

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI:

Provision of Professional Services to conduct evaluations and evaluative studies for the following UN entities:

- (1) the United Nations Peacebuilding Fund (PBF);
- (2) the Office of Internal Oversight Services (OIOS); and
- (3) the Office for the Coordination of Humanitarian Affairs (OCHA).

Date of this EOI: 20 June 2016

Closing Date for Receipt of EOI at PD: 22 July 2016

EOI Number: EOIMI12637

Address EOI response by fax or e-mail for the Attention of: Mohammad Islam

Fax Number: (917)-367-0921

E-mail Address: islam17@un.org

UNSPSC Code: 80100000, 80101500, 80101600, 80101603, 80101606, 93131800, 92111500, 93000000, 93130000, 93141600

DESCRIPTION OF REQUIREMENTS

Summary for Request for EOI: Identification of roster of vendors to conduct evaluations and evaluative exercises for the United Nations Peacebuilding Fund (PBF); the Office of Internal Oversight Services (OIOS); and the Office for the Coordination of Humanitarian Affairs (OCHA).

OIOS is the internal oversight body of the United Nations Secretariat and has an Inspection and Evaluation Division (IED) based in New York which conducts independent thematic and programmatic evaluations of the United Nations Secretariat Offices, Programmes, Departments and Peacekeeping Operations. Evaluations are conducted by teams of OIOS-IED staff members under the overall supervision of a Chief of Section with review by advisory panels, as necessary. The evaluations involve as part of their methodology, the collection, compilation, analysis and presentation of data from a variety of qualitative and quantitative sources. Final evaluation reports are publically available.

OCHA conducts evaluations of OCHA's own policies and responses, and Inter Agency Humanitarian Evaluations (IAHE) on behalf of the Inter Agency Standing Committee. OCHA also conducts scoping, inception, synthesis and meta-evaluations. OCHA evaluations are mandated by the IASC or requested by OCHA's Senior Management as independent evaluations of specific issues and humanitarian operations. Their main objective is to provide findings and recommendations on these key issues, for OCHA's Senior Management and IASC consideration and action. They will also serve as relevant inputs to policies and guidance, and other reviews. Evaluations are conducted by independent evaluators and managed by OCHA's Evaluation Unit that is located in the Strategic Planning Evaluation and Guidance Section (SPEGS) in the Office of the Assistant Secretary General's office. An Evaluation Unit staff member may be part of the evaluation team. OCHA evaluations and IAHEs are typically guided by a management / advisory group.

The PBF supports the United Nations' broader peacebuilding objectives in countries emerging out of conflict or at risk of relapsing into conflict. It is intended to be a catalytic fund, driven by planning, monitoring and evaluation mechanisms tailored to support the peacebuilding strategies of in-country United Nations and Government leadership. The PBF undertakes evaluations and evaluability assessments of peacebuilding programmes at the country-level. These evaluations and evaluability assessments are conducted by independent evaluators and managed by PBF, with support from in-country United Nations staff. A PBF staff member may accompany the evaluation team during data collection for quality assurance. An evaluation reference group of key stakeholders will also provide feedback on evaluation deliverables.

This EOI will create separate Long Term Agreements (LTA) for the following types of evaluations / evaluative exercises:

- (1) Evaluations of peacebuilding programmes;
- (2) Humanitarian evaluations;
- (3) Peacekeeping operations evaluations;
- (4) Evaluability assessments;
- (5) Scoping and/or inception;
- (6) Evaluation synthesis and/or meta-evaluations; and
- (7) Local population surveys and/or qualitative data collection and analysis.

The LTAs will be valid for an initial period of three years, with an option to annually extend the contract for up to two more years. Companies that already have LTAs with OCHA do not need to submit a new application.

Seven different rosters of pre-approved vendors will be established of companies to conduct the above evaluations and/or evaluative exercises. Each vendor must present a proposal that includes a description of the experience and capacities of the company, and CVs that demonstrate the qualifications of the evaluation team.

Independent of the type of evaluation indicated above (bullets 1-3), the evaluation's methodology should identify a range of data collection tools and ensure that both qualitative and quantitative methods are used appropriately in a mixed methods approach. 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 the development of case studies, cluster analysis, statistical analysis of data, social network analysis, etc.

