

## REQUEST FOR EXPRESSION OF INTEREST

7 February 2022

### **REQUEST FOR EXPRESSION OF INTEREST (EOI)** **HQ22NF044-EOI for Information and Technology Audit and Consulting Services –** **Long-Term Agreements**

**Closing on 21 February at 16:00 hrs (Rome Time)**

#### **A. Background**

1. The United Nations World Food Programme hereinafter referred to as the “WFP”, with its Headquarters located in Via C.G. Viola, 68/70, 00148 Rome, Italy is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience by assisting almost 100 million people in around 83 countries each year. About 20,000 people work for the organization, most of them in remote areas, directly serving the hungry poor.
2. The WFP The Office of Internal Audit (OIGA) of the United Nations World Food Programme seeks professional service firms to include in its roster of outsourced and co-sourced internal audit and consulting service providers.
3. OIGA carries out internal audits of WFP operations and projects; corporate process audits (e.g. finance, supply chain, human resources, etc.); fraud audits; and information technology and communication audits. OIGA is also called to provide consulting services at management’s request or as part of its annual work plan. OIGA will use professional consulting firms’ services to help deliver on its mandate when specific expertise or augmented capacity is needed. In such cases, OIGA will tender for outsourcing and co-sourcing services through a competitive process, outlining its requirements in terms of reference. Assignments range in duration from a few days to several weeks, and in the level of expertise required of the service provider.

The contracted professional service firm’s personnel will work directly under the supervision of OIGA. The services are usually carried out from WFP’s headquarters in Rome but may occasionally require travel to countries where WFP operates.

Professional service firms with proven expertise and experience in outsourced and co-sourced **information technology internal audit** and consulting services that have worked with international public sector clients, including member organizations of the United Nations system, or international non-governmental organizations, are strongly encouraged to apply.

4. WFP invites eligible suppliers to express their interest in providing the requested services.

#### **B. The purpose of this EOI**

5. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to perform the services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
6. Eligibility to participate in the proposed tender will be determined on the basis of the experience providing information and technology audit and/or consulting services to large international organizations active in the development and/or humanitarian sector.
7. After the deadline for submission of responses has passed, WFP will evaluate responses received and will invite the eligible supplier to participate in Request for Proposal process.

#### **C. How to prepare and submit your Expression of Interest**

8. In order to participate in the pre-qualification exercise, companies are required to provide the following:  
***The filled in EOI Response Form, which includes:***

- Table 1. WFP Requirements
- Table 2. Supplier Information;
- Table 3. Supplier Financial Status;
- Table 4. Supplier Relevant Experience;

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- Signatory by the authorized company representative and company stamp.
9. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent to [hq.tenders@wfp.org](mailto:hq.tenders@wfp.org).
  10. WFP will not consider incomplete or unsigned submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.
  11. This request for EOI does not constitute a solicitation. WFP reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; any such action will be communicated to all participants.
  12. Should you have any questions please do not hesitate to contact us at [hq.tenders@wfp.org](mailto:hq.tenders@wfp.org).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Channon', is positioned above a horizontal line.

08/02/2022

Channon Hachandi  
OiC Head, Goods and Services Procurement Unit  
The United Nations World Food Programme

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### EOI RESPONSE FORM

**TABLE I. WFP REQUIREMENTS**

<b>A. Company / Organization's competencies/ capacities</b>			
	<b>List of WFP requirements/evaluation criteria</b>	<b>Yes</b>	<b>Comments</b>
1	At least three (3) years of experience providing information and technology audit and/or consulting services	<input type="checkbox"/>	
2	The Contractor should have experience in providing services to large international organizations active in the development and/or humanitarian sector	<input type="checkbox"/>	
3	The Contractor's proposed staff should be fluent in English. Additional official UN languages are an asset (Arabic, Chinese, French, Spanish, Portuguese)	<input type="checkbox"/>	
4	The Contractor has adequate governance mechanisms and controls to protect WFP data, including personal data	<input type="checkbox"/>	

**REQUEST FOR EXPRESSION OF INTEREST****TABLE II. SUPPLIER INFORMATION**

<b>B. Company / Organization's Background Information</b>				
1	Legal Name of Company/Organization:			
2	Full address:			
3	E-mail address:		Website address:	
4	Telephone:		Fax:	
5	Contact person, title:		Tel./E-mail of contact person:	
6	Registration with UNGM	Yes <input type="checkbox"/> No <input type="checkbox"/>	UNGM No.	
7	Type of Business	Corporate/Limited	Partnership	Other (specify)
8	Goods / Services:			
9	Company/Organization Business Registration Number:	6	Date of Registration:	
10	Additional company/organization background information: [If applicable, insert not more than 100 words]			

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**TABLE III. SUPPLIER FINANCIAL STATUS**

C. Company / Organization's Financial Status	
Item	Value USD
Gross Turnover [Insert year]	
Gross Turnover [Insert year]	
Gross Turnover [Insert year]	
<i>Maximum contract value in relation to which your Company can be engaged:</i>	
USD 0 – 30,000	<input type="checkbox"/>
USD 30,000 – 100,000	<input type="checkbox"/>
USD 100,000 – 500,000	<input type="checkbox"/>
above USD 500,000	<input type="checkbox"/>
Maximum "Bank Guarantee" amount available to the Company/Organization	
Last two years audited accounts or alternative assessed within WFP's discretion are attached to prove the information stated above	<input type="checkbox"/>

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### TABLE IV. SUPPLIER RELEVANT EXPERIENCE

List at least 4 contracts in the last two years relevant to the supply of [Insert description of goods and/or services concerned].

D. Company / Organization's Financial Status				
Commenced (Month / Year)	Completed (Month / Year)	Type of Contract	Total Value (USD)	Client

Provide CVs of senior staff (no more than three) [if applicable].

Company/Organization Stamp

E. Signatory	
Name of Company/Organization:	
Name of the authorized representative:	Signature:
Title:	Date: