

## CALL FOR EXPRESSION OF INTEREST (EOI)

**Important:** The purpose of this call for EOI is to identify appropriate suppliers who can potentially fulfil the requirements. The present call for EOI does not constitute an invitation to tender. Only suppliers deemed qualified by ITC will receive the invitation to tender.

**Reference:** 2013-19-EF Asynchronized Video Interview Tools

**Date of this Call for Expression of Interest (EOI):** 8 May 2013

**Closing Date for Receipt of EOI at ITC/PS:** 23 May 2013

### **Terms of Reference (summary):**

The use of pre-screening asynchronised video interviews will allow more candidates to be considered for posts and will also allow hiring managers to assess eligibility more effectively.

### **Specifications:**

- Application will be branded for ITC
- Application must only require that candidates have access to broadband (min 2450kbps), a computer with video camera and microphone
- Application will send emails directly to candidates invited to sit for interview
- Application must allow both HR administrators and hiring managers to view the completed videos more than once
- Application must allow the possibility that candidates undertake a demo before the real interview
- Application must allow HR to set a timeline for candidates to complete interview and for candidates to choose the exact date and time from this timeline.
- Application should be in English – other languages an asset
- Application should allow questions to appear on screen with a time limit for candidates to respond
- Application must be set up so that once an interview has commenced a candidate cannot pause or redo a section
- Provider will provide support 24/7
- Provider will customize sample email templates
- Provider will provide training for HR administrators
- Provider will be able to generate statistics and an overview of candidate feedback

ITC Procurement Services invites interested companies to forward their Expression of Interest (EOI) by fax or by email before the closing date to:

Procurement Services,  
International Trade Centre  
Palais des Nations  
1211 Geneva 10, Switzerland  
Email: [ficz@intracen.org](mailto:ficz@intracen.org)  
Telefax: +41 22-730 0900

Please indicate your vendor ID number and the reference of this EOI in your response. If not registered with ITC/UNOG or UNGM, please follow the Procedure for Registration as Potential Vendor at [www.ungm.org](http://www.ungm.org) as soon as possible.

ITC reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.

Please note that only those companies considered qualified by ITC for this project will be invited to participate in this procurement exercise.

For any further information on ITC, please consult our website: [www.intracen.org](http://www.intracen.org)