



REQUEST FOR EXPRESSION OF INTEREST (REOI)

Category of items: Complex services

Date of the REOI: 11/03/2024

Closing Date for receipt of EOI: 31/03/2024

Reference: EOI/UNFPA/EECARO/2024/001

Address: eecaro.procurement@unfpa.org

Description of requirements:

UNFPA is inviting Expressions of Interest (EOIs) from eligible suppliers (companies) in respect to the provision of specific services to support private sector engagement and promote family-friendly workplaces within companies. UNFPA has been promoting and implementing gender-responsive family policies, in the private sector and in the national legal framework, as a means to support women to fulfill their career and family aspirations. UNFPA is looking for companies with experience on Private Sector Engagement and Family-Friendly Workplaces to provide services related to technical guidance, awareness raising, advocacy, and training on family-friendly workplaces and engaging the private sector.

Objectives and scope of the Services will mainly fall within the following categories:

A. STUDY & EXCHANGE VISITS

1. **Virtual study tour:** plan, organize and facilitate a virtual study tour to showcase examples from role model companies of FFW initiatives and inspire other companies to pilot their own initiatives. Includes both pre-recorded videos with the role model companies (minimum of 3, at least 10 mins each) and live events (minimum of 2, at least one hour each) with the role model companies and interested companies.
 - Main deliverables include: agenda and plan for the virtual study tour; identify and contract a film production firm; identify role model companies to take part to be validated by UNFPA; plan for videos showcasing best practices and lessons learned; film production cost; facilitate the live event components (i.e. Q&A, networking, etc).
2. **Physical study tour:** plan, organize and facilitate a physical study tour (approx. 5 days) to showcase examples from role model companies of FFW initiatives and inspire other companies to pilot their own initiatives. Country/location to be approved by UNFPA, the visit must be in english - other languages can be proposed, but would need to be approved by UNFPA.
 - Main deliverables include: develop the agenda and plan for the study tour; identify companies in agreed location to take part (to be approved by UNFPA); facilitate the study visit; arrange minimum of 2 meetings with role model companies; arrange minimum of 2 lectures with relevant experts in gender-responsive family policies and FFW.
 - Not included in the deliverables: visa, travel and accommodation for the participants of the study visit.
3. **In-country exchange visit:** plan and organize an exchange visit (approx. 3 days) to a UNFPA country office with representatives from role model companies and/or experts in GRFP at the private sector and national level.

- Main deliverables include: develop the agenda and plan for the exchange visit; identify a minimum of 4 companies' representatives and/or technical experts to take part; moderate panels and discussions during the visit.
 - Not included in the deliverables: visa cost, travel and DSA for the speakers, translation, venue and meeting costs.
4. **In-country exchange visit for multiple countries:** plan and organize an exchange visit (approx. 5 days) to multiple UNFPA country offices with representatives from role model companies and/or experts in GRFP at the private sector and national level.
- Main deliverables include: develop the agenda and plan for the exchange visit; identify a minimum of 4 companies' representatives and/or technical experts to take part; moderate panels and discussions during the visit.
 - Not included in the deliverables: visa cost, travel and DSA for the speakers, translation, venue and meeting costs.

B. WEBINARS

1. Introduction to Family-Friendly Workplaces - What, Why & How: 2h webinar to introduce the concept of Family-Friendly Workplaces to external audiences, as well as how companies can implement these. The webinar must be aligned with [UNFPA's FFW model](#).
 - Main deliverables include: agenda for webinar; invitation flyer/note; presentations/slides; facilitation; organization, recording of the webinar.
 - Not included in the deliverables: logistics such as zoom link, registration, translation, etc.
2. Overview of specific FFW initiatives that companies can pilot. The initiatives must be in line with [UNFPA's FFW model](#), with additional ones to be proposed .
 - Main deliverables include: agenda for webinar; invitation flyer/note for the webinar; presentations/slides; facilitation; organization; recording of the webinar.
 - Not included in the deliverables: logistics such as zoom link, registration, translation, etc.
3. Best practices in Family-Friendly Workplaces: 2h webinar to highlight key examples and best practices from companies that have implemented FFW initiatives.
 - Main deliverables include: agenda for webinar; identification & engagement of speakers (company representatives, experts); presentations/slides; invitation flyer/note for the webinar; facilitation/moderation; organization; recording of the webinar.
 - Not included in the deliverables: logistics such as zoom link, registration, translation, etc.
4. Best practices in Family-Friendly Public Policies: 2h webinar to highlight best practices and examples from governments in implementing family-friendly policies.
 - Main deliverables include: agenda for webinar; identification & engagement of speakers (company representatives, experts); presentations/slides; invitation flyer/note for the webinar; facilitation/moderation; organization; recording of the webinar.
 - Not included in the deliverables: logistics such as zoom link, registration, translation, etc.
5. Moderation of panels and webinars: Panel and webinar moderation services (up to 2h) on UNFPA webinars by an expert with technical knowledge of GRFP and FFW.
 - Main deliverables include: prep work with UNFPA and other panelists; moderation of the panel.
 - Not included in the deliverables: development of agenda, identification of speakers, etc.

