



EXTERNAL DOCUMENT

INTERNATIONAL PROCUREMENT SEMINARS CRITERIA AND PRINCIPLES FOR ENGAGEMENT

1. INTRODUCTION & BACKGROUND

In the interests of improving the efficiency, cost-effectiveness and sustainability of UN business seminar activities, the Strategic Vendor Management Working Group (SVM-WG) of the HLCM Procurement Network was tasked with proposing new modalities for *multi-agency* events. Subsequently, at the 21st session of the Procurement Network, held in Geneva on 22-24 March 2017, the decision was taken to implement the model – International Procurement Seminars (IPS) – which was piloted in Bonn in November 2016. This new model will be applied in the period 2017-2019 and will be fine-tuned based on lessons learned from the pilot period.

The following sections of this document aim to outline the endorsed IPS concept, and to describe the submission and evaluation process for proposals to host such events¹.

2. THE INTERNATIONAL PROCUREMENT SEMINAR CONCEPT

International Procurement Seminars are envisaged to be:

- Multi-agency, i.e., the events will be attended by several UN agencies
- Multi-country², i.e., the events will be organised in collaboration with government institutional organisations from several Member States
- Supported by the UNGM Event Management module
- Structured around a two-day programme; half-day general introduction, plus thematic areas for discussion/workshops and one-to-one meetings
- Targeted at new vendors with no or limited experience with UN business
- Based on a pre-determined UN calendar; institutional organisations will submit their proposals for supporting/hosting the events and selection will be determined thereafter by the UN
- Ideally 3 events per year (ideally 1 for Industrialised Countries + 2 for Developing Countries/Countries with Economies in Transition)
- Held at UN HQ/regional hub/duty station (on rotational basis) or other location/venue deemed suitable on a hybrid³ basis or held on a fully virtual basis.

3. THE SUBMISSION OF PROPOSALS

The UN calendar for IPS events is posted on the UNGM to allow as much preparation time as possible for the planning and organising of such events. Interested institutional organisations may submit their expressions of interest in (co)hosting an IPS to the HLCM PN Secretariat on

¹ The seminars described in this document are not applicable to business seminars hosted by any Member State of the United Nations Secretariat for the Procurement Division of the United Nations Secretariat. Furthermore, it is acknowledged that any Member State of the United Nations Secretariat hosting a business seminar for the Procurement Division of the United Nations Secretariat may invite other UN and international organisations to such seminars at their own discretion.

² If a country is well above average size and has multiple regions, and/or if there are valid and convincing reasons for not being in a position to partner with another country, expressions of interest from such a country to host an IPS alone may be given due consideration.

³ This model was introduced following the Covid19 pandemic and will remain in place for the foreseeable future. The hybrid model means that host entities can choose to invite participants to attend the IPS physically or virtually. In terms of UN participation, it will be at the discretion of each individual agency whether their representative(s) will attend remotely or in person.



kerry.kassow@undp.org within the specified deadline, and they should include the following information:

1. **Name** (and description, if necessary) of the host entity(ies); to be eligible to host such an event the entity must be a government institutional organisation of a Member State.
2. **When the Member State last hosted, or expressed interest in hosting**, a UN multi-agency business seminar, if at all.
3. Overall **objectives and expectations** for hosting the event.
4. **Date and duration**; must be in accordance with the UN calendar on UNGM.
5. **Location/venue**; for hybrid events proximity to a UN location⁴ would be an advantage in terms of ensuring adequate UN representation, increased interest from vendors, and lower costs, but is not a prerequisite. The proposed location should offer an adequate environment⁵ and infrastructure to support the logistical requirement for a successful seminar.
6. Availability of adequate **web-based conference technology** (and technical support) to enable remote attendance by suppliers and UN representatives and/or making footage available after the event.
7. Envisaged **number of participants**; the events should be large enough to allow adequate representation from multiple countries, but not so large that there is a risk of dominance of vendors from the host country, i.e., participation of 50-200 companies from a minimum of 3 countries are required for the IPS to be viable. There should be an equal number of spaces allocated to each of the countries and the possibility of smaller scale, ad hoc attendance by vendors from additional countries if interested.
8. Indication of the **number of UN representatives** expected and **agencies** of particular interest.
9. Confirmation of the hosting entity's **commitment to the multi-country** concept and willingness to:
 - (i) engage with representatives from other countries; and
 - (ii) promote the event widely across their countries to ensure adequate representation.Articulation of how outreach activities will be undertaken should be provided.
10. Overview of the **estimated costs** of hosting the seminar.
11. **Registration fee**⁶ (if any) for vendors and a breakdown of the costs the fee is expected to cover.
12. Confirmation that any participation **costs of UN representatives** will be covered, i.e. travel, accommodation, meals, airport transfer – all to be arranged by the hosting entity.
13. Brief outline of the **proposed programme**.

