrolment of students in the approved course of study as per instructions provided by the focal point.
2) Provide confirmation of students’ registrations and course registrations to focal points pursuant to the
3) Notify each student at the start of his/her registration via a ‘Welcome’ email providing the student’s registration number (if relevant), instructions for accessing the e-learning, overview of available online student resources, courses/modules for which the student has been registered, and dates or period within which the student must complete examinations

4) Respond to student queries and provide information and instructions in accordance with the UN’s approved course of study.

5) If relevant, monitor student’s registration expiry dates and request authorization from the responsible focal point prior to renewal

6) Liaise with UN focal points to track and monitor students’ progress in the programme.

7) Seek confirmation from focal points on examination registration forms submitted by students to ascertain if for UN or students account

8) Ensure that UN procedures established for the programme are followed.

9) Monitor transactions and liaise with focal points.

10) Provide periodic reports and analysis for student examination results and progress in the programme by individual location and globally.

11) Alert all students of the contractors' policies regarding exam cancellation and absences - medical or otherwise.

The United Nations is looking for information in the following areas:
Company profile and services:
* Location of headquarters and main regional offices
* A brief general description of your company, its structure, years in business and the line of business dealing with similar services
* Brochures and/or methodologies of the related services including certification programme details (description, component, requirement, evaluation, etc.)
* A list of recent engagements for providing similar services including:
  - Training, teaching or capacity development activities
  - Projects and activities in developing countries
  - Certification programme, international recognition, affiliation and presence.

Price options:
- Please indicate available pricing models and as well as range of rates based on economies of scale

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
To be filled by the Vendor (All fields marked with an ‘*’ are mandatory)

COMPANY INFORMATION

UNGM Vendor ID Number*

Legal Company Name (Not trade name or DBA name) *

Company Contact *

Address *

City *: State:

Country *

Telephone Number *

Fax Number *

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: ___________________________ Date: ___________________________

Name and Title: ___________________________

** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org.
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:
   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 of 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.

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 responding should forward their information (as requested in the RFI) to the 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 planned 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.