

CALL FOR EXPRESSION OF INTEREST (EOI)

DESCRIPTION: Implementation of an Online Publication Tracking and Workflow System

USER UNIT: Information Production Unit (IPU)

REFERENCE NUMBER: EOI-2010-36

Context

UNAIDS publishes a wide range of information materials related to HIV and AIDS, which it provides to the public. The process to produce these documents is a complex one involving many different people and units within UNAIDS as well as a wide range of external contractors for editing, layout, translating, printing and distribution.

Currently UNAIDS is relying on a tool called Publication Tracking System (PTS) that has been developed some years ago and is now looking for a more sophisticated tracking and workflow solution that would make it easier for all involved parties to keep track of their work and manage the workflow of publication production from start to finish.

Objectives

Previous studies, business analysis and prototype development have been conducted to understand and clarify UNAIDS publication processes and monitoring needs. UNAIDS now would like to study further if solutions to match UNAIDS requirements exist on the market. The purpose of this EOI is to help UNAIDS to get a clear picture of solutions existing on the market and review later if suppliers can implement such solutions.

Following this EOI, a Request for Proposal (RFP) will therefore be issued in compliance with our procurement requirements in order to identify the best supplier. The selected supplier will then implement and integrate the proposed platform within UNAIDS environment following guidelines and coordination of the Information Production Unit (IPU) and the Technology Innovation Development unit (TID).

Working conditions

All analysis, customization and development work will be carried out by the suppliers outside UNAIDS premises to the maximum extent possible. UNAIDS will not provide any physical workplace or IT equipment (computer, laptop) to the contracting company. Depending on the work, the company could get a remote access to perform specific activities and may be required to visit UNAIDS Headquarters for some specific purposes (installation, training, testing, demo, etc.)

Work to be done and deliverables

The brief work description below is aimed at giving a general understanding of the requested activities to be performed by the supplier. The selected company will carry out and deliver the following work packages:

1 - Design & Architecture:

Propose tools and an architecture that can support UNAIDS publication workflow and monitoring needs.

- *Expected outputs:* Review of UNAIDS requirements, architecture approach, proof-of-concept, gap analysis with the proposed solution and recommendations, technical and side implication (resources, hardware, software, licence, training, etc.)
- *UNAIDS inputs:* PTS workflow, business actors, activity triggers, dashboards requirements, project plan, quality plan, communication plan, technical standards, evaluation of the solution

2 - Environment setup:

- *Expected outputs:* Guidelines and documentation, setup support (development and production environments)
- *UNAIDS inputs:* technical standards, hosting platform, test and quality assurance

3 - Implementation & integration: phase One:

- *Expected outputs:* functional workflow system and simulation of publication processes
- *UNAIDS inputs:* Guidelines on the integration with other sources of information (ERP, external database, user account, etc), test and quality assurance

4 - Implementation & integration: phase Two

- *Expected outputs:* tailor and develop an online publication dashboard and reports
- *UNAIDS inputs:* Guidelines on the integration with other sources of information (ERP, external database, user account, etc), test and quality assurance

5 - Hand over:

- *Expected outputs:* full documentation, training session, potential ad hoc support
- *UNAIDS inputs:* review and quality assurance

Timing:

The activities need to be commenced in the period of March 2011 and completed by July 2011

Expression of Interest content:

UNAIDS invites suppliers capable of providing the above mentioned services to submit their expression of interest.

In order to be considered as a potential supplier, interested individuals/entities should submit their Expression of Interest including the following information:

- brief presentation of your enterprise including number of staff, turnover, years in business
- area of expertise that is related to the requested activities
- reference list demonstrating your qualifications for participating in this possible upcoming bidding process including a list of comparable activities delivered so far

- contact information (full name and address, country, telephone and fax numbers, e-mail address, website and contact person)

IMPORTANT: No formal offers or prices are requested in this phase.

Email for submission of EOI: TechnicalBids@unaids.org

Deadline for submission of Expression of Interest: 10 – January – 2011

Tentative time-line:

| | |
|------------------|---|
| 10 January 2011 | Submission of Expression of Interest by e-mail (max. 5-10 pages) to TechnicalBids@unaids.org Please indicate Ref. No: EOI-2010-36 on all submissions. |
| 14 January 2011 | Request for Proposals to be sent out and published on the Internet |
| 4 February 2011 | Deadline for submission of proposals by e-mail or courier |
| 8 February 2011 | Bid opening and start of technical evaluation |
| 15 February 2011 | Request for clarifications, presentation of solutions and demos |
| 22 February 2011 | Selection of bidder |
| 10 March 2011 | Award of contract |
| 21 March 2011 | Start of the project |

This call for Expression of Interest **does not constitute a solicitation.**

UNAIDS reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNAIDS also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of UNAIDS.

UNAIDS Contact Information (For questions only, do not send EOI)

Joint United Nations Programme on HIV/AIDS (UNAIDS)
20 Avenue Appia
CH-1211 Geneva 27, Switzerland

Attn: Noualhat, Christophe
Manager, Information Production Unit
Tel: +41227914669
E-mail: noualhatc@unaids.org

For companies not registered with the **UN Global Marketplace** it is recommended to do so. The UN Global marketplace is a database of active and potential suppliers available to all UN and World Bank procurement personnel,

and is the main supplier database of 15 UN organizations. To register click on "New Supplier Registration" on www.ungm.org.