C. TRAINING

1. Training for managers, HR staff and/or employees on specific family-friendly workplace topic (i.e. FFW initiatives, gender equality in the workplace, creating a conducive workplace culture, supporting engaged fatherhood through parental leave, measuring returns of investments of FFW through KPIs, rights and entitlements of employees, etc).
 - Main deliverables include: development of agenda and training module, facilitation and organization of training session(s); presentations/slides/materials for each; pre and post questionnaire to measure effectiveness of training.
 - Not included in the deliverables: if online - logistics such as zoom link, registration, translation, etc; if live - travel, DSA, translation.

D. TECHNICAL SUPPORT

1. Dedicated days of technical support for country offices including, but not limited to, identifying and supporting the engagement of champion companies, discussing plans or progress for engaging champion companies to pilot FFW, having meetings with companies to answer question and troubleshoot, discuss the use of the model and tools and possible adaptation to the context; create additional or adapted existing tools related to the FFW model; advice and support on building networks of companies for exchange of experience.
 - Main deliverables include: one day of technical support tailored to the country office needs.
 - Not included in the deliverables: travel and DSA if technical support days are in-country.
2. Dedicated days to support webinars, workshops, events and other advocacy and communication activities by identifying and securing speakers including from the private sector and public sector.
 - Main deliverables include: minimum of two speakers identified and engaged per working day that are expert in family-friendly workplaces, family-friendly policies, the role of the private sector in promoting family policies, the role of managers in promoting a family-friendly and gender responsive workplace, inclusive and gender-responsive HR practices, etc.
 - Not included in the deliverables: travel costs, DSA costs
3. Article & blog post on relevant topic: one article or blog post (min 500 words) from an expert on a relevant topic around family-friendly workplaces and policies to be used for communication and advocacy purposes.

E. FAMILY-FRIENDLY WORKPLACE CRITERIA

1. Develop a set of comprehensive criteria to rank and/or rate the family-friendliness levels of companies, to be used for business awards and/or certification of companies. The criteria would need to be based on international standards and best practices, and ensure they are developed with a strong gender and inclusion lens.
 - Main deliverables: set of criteria, for three different tiers, to assess companies' level of family-friendliness, including indicators and means of verification.

Technical assessment criteria:

Suppliers are expected to present their offer following the Summary below. All these information are required.

1. **Statement of Qualifications (2 pages max)**

a. Presentation (1 page max)

Suppliers are expected to provide a short description of their firm, their primary focus of business and their knowledge regarding gender-responsive family policies and/or family-friendly workplaces.

b. International Experience (1 page max)

Suppliers are expected to provide an overview of their international experience related to gender-responsive family policies, in particular working with companies to promote family-friendly workplaces, experience of coaching, training, train-the-trainers on relevant family policy topics, experience in organizing and moderating webinars and study tours.

They are expected to give examples of similar projects in which they have been involved in related concepts.

2. Understanding of the project (2 pages max)

a. Interest (1 page max)

Suppliers are expected to state their interest in this project.

b. Understanding of the purpose and objectives of this EOI (1 page max)

Suppliers are expected to share their understanding of the purpose and objectives of this EOI.

3. Appendices (20 pages max)

a. ISO Certificates

Note: Only suppliers with a Quality Management System in conformity with at least one of the following standards are invited to express interest. Suppliers are expected to attach these certificates to their offer.

ISO 9001/ISO9002

- (a) ISO 9001:2000
- (b) ISO 13485 / ISO 13488
- (c) EN 46001 / EN 46002
- (d) Japan QS standard for medical devices # 1128
- (e) United States QS (21 CFR part 820)

Potential Suppliers

This REOI is addressed to companies or institutions that can provide services related to Private Sector Engagement and Family-Friendly Workplaces. Services would include but not limited to technical guidance, awareness raising, advocacy, and training on family-friendly workplaces and engaging the private sector.

UNFPA is particularly interested in identifying competitive sources of supply that can offer the complete range of products listed above.

Partial quotations are also accepted.

Procedure for submission of EOI:

Interested suppliers are encouraged to complete **the attached Supplier Identification Form** and return it to UNFPA by e-mail to ee caro.procurement@unfpa.org on or before the indicated deadline.

Note:

- (a) **Prices are not required at this stage.** UNFPA is seeking to identify suppliers interested in participating in a future bid.
- (b) **No queries shall be entertained by UNFPA on the conformity of the suppliers' products at this stage.**
- (c) **This EOI does not constitute a solicitation.** UNFPA reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNFPA also reserves the right to require compliance with additional conditions as and when issuing the final solicitation document. Submitting a reply to an EOI does not automatically guarantee receipt of the solicitation when issued.

GUIDELINES FOR ELECTRONIC SUBMISSION

1. Bidders shall make clear reference to the specific EOI in the subject field as instructed, otherwise proposals may be rejected. Clearly specify: **EOI (name of product)**
EOI/UNFPA/EECARO/2024/001, company name specify in the subject field.
2. Responses received at the ee caro.procurement@unfpa.org mailbox are kept undisclosed and shall not be opened before the scheduled opening date.
3. E-mail submission shall not exceed **20 MB**. An auto-generated response will respond to emails received by the ee caro.procurement@unfpa.org email box.

Suppliers Identification Form

EOI/UNFPA/EECARO/2024/001

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	

Commercial Representatives in the country: Name/Address/Phone (for international companies only)	
---	--

2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant)	

3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

4. Contact details of contact focal point at the company that UNFPA may contact for requests for clarification

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

Note: The contact focal point must be available during the next month following receipt of EOI