



United Nations  
Educational, Scientific and  
Cultural Organization

**FORM AM 10-7:**  
**Procurement Notice/Advertisement**  
**Open International Competition (OIC)**

**Country of Destination: France**

**Reference Number: Evaluation of Training for UNESCO Finance and Administrative Officers**

**Description: Evaluation of Training for UNESCO Finance and Administrative Officers**

**Deadline for Submission of Electronic Tenders: Monday, 31 October 5 pm (CET)**

**Posting Date: 7 October 2011**

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

The evaluation will assist the Learning and Development Commission, HRM and BFM in making decisions on training and learning initiatives relevant to UNESCO's Finance and Administrative Officers.

The evaluation will assess the relevance, efficiency, effectiveness and impact of the dedicated AO Training programme currently offered. With a view to enhancing the contribution of AOs to the Organization, the evaluation will provide recommendations on how to improve the AO Training programme.

The consultants are expected to produce (i) an inception report, containing the evaluation framework, detailed evaluation methodology, proposed sampling, work plans and logistics; (ii) evaluation report of 20–25 pages (excluding annexes).

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 electronic tenders must be sent to the following email address: [procurement.tender@unesco.org](mailto:procurement.tender@unesco.org) on or before Monday, 31 October at 5 pm (CET), 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:**

UNESCO – Internal Oversight Service, Evaluation Section

Attn: Clinton Watson, Evaluation Specialist

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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).