



## Expression of Interest

The United Nations Development Programme (UNDP), Bureau of Management, Office of Human Resources, New York, invites interested and qualified companies **to send their Expression of Interest (Eoi) in response to the following opportunity:**

### **Summary of proposal:**

The United Nations Development Programme (UNDP) is planning **to launch the Request for Proposal (RFP) to outsource the reference check.**

The work of UNDP must be supported by qualified staff and a safe and secure environment for all constituents. UNDP must take meaningful actions to protect the staff and other assets, including its reputation. Background and academic reference checks are an important step when appointing or promoting the most individuals and can help identify and screen out those applicants who have provided inaccurate information or who might present a risk to the organization. **Education Verification:** Confirmation that the candidates possess all academic credentials listed on the CV qualifies the individual for the position. Inflation of educational achievements is one of the most common occurrences found on an applicant's CV or application. Far beyond inflating academic credentials, diploma mills provide individuals with degrees without requiring any standards be met. Diploma mills operate to make profit by distributing non-accredited academic degrees to individuals based on a level of payment and life experiences. People who obtain these degrees can then claim them on their CVs and applications. In addition, some candidates claim to have a completed degree when in fact the degree is incomplete.

### **Outputs:**

**The aim of this Expression of Interest is to identify and pre-qualify a "pool" of vendors to carry out planned Reference Check for several years.** At the end of current EOI exercise the UNDP would compile a pre-qualified shortlist of companies with demonstrable technical and financial capabilities who will be invited to participate in the bidding process in the upcoming tender to outsource the implementation of the Reference Check for UNDP.

The following **Eligibility criteria** will be considered:

Description	
Years in existence	
Relevant past experience	Experience in managing Reference Check
Qualification of staff	
Company structure and organization/equipment	Provide company profile with org chart, type of staff and any other relevant information
Financial Status	Provide records of annual turnover for 2009 and 2010; provide value of four contracts undertaken in the last two years

### **Submission details**

All documents should be presented in the English language and presented in an orderly manner as per the guidelines below.

#### **Documents to be submitted**

##### **A completed EOI Form (please see attached Annex)**

In addition – although such materials will not be evaluated - the EOI participant may submit any standard brochures/materials which it makes publicly available.

**An EOI is a written communication prepared by the supplier providing information about its products, services, resources, qualifications and experience.** This informal process attributes selection based on the assessment of data provided by suppliers.

#### **Closing date of submission**

The EOI and any supplementary documentation must be received by UNDP no later than 12:00 pm New York time on 8<sup>th</sup> December 2010. Responses should be submitted by e-mail to [procurement.ohr@undp.org](mailto:procurement.ohr@undp.org) Please indicate **“EOI – Reference Check”** on all communications. EOI received after the above deadline will not be considered.

Interested contractors may obtain further information at the below address:

Ms. Ayna Khaidova  
Operations Manager, OHR/BOM/UNDP New York  
[Ayna.khaidova@undp.org](mailto:Ayna.khaidova@undp.org)

Companies will be selected in accordance with the procedure set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations.

This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

**Annex**

#### **EOI Form**

#### **OHR/BOM/UNDP**

#### **1 Company's Details**

Item	Details
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Item	Details		
Legal Name of Firm/Organization and place of Registration:			
Firm/Organization Business Registration:	Registration No.	Date of Registration	Remark
Address Details	Address:		
	Tel Number:		
	E-mail:		
Physical address and Region of Operation			
Type of Business	Corporate/Limited	Partnership	Other (specify)

## 2 Company's BACKGROUND

The Company

### 3 CONTACT DETAILS:

#### 3.1 Main Contact Person:

Name:		Telephone No.:	
Position:			
Email Address:			

#### 3.2 Alternative Contact Person:

Name:		Telephone No.:	
Position:			
Email Address:			

### 4 FINANCIAL STATUS

*Provide details of the Company's Financial Status*

Item	Value \$US
Estimated Gross Turn Over (2009)	
Gross Turn Over (2010)	
Maximum ceiling of contract value which your Company can work:	
USD 100,000 – 500,000	
USD below USD 100,000	
Maximum "Bank Guarantee" amount available to the Company from Bankers	

### 5 PREVIOUS EXPERIENCE

List of at least 4 projects in the last 2 years relevant to Reference Check

Starting (Month / Year)	Completed (Month / Year)	Project Title, duration	Total Value (USD \$)	Client/Contact details of Referee
		Describe the work provided by company		

Please list the details of services related to the reference check for academic qualifications,  
proposed timeframes (if available)

Signatory/Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Stamp: