



United Nations  
Educational, Scientific and  
Cultural Organization

## **FORM 801A:**

### **Procurement Notice/Advertisement Open International Competition (OIC)**

**Country of Destination:** *France*

**Reference Number:** *IOS/2009/Memo.177*

**Description:** *Independent External Evaluation of UNESCO*

**Deadline for Submission of Sealed Tenders:** *Friday, December 4<sup>th</sup>, 2009, 17h00 (GMT+1)*

**Posting Date:** *Monday, November 2<sup>nd</sup>, 2009*

United Nations Educational, Science and Cultural Organization (UNESCO) hereby invites qualified companies to submit sealed tenders as follows:

An independent external evaluation of UNESCO will be carried out by a team of external consultants. The purpose of the external evaluation of UNESCO will be to provide actionable and timely recommendations to the Governing Bodies of the Organization and the Director-General for their review and action in order to position the Organization for meeting future needs and challenges. The evaluation will take into account the cumulative changes and reforms of the recent past, prospective issues and relevant trends. As a forward-looking exercise, the evaluation should identify the key lessons learned that can be applied to improve the efficiency, effectiveness and impact of the work of the Organization.

The independent, external evaluation team will commit to the following key deliverables:

- a. Inception report – The inception report will contain the evaluation framework, a detailed evaluation methodology, a work plan and logistical arrangements. (Indicative date: 31 January 2010)
- b. First Information Meeting for Permanent Delegations to UNESCO – Permanent Delegations to UNESCO will be informed about the evaluation progress and about any important emerging strategic issues. (Indicative date: mid March 2010)
- c. Second Information Meeting for Permanent Delegations to UNESCO – Prior to the preparation of the draft evaluation report, Permanent Delegations will be provided with information on the preliminary evaluation findings. (Indicative date: mid June 2010)
- d. Draft evaluation report – A draft evaluation report will be prepared in line with the structure outlined below. (Indicative date: 31 July 2010)

- e. Final evaluation report – The final evaluation report will be presented at the 185<sup>th</sup> session of the Executive Board in October 2010.

The purpose of this notice is to provide general information on the requirements for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC must request for a complete set of Solicitation Documents, available free of charge, from UNESCO contact person at the address shown below.

The sealed tenders must be delivered to the **UNESCO Headquarters in Paris** on or before **04/12/2009 at 17:00 hours (GMT+1)**, in strict compliance with the instructions as stipulated in the Solicitation Documents.

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

**UNESCO Contact Information:**

**Internal Oversight Service Evaluation Section**

Attn: **Clinton Watson**

Fax: **+33 1 45 68 55 71**

E-mail: ***c.watson@unesco.org***

All correspondence must be addressed to the UNESCO contact person above. A confirmation copy of the request for solicitation documents shall be sent to: [procurement.info@unesco.org](mailto:procurement.info@unesco.org).

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