



Procurement Division
New York

REQUEST FOR INFORMATION (RFI)

Title of the RFI:

Use of augmented writing platform to improve bias-free recruitment at the United Nations.

Date of this RFI: 2 September 2020

Closing Date for Receipt of RFI at PD: 16 September 2020

RFI Number: RFIJD5328

Address RFI response by fax or e-mail to the Attention of: Joseph Donato

Fax Number: N/A

E-mail Address: donatoj@un.org

UNSPSC Code: 80111510

DESCRIPTION OF REQUIREMENTS

SUBJECT: Augmented Writing Platform

This Request for Information (RFI) is a MARKET SURVEY and not a Request for an Expression of Interest (REOI) to participate in an upcoming solicitation exercise.

This RFI is issued with the objective of discovering the types of augmented writing platforms that are available in the current market to develop a Statement of Work (SOW) which will be used for an upcoming competitive solicitation exercise. This RFI does not constitute a solicitation and evaluation of submissions will not result in an award.

BACKGROUND:

The Staffing Innovation and Process Improvement Section (SIPI) in the United Nations Department of Operational Support, is in charge of designing, developing and implementing all recruitment innovation tools in Inspira, the main UN ERP platform, with the objective to meet and even beat the General Assembly-mandated target of 120 days for completion of a recruitment process from posting of the job opening to selection of a candidate.

One of the new staffing tools SIPI is working on is the Tech Assisted Job Opening Builder. This tool will help to create a UN vacancy (called "job opening") in just a few minutes using job code and/or functional title, and key words to reduce pre-posting timelines. Use of advanced technology will allow Inspira to automatically find previously classified documents matching hiring manager's requirements and it will provide advice and corrective actions related to tailoring the criteria using previous recruitments and existing rosters as baseline indicators. Moreover, this tool will be a way to improve diversity outcomes and to reduce bias, as those are important elements of the Secretary General's human resources strategy.

SIPI is looking for a tool similar to an augmented writing platform which uses machine learning/AI to reveal the hidden gender, age and geographical bias in the hiring manager's writing of job description and suggest alternatives with more inclusive and appealing language to allow the hiring manager to recruit from the widest possible pool of qualified candidates.

Vendors are expected to provide information on their detailed costs which may include an annual or multi-year license to allow inspra to use the solution proposed,

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

- The Tool should point out the possible area of improvement in the job description text along with the reason and explanation.
- The tool should also identify and point out possible language mistakes.
- These suggestions should be must for any possible gender, age, geographical bias and exclusionary words in the document.
- The tool should be able to provide the readability and overall rating or score for the document based on the knowledge from the posting text in the global market.
- The tool should be able to suggest text completion and flow of the text based on the initial text provided by the users.
- All the above features should work in realtime.
- The tool should have the option to configure template and libraries to start with.
- The tool should be intuitive and easy to understand and use.
- The tool should have the capability to personalize it to the organization needs.
- The tool should be able to learn and improve based on the actions taken by the users.
- The tool should provide the option for collaboration between multiple users on the same document.
- Possibility of integrating seamlessly with peoplesoft or using APIs is good to have option.
- Details of all types of cost, the number of users it can support, the type of license the vendor provides, etc.
- indefinite number of users
- type and number of licenses provided.

SUBMISSIONS:

Whitepaper, links for product/platform descriptions and/or pdf documents should be submitted to the attention of the Procurement Official, Mr. Joseph Donato, at donatoj@un.org along with the attached Vendor Response Form.

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>

VENDOR RESPONSE FORM

TO: Joseph Donato
Email: donatoj@un.org
FAX: N/A

RFI Number: RFIJD5

FROM:

SUBJECT: Use of augmented writing platform to improve bias-free recruitment at the United Nations.

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.**

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>.

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>.