

Request for Expression of Interest (EOI)

The United Nations University - Secretariat of the International Human Dimensions Programme on Global Environmental Change (UNU-IHDP) would like to invite qualified, experienced and professional companies capable of providing the specified consultancy services to submit their Expression of Interest to perform the required services.

TITLE OF THE EOI:

Provision of consulting services for the engagement of the broader social science community and the strategic positioning of IHDP

Date: August 5th, 2010

Closing Date: September 1st, 2010 14hrs CEST

EOI Number: EOI/UNU/IHDP/01/2010

E-mail Address: procurement@vie.unu.edu

Address EOI response by fax for the attention of: Procurement Department – Operations Team

DESCRIPTION OF REQUIREMENTS:

Background:

The aim of the International Human Dimensions Programme on Global Environmental Change (IHDP) is to provide leadership in framing, developing, and integrating policy relevant social science research on global change and to promote the application of key findings of this research to help address environmental challenges. The aim of the International Social Science Council (ISSC) – a co-sponsor of the IHDP – is to advance the social sciences (their quality, novelty and utility) in all parts of the world.

There is growing recognition within the global environmental change (GEC) community of the importance of social science research for addressing the global environmental problems humanity faces. Both the ICSU visioning and Belmont processes have highlighted the need for a wider diversity of high quality, policy relevant social science research. This poses two questions. The first question revolves around the notion of the ways and means to engage the broader social science community. This would particularly include those who are not presently engaged in GEC issues but whose work is highly relevant in generating new insights and solutions to the environmental problems we face both today and in the future. The second question then focuses on the present organisational landscape and inquires if the present structure and processes of IHDP are adequate enough to meet the growing demands for credible, policy relevant social science inputs and if not, what needs to be done to enable it to evolve to meet the changing landscape.

Project Goals and Objectives:

The project will be conducted in a two-stage approach. Stage One will focus on addressing the first question, while Stage Two will address the second.

Objectives Stage One

1. To gain a better understanding of the social science research landscape on GEC issues;
2. To gain a better understanding of the disincentives and possible incentives for engaging the broader social science community;
3. To gain a better understanding of how the social science community perceives their role and contribution to the GEC fora, as well as their views and perceptions on IHDP and ISSC as potential leaders for engaging the social science community; and
4. To gain a better understanding of how decision makers perceive the role of social scientists, IHDP and ISSC in the GEC arena.

Objectives Stage Two

1. To help identify a process that can develop short (2 years), medium (5 years) and long-term (10 years) strategies to position IHDP as the key entity for mobilising, facilitating and catalysing social science research for addressing GEC;
2. To develop a resource mobilisation strategy;
3. To identify key partnerships within the UN and academic sectors; and
4. To develop an outreach, dissemination and impact strategy for IHDP outputs.

Required Services:

- To undertake a survey of the broader social sciences community (the supply side) as well as policymakers and other potential users (the demand side) of their expectations and needs of the social sciences.
- To draft a white paper outlining the present landscape of the social sciences within the GEC fora and provide recommendations in addressing the main challenges addressed in stage one.
- To convene a UNU-IHDP retreat to capture all internal aspects relevant to the strategic planning
- To undertake a SWOT analysis of IHDP.
- To develop a strategy paper covering the four objectives of stage two, drawing from the survey results of Stage One and the SWOT analysis.
- To get feedback on the strategy papers from the relevant stakeholders surveyed and finalise the strategy paper for submission to IHDP's sponsors for endorsement and approval.

** Only companies with relevant experience in supplying similar services will be considered qualified*

SPECIFIC REQUIREMENTS/INFORMATION

In order to qualify as a potential supplier, interested companies should submit their Expression of Interest, as well as the following documents:

- A profile of your company, including relevant experience in supplying similar services/products;
- Financial summary reports for 2008 and 2009 demonstrating the financial soundness of the company, including cash assets, account receivables and current liabilities;
- A minimum of three client references that you have done similar work with, whom we may contact, including name, address, e-mail, and telephone number.

The EOI and accompanying documents must be in the English language. It must be received no later than **1st September 2010, 14:00 CEST** and be forwarded to the following address in a sealed envelope clearly marked.

EOI/UNU/IHDP/01/2010:

Procurement Department
United Nations University – Vice Rectorate in Europe
Hermann-Ehlers-Str.10
53113 Bonn, Germany
Attention: Procurement Department – Operations Team

Or: via email to procurement@vie.unu.edu

Any questions regarding this EOI should be sent to the e-mail procurement@vie.unu.edu with the EOI reference **EOI/UNU/IHDP/01/2010** in the subject line.

UNU reserves the right to accept or reject any Expression of Interest. Only qualified companies will be invited to participate in the possible subsequent tender exercise. Nothing in this EOI shall be taken to form a binding legal contract. The potential subsequent procurement will be governed by the rules and regulations of the United Nations which are available at <http://www.vie.unu.edu/article/read/procurement> and can also be provided upon request. Submitting an EOI does not automatically guarantee that your company will be considered for receipt of the solicitation documents when issued.



IHDP

International Human Dimensions Programme
on Global Environmental Change



United Nations
University

VENDOR RESPONSE FORM

EOI Reference: EOI/UNU/IHDP/01/2010

TO: Procurement Department, United Nations University – Vice Rectorate in Europe

FAX: +49-228-815-0299

EMAIL: procurement@vie.unu.edu

FROM: _____

SUBJECT: Expression of Interest: Provision of consulting services for the engagement of the broader social science community and the strategic positioning of IHDP

To be filled by the Vendor (All fields marked with "" are mandatory)*

COMPANY INFORMATION

Company Name*: _____

Company Contact*: _____

Address*: _____

City*: _____

Country*: _____

Telephone Number*: _____

Fax Number*: _____

Email Address*: _____

Company Website: _____

UN Global Market Place (UNGM) Vendor ID: _____

We declare that our company fully meets the prerequisites A, B, C and D, for eligibility to register with the United Nations as outlined in the EOI INSTRUCTIONS page.

Signature and Stamp: _____

Date: _____

Name and Title: _____

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IHDP is a joint programme of



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International Human Dimensions Programme
on Global Environmental Change



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EOI INSTRUCTIONS

Prerequisites for Eligibility

In order to be eligible for UN registration, it is required that:

- A. 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.
- B. You have no outstanding bankruptcy, judgement or pending legal action that could impair operating as a going concern.
- C. 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).
- D. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations 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.

Vendor must ensure that the information and documentation (e.g. financial statements, address, contact name etc.) provided in connection with this EOI are up to date.

Vendors interested in participating in the planned solicitation process should forward their Expression of Interest (EOI) to United Nations University by the closing date set forth in this EOI. Due to the high volume of communications, UNU 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.

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