



REQUEST FOR EXPRESSION OF INTEREST

21 June 2024

REQUEST FOR EXPRESSION OF INTEREST (EOI) - HQ24NF251-EOI for Aviation Services (Trainings and Facilitation of Workshops and Trainings)

Closing on 12 July 2024 at 24:00 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 17,000 people work for the organization, most of them in remote areas, directly serving the hungry poor.
2. The WFP Aviation Unit seeks to purchase training solutions for acquiring and enhancing (upskilling and reskilling) technical aviation competencies of WFP Aviation staff both in HQ- and field-based.
3. Given its specific mission, Aviation staff's operation agility is key for operating in emergency settings, and a pillar of WFP Aviation Strategy. WFP Aviation intends to provide for **Aviation Services training services (LOT 1)** in different aviation domains/areas and hence to target multiple aviation-related technical competencies, such as: air transport, aircraft performance, airport handling, aviation management, aviation risk management and safety management, air accident investigation, aviation security, auditing and risk-based oversight, dangerous goods regulations, emergency response (including SAR), environmental sustainability, ground handling and operations, flight dispatch, flight operations, human factors in aviation, leadership, coaching, presentation skills, communication, quality assurance, regulatory compliance and aviation law, training competency development and unmanned aircraft systems (RPAS).
4. In addition, WFP Aviation intends to request for **facilitation services for Aviation trainings and workshops (LOT 2)**, both at HQ and field level. These workshops will embrace the principles of experience capitalization.
5. WFP invites eligible suppliers to express their interest in providing the requested training and facilitation services.

B. The purpose of this EOI

6. 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.
7. Eligibility to participate in the proposed tender will be determined on the basis of:

a. LOT 1 (Aviation Services Training provision) and LOT 2 (Aviation Services Facilitation of Workshops and Trainings):

- i. Experience: minimum of three (3) years' experience (gained in the past 5 years) in providing similar services; demonstrated and consolidated international experience with international organizations, including UN; at least three (3) references from previous employers.
- ii. Capacity to deliver training in field locations, including where UNHAS missions are present, including but not limited to **(subject to operational requirements):** Afghanistan, Burkina Faso, Cameroon, Central African Republic (CAR), Chad, Democratic Republic of Congo (DRC), Ethiopia, Guinea, Haiti, Madagascar, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia/Kenya, South Sudan, Sudan, Syria, and Yemen. WFP also has six (6) Regional Bureaux located in Bangkok, Cairo, Dakar, Johannesburg, Nairobi and Panama.
- iii. Language: language requirements include proficiency in English. Fluency in written and spoken French is an added advantage, as well as the ability to deliver training in other UN official languages (Spanish, Arabic, Chinese, Russian, and Portuguese).



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- iv. Professional Standards: Demonstrated proven exposure to international clients, and adherence to the highest professional standards both in the performance of the work as well as in the conduct within the organizations. The trainers and/or facilitators are expected to have excellent knowledge of the subject of the training requested as well as a recognized qualification as trainer, facilitator, or coach.
8. After the deadline for submission of responses has passed, WFP will evaluate the responses received and will notify eligible participants of the outcome of the evaluation.

C. How to prepare and submit your Expression of Interest

9. 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;
 - [List any additional required documents, as applicable];
 - Signatory by the authorized company representative and company stamp.
10. All supporting documentation listed above shall be prepared in accordance with the instructions provided and send the email to hq.tenders@wfp.org
11. 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.
12. 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.
13. Should you have any questions please do not hesitate to contact us at hq.tenders@wfp.org

Yours sincerely,

DocuSigned by:

Alessio Pagliarini

24/6/2024

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Alessio PAGLIARINI

a.i. Head SCDP • SCDPG Global Markets

The United Nations World Food Programme

HQ, Rome, Italy



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EOI RESPONSE FORM

TABLE I. WFP REQUIREMENTS

A. Company / Organization's competencies/ capacities			
	List of WFP requirements/evaluation criteria	Yes	Comments
1	Experience: a minimum of three (3) years' experience (gained in the past 5 years) in the provision of similar services. Demonstrated and consolidated international experience with International Organizations including UN will be considered an advantage.	<input type="checkbox"/>	
2	Capacity to deliver training in field locations, including where UNHAS missions are present, including but not limited to (subject to operational requirements): Afghanistan, Burkina Faso, Cameroon, Central African Republic (CAR), Chad, Democratic Republic of Congo (DRC), Ethiopia, Guinea, Haiti, Madagascar, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia/Kenya, South Sudan, Sudan, Syria, and Yemen. WFP also has six (6) Regional Bureaux located in Bangkok, Cairo, Dakar, Johannesburg, Nairobi and Panama.	<input type="checkbox"/>	
3	Capacity to facilitate workshop/trainings in field locations where UNHAS missions are present, including but not limited to (subject to operational requirements) such as: Afghanistan, Burkina Faso, Cameroon, Central African Republic (CAR), Chad, Democratic Republic of Congo (DRC), Ethiopia, Guinea, Haiti, Madagascar, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia/Kenya, South Sudan, Sudan, Syria, and Yemen. WFP also has six (6) Regional Bureaux located in Bangkok, Cairo, Dakar, Johannesburg, Nairobi, and Panama.	<input type="checkbox"/>	
4	References: The vendor should provide at least three (3) references from previous employers. A higher number of eligible references will be considered an advantage.	<input type="checkbox"/>	
5	Professional Standard: Demonstrated proven exposure to international clients, and adherence to the highest professional standards both in the performance of the work as well as in the conduct within the organizations. Trainers are expected to have excellent knowledge of the subject of the training requested as well as possess a recognized qualification as trainer or coach.	<input type="checkbox"/>	
6	Language: language requirements include proficiency in both English and French. Ability to deliver training in other UN official languages (Spanish, Arabic, Chinese, Russian, and Portuguese) is a plus.	<input type="checkbox"/>	

Goods and Services Procurement

PGS_5.3_T_1b



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TABLE II. SUPPLIER INFORMATION:

B. Company / Organization's Background Information			
1	Legal Name of Company/Organization:		
2	Full address:		
3	E-mail address:		
4	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	<input type="checkbox"/> Corporate/ Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify):	
8	Goods / Services:		
9	Company/Organization Business Registration Number:		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"/>

TABLE IV. SUPPLIER RELEVANT EXPERIENCE

List at least 4 contracts in the last two years relevant to the supply of aviation trainings.

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

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

TABLE V. SIGNATORY & ORGANIZATION STAMP

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