



United Nations
Educational, Scientific and
Cultural Organization

FORM 801A:

Procurement Notice/Advertisement Open International Competition (OIC)

Country of Destination: Paris (France) with visits to the field.

Reference Number: IOS/2009/es/Memo.201

Description: Evaluation of UNESCO's contribution to Strategic Programme Objective (SPO) 5: "Disaster Preparedness and Mitigation"

Deadline for Submission of Sealed Tenders: 27 January 2010, 17h00 (GMT+1)

Posting Date: 2 December 2009

United Nations Educational, Science and Cultural Organization (UNESCO) hereby invites qualified companies to submit sealed tenders for consulting services to carry out the Evaluation of UNESCO's Strategic Programme Objective (SPO) 5: "Disaster preparedness and mitigation".

The core evaluation team will ideally comprise two international consultants and one IOS staff member. Depending on the evaluation approach developed by the core team, other national consultants, advisers and/or agencies with specific expertise in the disaster reduction and mitigation may be hired to contribute to the evaluation process.

The staff member of the Internal Oversight Service will provide methodological guidance and manage the evaluation process.

The external consultants should possess the following qualifications:

1. The team leader will possess at least 10 – 15 years of professional experience in programme and project evaluation of relevance to policy making, to include international experiences. He/she will also have a strong record in leading and/or conducting evaluations (required).
2. Advanced university degree in social or environmental sciences, architecture, engineering or other disaster or development-related fields, with additional qualification in disaster management principles (required).
3. Professional experience/expertise in programme management related to natural disaster reduction and recovery (required).
4. Some knowledge of the United Nations, including previous work experience or assignments for the UN (preferred).
5. One team member will have experience in gender analysis or gender evaluation methodologies (required).
6. Excellent oral communication and report writing skills in English (required) and working knowledge of French would be an asset.
7. All team members will also have professional experience in programme and project evaluation (required).

Two samples of previous evaluation work, preferably relevant to the subject of this evaluation, must be submitted as part of the technical proposal.

Preference will be given to evaluation teams that are multicultural with appropriate gender balance and geographic representation.

The time schedule for the evaluation is planned between February and May 2010.

The purpose of this notice is to provide general information on the requirements for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC must request for a complete set of Solicitation Documents, available free of charge, from UNESCO contact person at the address shown below.

The sealed tenders must be delivered to the UNESCO Headquarters in Paris no later than **27 January 2010, 17h00 (GMT+1)**, in strict compliance with the instructions as stipulated in the Solicitation Documents.

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

UNESCO Contact Information:

Internal Oversight Service, Evaluation Section

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All correspondence must be addressed to the UNESCO contact person above. A confirmation copy of the request for solicitation documents shall be sent to: procurement.info@unesco.org.
