

## CALL FOR EXPRESSION OF INTEREST (EOI)

**DESCRIPTION:** Information Technology (IT) Skills Long Term Agreement

**USER UNIT:** Technology Services Division (TSD)

**REFERENCE NUMBER:** EOI-2011-14

### Context

The responsibilities of the unit Technology Services Division (TSD) within UNAIDS is to lead, guide and standardize the development and provision of all UNAIDS Information & Communications Technology infrastructure, systems and services. The TSD unit is responsible for standardizing and integrating all information management and information technology activities across the UNAIDS Secretariat, including ensuring that these are delivered in a coherent way and can be linked to the wider information management work of UNAIDS.

UNAIDS, as an organization is increasingly dependant on services provided by the unit Technology Services Division. The work done by the TSD unit has many peaks and troughs. Previously, the TSD unit and UNAIDS at large have been using ad-hoc contractors for their different IT resources and services needs.

### Objectives

In the future, UNAIDS would like to establish Long Term Agreements with multiple suppliers who would be first contacted to meet TSD's IT outsourcing needs in specific defined areas for short-term assignments on very short notice (typically within two weeks of the original UNAIDS request).

This EOI will be used to identify companies that are capable of providing defined IT resources and services as sought by UNAIDS. Following the results of the EOI, an open Request for Proposal (RFP) will be launched with refined terms of reference (TORs) and requirements.

### Working Conditions

All the work to be carried out by the future contractors need to be done outside UNAIDS premises to the maximum extend 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 in Geneva for specific purposes (installation, training, testing,

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demo etc.). Alternatively, the work may require frequent visits to the UNAIDS offices (Project Management, business analysis etc.), but the contractor should still not expect to be based in UNAIDS offices. The future contractors will NOT be considered UNAIDS staff.

## **Work to be done and deliverables**

UNAIDS is seeking functional and technical skills in many diverse areas of Information Technology. Most of these skills will be taken on an ad hoc basis (and usually for short periods of time) for filling internal resource gaps on new or existing IT projects. The expectation is that most of the resources attained through this agreement need to start within two weeks of the original UNAIDS request. The quick availability of staff is critical to the success of this agreement.

Below are the diverse skill sets in which UNAIDS seeks resources. A more detailed description of the skill sets and its individual roles will be included in the RFP.

### **Skill set 1: Microsoft Development skills**

Estimated total number of days of work/ year: 120 person days

Types of staff needed: developers, systems analysts, quality assurance engineers and database administrators.

Certification: Microsoft certified.

This is primarily to develop and support a variety of custom-developed web-enabled applications using ADO.Net, C#. Experience with ORM (Object Relational Mapping), TSQL programming language and .NET framework, supported on an MS SQL database.

### **Skill set 2: Java Technology skills**

Estimated total number of days of work/ year: 90 person days

Types of staff needed: developers, systems analysts, quality assurance engineers and database administrators.

Certification: knowledge of Java Platform Standard (SE) and Enterprise Edition (EE). Knowledge of Micro Edition (ME) desired

This is primarily to develop and support a variety of custom-developed web-enabled applications. Experience in Java web development (OOP, design patterns), multi-tiers web application development, and separation of concerns (User interface, Business logic, database abstraction layer) is required.

### **Skill set 3: Open Source Technology skills**

Estimated total number of days of work/ year: 180 person days

Types of staff needed: developers, systems analysts, quality assurance engineers and database administrators.

This is primarily to develop, support and enhance custom-developed web-enabled applications using PHP 5.0, MySQL 5.0 transactions,

HTML/DHTML/CSS/XML/XSLT/JSON, with experience in the Symfony framework an asset. Knowledge of best practice of HTML with W3C compliance is required.

In addition, we are specifically seeking development skills in the CMS tool Drupal 6.x, which has been chosen by UNAIDS for its intranet CMS. Both the junior and senior developers are required to have experience in at least PHP 5.0 development, experience with MySQL transactions and MS SQL transact.

#### **Skill set 4: Project Management and analyst skills**

Estimated total number of days of work/ year: 400 person days

Types of staff needed: Project managers, business analysts, systems analysts, quality assurance engineers (not technology-dependant), technical architects and technical writers

Certification: Project Managers Prince2 certification, CBAP/IIBA certification desirable

We are seeking project management and analyst skills on an ad-hoc basis to support projects managed by the internal UNAIDS IT group. There are many peaks where requirements for new projects need to be established.

#### **Skill set 5: WCMS (Web) skills**

Estimated total number of days of work/ year: 120 person days

Types of staff needed: web designers, user interface specialists and web publishers

These skills should not be dependant on a specific technology. Experience and knowledge in CSS, knowledge of best practice of HTML with W3C compliance, knowledge of web accessibility concepts and cross browser compatibility testing are important skills to have.

The specified skill sets and roles defined above may be modified for the actual RFP, based on the responses and additional information received in the EOI.

#### **Timing**

UNAIDS anticipates entering into non-exclusive Long Term Agreements with suppliers for a term of two (2) years with an option to renew for one (1) additional year, expected to start in mid-July 2011.

#### **Expression of Interest content**

UNAIDS invites suppliers capable of providing one and/or multiple roles of the above mentioned skill sets to submit their Expression of Interest (EOI).

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

1. Completion of the attached form(s) specifying which skill sets and roles you intend to bid for,

2. Brief presentation of your enterprise including number of staff, turnover, years in business, geographic presence, and reference list.
3. Contact information (full name and address, country, telephone and fax numbers, e-mail address, website and contact person)

**Note:** The information about the company and its contact details should be very succinct and **should not** exceed four A4 pages.

The non-submission of the expression of interest (EOI) **does not** disqualify the potential supplier from responding to the actual Request for Proposal, and companies not submitting EOI will still be accepted to submit offers for the upcoming Request for Proposal, however, having the above information will facilitate the Request for Proposal being sent directly to the right individuals within a company.

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

Email for submission of EOI: [TechnicalBids@unaids.org](mailto:TechnicalBids@unaids.org) (Please indicate Ref. No. EOI-2011-14 in all submissions)

**Deadline for submission of Expression of Interest: 30<sup>th</sup> March 2011**

**Tentative time-line:**

30 Mar 2011	Submission of Expression of Interest by e-mail (max. 5-10 pages) to <a href="mailto:TechnicalBids@unaids.org">TechnicalBids@unaids.org</a> Please indicate <b>Ref. No: EOI-2011-14</b> on all submissions.
6 Apr 2011	Request for Proposals to be sent out and published on the Internet
17 June 2011	Selection of short-list of bidders to be included in the framework
Mid-July 2011	Award and commencement of agreements with companies

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)**

E-mail: [bids@unaids.org](mailto:bids@unaids.org)

E-mail subject: EOI-2011-14

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), 25th March 2011. All answers to queries will be posted on 28<sup>th</sup> March 2011.

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](http://www.ungm.org).