



United Nations Office for the Coordination of Humanitarian Affairs

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed by UNOCHA. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Office for the Coordination of Humanitarian Affairs. You are therefore requested to direct all queries regarding this EOI to United Nations Office for the Coordination of Humanitarian Affairs using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Evaluation Services on Humanitarian Action in Eastern DRC

**Date of this EOI:** 3 September 2024

**Closing Date for Receipt of EOI:** 23 September 2024

**EOI Number:** EOIUNOCHA23036

**Beneficiary Country/Territory:** Congo, The Democratic Republic of the

**Commodity/Service category:** Professional Services

**Address EOI response by fax or e-mail to the Attention of:** Aybars Demiralp

**Fax Number:**

**E-mail Address:** ochabuyer@un.org

**UNSPSC Code:**

80101606 - Project monitoring and evaluation

## DESCRIPTION OF REQUIREMENTS

This is a Request for Expression of Interest for a solicitation process that will follow and not the actual solicitation. Exact requirements will be in the solicitation document which will be shared with the parties expressing their interest.

The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is seeking to establish a contract for the provision of services to undertake an Inter-Agency Humanitarian Evaluation (IAHE) of the collective response in Eastern DRC.

IAHEs play a vital role in enhancing accountability, supporting evidence-based decision-making and promoting strategic and operational learning within the humanitarian system. Their objective is to assess the results of the collective response to enhance principled humanitarian action by IASC member organizations in order to address the needs of the affected people. IAHEs examine the response, systems and processes, and identify critical facilitating and inhibiting factors that impact the achievement of intended results. They are essential to IASC's commitment to coherent and unified coordination, people-centred and accountable collective humanitarian action. IAHEs are not an in-depth evaluation of any one sector or of the performance of a specific organization.

The purpose of the evaluation of the collective response in DRC is two-fold. First, it will enable learning for the humanitarian system. The IAHE will provide valuable lessons for future IASC Scale-Up Activations generally and for humanitarian responses in similar contexts marked by armed conflict, violence, insecurity, displacement, as well as epidemics, food insecurity and malnutrition, and protection challenges.

Second, it will ensure accountability of the IASC organizations towards affected people, humanitarian actors and partners, and donors. The IAHE is an integral element of the Humanitarian Program Cycle, assessing to which extent the collective humanitarian response has met the needs of the people affected in Eastern DRC.

The IAHE will assess the extent to which the IASC member agencies' collective response actions were relevant and coherent, the extent to which results were achieved, with an emphasis on results for the most vulnerable people, and the extent to which the response was well coordinated. It will identify good practices, opportunities and lessons learnt that will illustrate how collective response mechanisms have been or might be strengthened to contribute to a relevant, coherent, and effective response.

The successful vendor is expected to partner or sub-contract a Congolese firm or a group of individuals to collect data for the evaluation.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Important Note: This REOI will serve as a pre-qualification tool in order to assess the vendors against the below listed pre-set criteria. Only the suppliers matching these criteria will be invited to the actual solicitation.

The interested suppliers are requested to submit a two page cover letter giving information about their company with list of their experiences with the titles of the previous evaluations, the dates of the previous evaluations and the links to the reports if they are public. If the reports are not publicly available, then excerpts from the reports including the title page and two pages of the executive summary is needed.

This letter, with all the supporting documents corresponding to the criteria listed below, should be sent to [ochabuyer@un.org](mailto:ochabuyer@un.org) with the subject referencing this REOI, once your company expresses interest through the UNGM.

### CRITERIA:

- a. Experience of delivering large, high-quality evaluations of humanitarian action.

Pass: The bidder has conducted at least 5 evaluations of humanitarian action.

# VENDOR RESPONSE

## 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 that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](http://ST/SGB/2006/15), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

**PLEASE NOTE: You should express your interest to this EOI electronically at:**

<https://www.ungm.org/Public/Notice/245622>

**In case you have difficulties submitting your interest electronically, please contact [ochabuyer@un.org](mailto:ochabuyer@un.org) directly for instructions.**

## 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 <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/securitycouncil/content/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