4. THE REVIEW AND SELECTION PROCESS

Once the deadline has passed, a sub-group from the Strategic Vendor Management Working Group (SVM-WG) will review all submissions. Selection will be based on the following criteria and scoring system:

⁴ IPS proposed to be held on UN premises will be subject to availability of meeting facilities

⁵ Proposed locations will be checked against recommendations and advice from the United Nations Department of Safety and Security (UNDSS).

⁶ Participation should ideally be free of charge for vendors. Should a fee be necessary, it should be kept to an absolute minimum.



| | Criteria | Score/Points |
|---|--|---------------------|
| 1 | Whether the hosting entity is eligible to host such an event ⁷ | Pass/Fail |
| 2 | When the Member State has last hosted a seminar, if at all. Preference will be given to Member States in the following order: (i) has previously applied to host a multi-agency seminar but has not yet been successful in being selected (ii) has never hosted a multi-agency seminar before (iii) has hosted a multi-agency seminar before (iv) has hosted a multi-agency seminar in the last 4 years (priority will be given to those where most time has elapsed) | Score |
| 3 | Whether the proposed programme, objectives and expectations for the event are in general aligned with the IPS concept | Score |
| 4 | Whether the date and duration are in accordance with the UN calendar | Score |
| 5 | For hybrid events, suitability of location/venue incl. adequacy of infrastructure and environment (& technology) | Score |
| 6 | Suitability of web technology - research/selection process & key attributes | Score |
| 7 | Envisaged size of the event | Score |
| 8 | The expected number of UN representatives and feasibility of participation | Score |
| 9 | Confirmation of the hosting entity's commitment to the multi-country concept and willingness to: (i) engage with representatives from other countries/regions; and (ii) promote the event widely across their countries/regions to ensure adequate representation Articulation of how outreach activities will be undertaken | Score |
| 10 | Overview of the estimated costs of hosting the seminar and indication of the possible source of funds | Score |
| 11 | Registration fee (if any) for vendors and a breakdown of the costs the fee is expected to cover | Score |
| 12 | Confirmation that participation costs of UN representatives will be covered, and logistical arrangements made by the host entity | Pass/Fail |
| | Total | |
| <i>Each criterion will be scored a maximum of 10 points. The pass threshold will be 60%</i> | | |

The sub-group of SVM-WG will aim to complete the review and selection process within a 2-week period after the deadline closes. Timing may be prolonged should it be necessary to seek clarification on any issues from the submitting entities. The sub-group will present the outcome of the evaluation process to the WG for approval at its subsequent teleconference where there must be a quorum of 5 agencies.

⁷ Whether the entity is a government institutional organisation from a Member State.



NOTE: *In the event that there are issues concerning a suggested location or venue, or other issues that require resolution, the UN reserves the right to conduct a second round of solicitation allowing interested parties to amend their offers accordingly.*

5. THE OUTCOME

The selected hosting entity will be informed of the outcome in writing by the HLCM PN Secretariat. The unsuccessful submitting entities will thereafter be informed of the outcome and encouraged to collaborate and participate in the event being organised by the selected hosting entity, if feasible.

The UN calendar and Virtual Business Seminar area on the UNGM will be updated with information on the event.