

United Nations



Nations Unies

Procurement Division
New York

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Title of the EOI:

Publishing of the UNJSPF Annual Report

Date of this EOI: 8 November 2019

Closing Date for Receipt of EOI at PD: 15 November 2019

EOI Number: EOIOB216928

Address EOI response by fax or e-mail to the Attention of: Okera Bullen

Fax Number:

E-mail Address: bulleno@un.org

UNSPSC Code: 82121800

DESCRIPTION OF REQUIREMENTS

The Office of Investment Management (OIM) of the United Nations Joint Staff Pension Fund (UNJSPF) contributes to the global mission of the UN family of organizations by ensuring the long-term solvency and financial sustainability of the UNJSPF. Improving communication and information sharing with Fund's member organizations, governing bodies, beneficiaries and participants and other stakeholders is one of OIM's priorities. In order to enhance information sharing with various stakeholders and other interest groups, OIM is looking to publish periodic reports on a broad range of information on Fund's activities.

OIM is planning to publish the 2018 UNJSPF Annual Report and to continue publishing two periodic reports annually, namely: the UNJSPF Annual Report and the OIM Report on Sustainable Investing. The reports need to be clear, best-in-class quality and innovative in their presentation.

The United Nations Joint Staff Pension Fund (UNJSPF) is a defined benefit fund, established by the General Assembly of the United Nations (UN) in 1948. The Fund is charged with providing retirement, death, disability and other benefits and related services to its participants, retirees and beneficiaries, currently comprising over 205,000 staff and retirees of the UN and 23 other international inter-governmental organizations admitted to membership in the Fund.

OIM manages a \$65 billion multi-asset class, global investment portfolio, about 85% of which is actively managed in-house. OIM invests globally in over 100 countries and regions. Asset classes under management comprise global equities, global fixed income, foreign exchange, private equity, real estate, infrastructure, timber, and commodities. OIM's staff are currently all based in New York but come from over 30 countries.

The Information Technology team manages a large portfolio of ICT services to support the business-critical functions of the organization, as well as lead the implementation, monitoring and evaluation of projects to ensure the strategic delivery of new and enhanced capabilities.

Please consult OIM's website at <http://oim.unjspf.org/> for additional information and a breakdown of the UNJSPF's assets.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

OIM is seeking external design, communications and data companies that have a proven track record of working with both top global asset managers, pension funds or insurance firms, and leading multilateral organizations in projects to assist in analyzing and presenting financial and investment data and preparation and production of high-quality reports and the publications.

OIM is looking to publish the Fund's 2018 Annual Report before the end of 2019 and to continue publishing two (2) periodic reports annually namely: the UNJSPF Annual Report and the OIM Report on Sustainable Investing in the future. The reports need to be clear, best-in-class quality and innovative in their presentation.

Services are sought from firms with experience with production of high-quality reports and expertise in innovative design, advanced knowledge of data visualization, and expertise of related software technology that is not available internally in the Fund.

Additionally, the provider is expected to have expertise in generating and designing content that effectively explain and illustrate financial and investment performance, operational and governance activities of the Fund, the Fund's sustainable investing and ESG activities as mandated by Fund's Investment Policy Statement (IPS), and overall year-on-year achievements of the Fund. Further required qualifications are listed under the "technical evaluation criteria" section below.

The Fund plans to publish five (5) such reports within the next two (2) years, one in 2019 and two annually of each in the following two years. Each report will be approx. thirty (30) pages and will require the creation of high-end data visualizations of financial and investment-related data.

The first report should be completed and published by end of 2019. The following years two similar reports are expected to be published.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following

address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to United Nations Procurement Division (UNPD) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Okera Bullen

EOI Number: EOIOB216928

Email: bulleno@un.org

FAX:

FROM:

SUBJECT: Publishing of the UNJSPF Annual Report

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIOB216928>

To be completed by the Vendor (All fields marked with an ‘’ are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Country *:

Telephone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) **Registering as a Vendor with the United Nations**

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) **EOI Process**

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this EOI. *Due to the high volume of communications, UNPD 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.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.