

**REQUEST FOR EXPRESSION OF INTEREST (EOI)****Title of the EOI:**

Provision of Professional Services to conduct Inter-Agency Real Time Evaluations of Humanitarian Emergencies and Internal Evaluations for the UN Office for the Coordination of Humanitarian Affairs.

**Date of this EOI:** 6 December 2011**Closing Date for Receipt of EOI at PD:** 10 February 2012**EOI Number:** EOISB67292**E-mail Address:** brodis@un.org**Address EOI response by fax for the Attention of:** Silvia Brodi**Fax Number:** +1 212 963 6315**UNCCS Code:** 942420**DESCRIPTION OF REQUIREMENTS**

The United Nations Procurement Division (UN/PPD) will shortly be issuing a solicitation for the provision of Professional Services to conduct evaluations for the UN Office for the Coordination of Humanitarian Affairs (UN-OCHA).

The UN is seeking to identify two different rosters of vendors. One roster will be used to conduct Inter-Agency Real Time Evaluations (IA-RTEs) of Humanitarian Emergencies, and the other one to conduct OCHA Internal Evaluations. Each vendor will have to present a proposal to conduct IA-RTEs and/or to conduct Internal OCHA Evaluations.

Inter-Agency Real Time Evaluations (IA-RTEs):

IA-RTEs can be defined as evaluations carried out at the early implementation stages of a humanitarian operation, which provide immediate feedback on findings and recommendations to the broader humanitarian community -particularly at the field level- on how the emergency is being managed. They are an initiative of the Inter-Agency Standing Committee (IASC). IA-RTEs are primarily intended for sudden-onset disasters, or protracted crises undergoing a phase of rapid deterioration or escalating violence. These evaluations differ from other forms of humanitarian evaluation in their shared management and methodological oversight through global and national level inter-agency support, speed, coverage, methods, and outputs. They seek to unlock inter-agency coordination problems or operational bottlenecks and provide real-time learning in field settings.

Topics for IA-RTEs are directly related to humanitarian crises.

IA RTEs will be conducted by independent evaluation teams. The evaluation team to conduct an IA RTE will be deployed during the initial response phase to the emergency. Evaluators should arrive in-country no later than two months after the onset of the disaster.

Methodology applied to IA-RTEs shall be light and participatory. This would include a combination of quantitative and qualitative methods, including desk reviews, field visits, interviews with key stakeholders

(affected population, NGOs, donors, governments, etc..) and through cross-validation of data to ensure its validity. While maintaining independence, the evaluation will seek the views of all parties, especially the affected population. Evaluation teams will serve as 'facilitators', encouraging and assisting field personnel, both individually and collectively, to look critically at their operations and find creative solutions to their problems.

IA-RTEs will be overseen by the IASC IA-RTE Steering Group. For each evaluation, a Management Group will be established and be made up of interested members of the IASC IA-RTE Steering Group and an evaluation manager will be nominated as the task manager for the evaluation. The evaluation manager will provide day to day management of the IA-RTE, and the management group will provide inputs at key times during the evaluation.

IA-RTEs will first identify the outputs and outcomes of the humanitarian response at the level of the affected population. Deductive analysis should then guide the evaluators to the other relevant dimensions of the specific IA-RTE Framework.

IA-RTE reports will provide snapshots of current situations, including real-time feedback and learning to the Humanitarian Country Team (HCT): (local IASC, NGO's, Government). The main objective of IA RTEs is to assess the initial response and provide real time feedback and input into on-going decision making in the field. This will enable the adoption of immediate corrective actions as needed.

#### OCHA internal evaluations:

OCHA internal evaluations are requested by OCHA's Senior Management as independent evaluations of key aspects of OCHA-specific issues and operations. Their main objective is to provide findings and recommendations on these key issues, for OCHA's Senior Management consideration and action. They will also serve as relevant inputs to OCHA policies and guidance, and other reviews.

Internal evaluations are conducted by independent evaluators and managed by the Evaluation and Guidance Section (EGS) in PDSB/OCHA. An EGS staff member may be part of the evaluation team. Internal evaluations' methodology should employ both qualitative and quantitative approaches inclusive of a number of data collection tools. Data will be derived from primary and secondary sources, direct observation in the field, key informant interviews, focus groups, and/or surveys with stakeholder groups. Other methodologies to consider include analysis of case studies, statistical analysis of data, etc. The Evaluation Team will produce a detailed methodological plan during the inception phase. This plan should also include a detailed description of the triangulation strategy, gender analysis, and how stakeholder perceptions will be utilized as a validation tool.

The outcome of an internal evaluation will be a report that presents main findings and recommendation from the evaluation, as well as presentations to OCHA's Senior Management Team and other stakeholders. The evaluation findings and recommendations are expected to be used to inform actions to further strengthen key aspects of OCHA's work.

The evaluation report will provide actionable recommendations on how OCHA can improve its effectiveness and/or modify its activities in the specific area being evaluated, taking into consideration any changes in the humanitarian context.

Selected vendors will have to organize evaluation teams, from the list of team members provided in their proposals, within a short-time, upon request for a specific evaluation.

Initial contracts with vendors will be for a period of one year which is extendable upon satisfactory performance up to a maximum of five years.

Fluency in oral and written English is a mandatory requirement.

Companies that answer this EOI need to have a minimum of 5 years of experience in conducting evaluations in humanitarian contexts.

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

1. Interested firms must complete the following Vendor Response Form no later than 17:00 pm Eastern Time (US) on the stated deadline date, via (a) email as a PDF attachment to brodis@un.org, or (b) facsimile to +1 212 963 6315 (Attention: Silvia Brodi).
2. Vendor Response Forms must be completed in full. The UN reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline.

#### NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.unqm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.unqm.org/Registration/Login.aspx>

***Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to United Nations Procurement Division (UNPD) before the closing date set forth above***

# VENDOR RESPONSE FORM

EOI Number: EOISB67292

TO: Silvia Brodi

FAX: +1 212 963 6315

FROM:

**SUBJECT:** Provision of Professional Services to conduct Inter-Agency Real Time Evaluations of Humanitarian Emergencies and Internal Evaluations for the UN Office for the Coordination of Humanitarian Affairs.

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

**COMPANY INFORMATION**

<b>UN Vendor ID Number**:</b>	<b>UNGM Vendor ID Number*:</b>
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**Company Name \*:**

**Company Contact \*:**

**Address \*:**

**City \*:**

**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 EOI 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](http://www.ungm.org). Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**

## EOI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered with UN in order to be eligible to participate in any solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd>.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website ([www.un.org/sc/committees/1267/consolist.shtml](http://www.un.org/sc/committees/1267/consolist.shtml)) and is not on the IIC Oil for Food List website ([www.iic-offp.org](http://www.iic-offp.org)).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions ([www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf))).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

**For Registered Vendors:** Vendors already registered 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.

**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 <http://www.un.org/Depts/ptd>. Vendors must complete the registration process within 90 days of the date of this REOI. Vendors who have not initiated and completed the formal registration process with the Procurement Division within the 90 day-period will be automatically removed from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.

**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) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this EOI. Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of EOIs.

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 EOI is issued subject to the conditions contained in the EOI introductory page on the UNPD Website indicated above.