The evaluation team will produce a detailed methodological plan. This plan should also include a detailed description of the triangulation strategy, gender analysis, human rights-based approach and how stakeholder perceptions will be utilized as a validation tool.

The outcome of an evaluation (bullets 1-3) will be a report that presents main findings and recommendations from the evaluation, as well as presentations to key stakeholders. The evaluation report should provide concise and actionable recommendations on how to modify activities in the specific area being evaluated to improve relevance, efficiency, effectiveness, sustainability and impact. The final evaluation report may be made public.

Evaluability assessments (bullet 4) are often undertaken at the early stages of a programme design or implementation to determine the extent to which it will be ready for a final outcome evaluation and the changes needed to increase its readiness. Objectives include clarifying programme design from the viewpoints of programme officers and stakeholders (through methods such as facilitation of workshops and group discussions) and assessing the plausibility of programme objectives and feasibility of performance measures. Evaluability assessments typically review programme design, early programme implementation (if applicable), and monitoring and evaluation systems.

Scoping and inception (bullet 5) are the first steps of an evaluation. The scoping phase results in a report that includes the evaluation Terms of Reference and defines the scope of the evaluation. For inception, the scope of the evaluation has already been defined in an evaluation Terms of Reference. The objective of inception is to detail the evaluation approach and methods that will be applied in conducting an evaluation. The inception phase results in an Inception Report.

Local population surveys and/or qualitative data collection and analysis indicated above (bullet 7) will involve the collecting and analysing of data from the local population and/or beneficiaries or key stakeholders in country-specific locations. All preliminary research, data collection methodologies, instruments, analysis and formulation of findings for a local population survey will be designed by the evaluation team and include specific background research for selected countries; drafting, piloting and refinement of any instruments in country-specific languages; determination of an appropriate sampling method and sample size; identification of sample lists; implementation of survey via enumerators who are appropriately trained and supervised; maintaining completed data collection records and data set; and providing a report of the overall findings from the survey in English.

Qualitative interviews and/or focus groups will be designed and conducted by the evaluation team and include any necessary background research; assisting in identification of interviewees and/or focus group participants; designing and piloting the interview/focus group instruments; taking and maintaining a record of the interviews/focus groups; and providing a report of the overall findings in English.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Summary for Request for EOI: Identification of rosters of vendors to conduct:

- (1) Evaluations of peacebuilding programmes;
- (2) Humanitarian evaluations;
- (3) Peacekeeping operations evaluations;
- (4) Evaluability assessments;
- (5) Scoping and/or inception;
- (6) Evaluation synthesis and/or meta-evaluations; and
- (7) Local population surveys and/or qualitative data collection and analysis.

For (1) the United Nations Peacebuilding Fund (PBF); (2) the Office of Internal Oversight Services (OIOS); and (3) the Office for the Coordination of Humanitarian Affairs (OCHA).

Each vendor must present a proposal that includes a description of the experience and capacities of the company, and CVs that demonstrate the qualifications of the evaluation team.

Selected vendors will need to organize evaluation teams with qualifications that are equal to or stronger than the CVs provided in their proposals.

Initial contracts with vendors will be for a period of three years which are extendable upon satisfactory

performance every year for a maximum of two additional years.

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 Expressions Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

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

VENDOR RESPONSE FORM

TO: Mohammad Islam

EOI Number: EOIMI12637

FAX: (917)-367-0921

FROM:

SUBJECT: Provision of Professional Services to conduct evaluations and evaluative studies for the following UN entities:

- (1) the United Nations Peacebuilding Fund (PBF);
- (2) the Office of Internal Oversight Services (OIOS); and
- (3) the Office for the Coordination of Humanitarian Affairs (OCHA).

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace (www.ungm.org).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

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

COMPANY INFORMATION

UNPD Vendor ID Number:	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, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI 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 <http://www.un.org/Depts/ptd>.

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 (http://www.un.org/sc/committees/list_compend.shtml), 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 <http://www.un.org/Depts/ptd>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

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.

