

REQUEST FOR EXPRESSION OF INTEREST

Provision of Certified Training Professionals Training to the United Nations Mission in South Sudan

Closing Date for Receipt of EOI: Wednesday, 30 November 2016

The United Nations Mission in the Republic of South Sudan (UNMISS) hereby solicit Expression of Interest (EOI) from qualified Contractors for the Provision of Certified Training Professionals Training Services to UNMISS personnel at the UNMISS in Juba, South Sudan as stated herein.

Introduction:

The objective of the Certified Training Professionals Training is to improve, sharpen, update and enhance participants' knowledge, attitudes and practical skills in training, need analysis, design, development, implementation and evaluation. This will enable participants to implement training programmes that are well designed and be effective in the delivery of such programmes.

Course Content:

The Certified Training Professionals Training Course will focus on the following key areas (among others):

- a) Being an effective trainer in the organisation
- b) Training needs assessment (TNA)
- c) Training design
- d) Training implementation
- e) Training evaluation

Description of General requirements:

1. The institution that will be contracted to deliver the training in Certified Training Professionals shall be an internationally accredited and authorized to award certificates Internationally. For this reason, the curriculum to be used for the Certified Training Professionals training must be a duplicate of the internationally approved Training and Development Institute curriculum.
2. The target audience for this programme are Mission personnel involved in the facilitation of training workshops and other information sharing sessions.
3. The training will be conducted in one (1) session in Juba, South Sudan. The training session will cater for up to 25 participants. The total number of days for the programme shall not exceed ten (10) working days. The programme should be conducted before 30 June 2017. The actual training dates will be advised in due course.

Conditions

Interested contractors are invited to submit their EOI by courier, email or hand delivery as indicated below. The EOI must include, as a minimum, the following documentation/information:

1. As a mandatory requirement for UNMISS, before submitting an EOI, interested companies are required to be fully registered as a supplier at least at basic level on the UN Global Marketplace (UNGM) using the link <https://www.ungm.org>. Registration is free of charge. As you express interest in the planned solicitation by submitting your EOI, please verify to ensure that your company legal name is the one registered with the UN Secretariat on the UNGM. However at the time of submission of bids, all bidders must be registered at least at level 1 to be considered for award.

2. Proof that the Institution is registered for this particular service in UNGM under UN Standard Products and Services Codes (UNSPSC) 86101710; 86101800; 86111600 and 86132100.
3. UNMISS Procurement Section shall reject any EOI that does not contain the final UNGM vendor registration number under the specified UNSPSC as such submissions will be considered non-responsive.

This REOI does not constitute a solicitation. UNMISS reserves the right to change or cancel the requirements at any time during the REOI and/or solicitation process. Thus, submitting a response to this REOI does not automatically guarantee that your company will be considered for receipt of the solicitation when issued.

The EOI, clearly marked "**Provision of Certified Training Professionals Training Services to UNMISS**" must be received by UNMISS no later than **Wednesday, 30 November 2016 at 12:00 hours local time in the Republic of South Sudan (GMT or UTC +3)**, via email to tewodrosk@un.org with ngonyo@un.org in copy.

The EOI may also be delivered via courier or hand delivery to: The United Nations Mission in South Sudan UNMISS, Procurement Section, Room 3C-02, UNMISS Logistics Base in Tomping, Near Juba International Airport, Juba, Republic of South Sudan. Attention: Mr. Tewodros Kebede