



United Nations Office at Geneva  
Switzerland

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UNOG. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to United Nations Office at Geneva using the fax number or e-mail address provided below.

**Title of the EOI:**

Design, Development and Maintenance of Web-based Applications for InforMEA project, UNEP

**Date of this EOI:** 18 July 2016

**Closing Date for Receipt of EOI:** 8 August 2016

**EOI Number:** EOIUNOG12711

**Address EOI response by fax or e-mail for the Attention of:** Julius Birungi

**Fax Number:** +41 (0) 22 9170013

**E-mail Address:** tenders@unog.ch, jbirungi@unog.ch

**UNSPSC Code:** 81112105, 81112103

### DESCRIPTION OF REQUIREMENTS

The United Nations Offices at Geneva (UNOG) on behalf UNEP is seeking for competent, experienced and interested companies to design, develop and maintain all web-based applications (existing and upcoming) for the InforMEA project.

The successful bidder will be able to:

1. Complete the design and implementation of existing applications;
2. Carry out bug fixing and enhancements to existing applications;
3. Develop computer programs implementing new functionalities for InforMEA;
4. Carry out data validation, quality control, and automatic or manual transformations that might be required to make the data compatible with new formats and/or third-party applications;
5. Carry out integration of legacy systems into new and existing applications;
6. Draft and/or edit technical documentation, make presentations, and carry out training on new or existing applications.

Furthermore, the following tasks will be the responsibility of the successful vendor:

1. Maintenance of the information systems that constitute InforMEA by monitoring and updating the hosting environments;
2. Development and implementing a security policy, a disaster recovery policy, and business continuity policy;
3. Regularly attending virtual working group meetings of the MEA-IKM initiative, if invited, and participate in face to face meetings (travel funded by UNEP)

4. Maintenance, customization and extension of , as needed, the Content Management System (CMS) for InforMEA and its services/products;
5. Development of training materials and conduct training to UNEP staff on the maintenance of InforMEA;
6. Getting all the tools necessary to design, develop and deploy this project

#### **SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

In addition to the above, the successful bidder will be expected to carry out the following specific activities

1. Facilitate the design, development and deployment of new schemas so as to further increase the capacity of InforMEA to handle various forms of documents (text files, drawings, audio/video formats, etc.), and update the API and the corresponding toolkit accordingly;
2. Facilitate the design, development and deployment of the Treaty API based on the Akoma Ntoso schema document in order to facilitate the handling of legal text in InforMEA and update the API and its toolkit accordingly;
3. Support the implementation of the InforMEA API at the MEA level by providing technical assistance as and when necessary;
4. Implement user experience review of InforMEA.org for the purpose of improving usability and enhancing search engine optimization (SEO);
5. In liaison with IUCN and FAO, establish and/or maintain an alignment between the 'terms' database in InforMEA and FAO's VocBench application;
6. Design, develop and incorporate multilingual Graphical User Interfaces (GUIs) to the InforMEA portal, or related websites and applications, as and when necessary
7. Install, service and maintain the mechanisms required for technically and semantically linking other glossaries to LEO, as well as automatically tagging collected content in InforMEA;
8. Service, upgrade and maintain the mechanism for tracking usage of data for data providers such as ECOLEX, as well as recipient aggregators such as UNEP Live and others;
9. Ensure the optimal performance of InforMEA and its related applications by:
  - a. Updating the software running InforMEA as necessary, as well as the toolkit, ensuring that all systems and processes continue to function as envisaged;
  - b. Performing security tasks, such as creating security policies, intrusion tests and malware scans, as well as applying OS security updates and patches;
  - c. Perform and test regular backups of data, logs and software configurations.

#### **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 Expressions 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 the Vendor Response Form of this EOI and send it via fax or email to United Nations Office at Geneva (UNOG) before the closing date set forth above.***

# VENDOR RESPONSE FORM

**TO:** Julius Birungi  
**FAX:** +41 (0) 22 9170013  
**FROM:**

**EOI Number:** EOIUNOG12711

**SUBJECT:** Design, Development and Maintenance of Web-based Applications for InforMEA project, UNEP

## 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](http://www.ungm.org)).
- As you express interest in the planned solicitation by submitting this response form, please verify and ensure that your company is registered under its **full legal** name with the **UN Secretariat** on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

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

## COMPANY INFORMATION

**UN Global Market Place (UNGM) Vendor ID Number\*:**

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

**Company Contact \*:**

**Address \*:**

**City \*:**

**State :**

**Postal Code \* :**

**Country \*:**

**Phone 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](http://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 <http://www.un.org/Depts/ptd>.

#### **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 ([http://www.un.org/sc/committees/list\\_compend.shtml](http://www.un.org/sc/committees/list_compend.shtml)), 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 <http://www.un.org/Depts/ptd>. 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 United Nations Office at Geneva (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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 on the UNPD Website indicated above.