

CALL FOR EXPRESSION OF INTEREST (EOI)

Description	Consultancy – Communication and press media liaison
Requesting Unit	UNAIDS Communications
Reference Number	EOI-2011-47.

Eligible suppliers are invited to send in their Expression of Interest.

Context

The responsibilities of the Communications within UNAIDS is to effectively position UNAIDS and our issues with key audiences. We also create, manage and share knowledge with partners and potential partners in the AIDS response.

We work with a multimedia approach including communications, web and social media.

Objectives

- This consultancy is located in the United States of America. The supplier will be working with UNAIDS Communications team and reporting directly to UNAIDS Director of Communications.
- The supplier will focus on generating US media coverage of various UNAIDS corporate publications and lining up interviews for the UNAIDS Executive Director and senior UNAIDS staffs, as appropriate.
- This Expression of Interest (EOI) will be used to identify individuals that are capable of providing services mentioned below as sought by UNAIDS. Following the results of the EOI, Request for Quotation (RFQ) will be sent with refined terms of reference (TOR) and requirements to those suitable suppliers that have been identified by UNAIDS.

Terms of Reference (Work to be performed)

Excellent knowledge of English (written and spoken) is essential. Advanced knowledge of any one of the other UNAIDS official languages (French, Russian and Spanish) will be an advantage. The selected consultant will be performing the following tasks on a regular basis:

1. Updates and maintains the database of media contact for corporate communication liaison and relationship management; ensures the database is completed according to the client relationship management process and submitted to UNAIDS Communications Manager (Global Media) for approval and clearance before it is updated.
2. Acts as facilitator of online communication process; review, edit, proof-read and format if necessary corporate communication messages before it's disseminated and/or posted on UNAIDS website.
3. Provides administrative support for coordinating various communication activities and projects.
4. Occasionally provides assistance for and promoting online communication project initiatives.
5. Assists in the organization of various events.
6. Assists in the project planning and preparation; monitors status of project initiatives assigned by Director of Communications.

7. Performs other duties as assigned.

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

Email for submission of EOI: TechnicalBids@unaids.org

(Please indicate Ref. No. EOI-2011-47 in all submissions)

Deadline for submission of Expression of Interest: 18th November 2011

Submissions for expression of interest shall include the following elements, which represent the criteria for the identification of potential consultant:

- List of similar projects carried out (for similar organizations, preferably international ones and companies, with a brief description of the services provided for each.
- Organization, structure and number, and qualifications of employees working for the company if applicable.
- Acceptance, in writing, of the UN Supplier Code of Conduct posted on the following link:
http://www.ungm.org/Publications/Documents/gbg_master.pdf

This EOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender.

A response to this Request for Expression of Interest does not automatically ensure that you will be selected to participate in the tender.

UNAIDS reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process.

UNAIDS also reserves the rights to require compliance with additional conditions as and when issuing the final tender document.

UNAIDS will respond in writing (via email only) to any requests for clarification of the EOI that it receives prior to 17:00 (Geneva time), 14th November 2011. All answers to queries will be posted on 15th November 2011.

If a company, please indicate your vendor ID number (if already registered with ITC/UNOG or UNGM, otherwise please follow the Procedure for Registration as Potential Vendor at www.ungm.org and reference of this EOI in your response. For companies not registered with the UN Global Marketplace, it is recommended to do so. When a company nominates candidate(s) for this consultancy, the proposed individual(s) will be evaluated accordingly.

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.

Contact	UNAIDS Bids@unaids.org
Last updated	26 October 2011