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Date: 22 July 2018

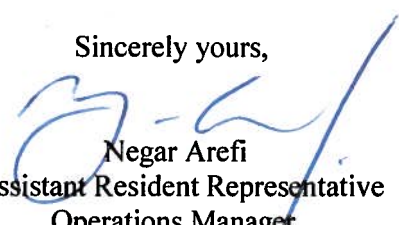
Subject: Amendment to Expression of Interest
Ref. OI/IRN/GF/18/01

To the attention of potential applicants,

Reference is made to the Call for Expression of Interest posted on 12 July 2018 for the establishment of a Long-Term Agreement (LTA) for recruiting and monitoring personnel for Prisons Organization.

Attached, please see the revisions made in Annex I (Eligibility Criteria), highlighted in yellow.

Sincerely yours,


Negar Arefi
Assistant Resident Representative
Operations Manager



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Revised Annex 1: Eligibility Criteria

List of attributes	Criteria	Base of Verification (Documents to be submitted by applicants)
Applicant/Vendor Type	<ul style="list-style-type: none"> The applicant should be legally registered as one of the following: non-governmental organization, academic organization /institution, private firm/institution or a consortium. 	<ul style="list-style-type: none"> Registration and Statute documents of the entity Letter of registration from relevant authorities, when applicable Detailed profile of the organization indicating date of establishment, size, mission and vision of the organization, number of staff, mandate and purpose of the organization.
Legal Registration	<ul style="list-style-type: none"> Should be officially registered with: <ul style="list-style-type: none"> Registration of Companies Department in Iran, Deputy of Social Affairs of the Ministry of Interior Affairs as an official NGO, or Any other relevant governmental organization as applicable. <p>Note: Applicant must be either legally registered in Iran or legally authorized to operate in Iran.</p>	
Relevant experience	<ul style="list-style-type: none"> At least three years of <u>successive professional experience in the field of human resource administration and management during the last three years.</u> 	<ul style="list-style-type: none"> List and description of previous contracts indicating the required information requested in Sheet C of Annex 2. Minimum three references letters for previously conducted works. <p>As part of the evaluation process UNDP reserve the right to approach any of the organizations with whom the applicants had previous working experience to verify the submitted credentials.</p>
Financial Soundness	<ul style="list-style-type: none"> Sound project financing capacity Well-established financial system for administration of sub-contracted personnel (including bank accounts and registering system for payments). 	<ul style="list-style-type: none"> Submission of the latest Audited Financial Statement; Financial Statements of the last three years; Latest Tax registration/payment certificate, if applicable; Copies of at least 3 contracts with total amount of 300,000 USD, of which one contract should be at least of 150,000 USD.
Personnel	Applicant organization should have a well-experienced and professional team with at least	<ul style="list-style-type: none"> Overview of human resources within the organization as per Sheet D of Annex 2



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	<p>below educational background and work experience:</p> <p><u>Team Leader:</u></p> <ul style="list-style-type: none">• University degree in management, human resource;• Previous experience in team managing and human resource;• English competency for reporting and communication with UNDP.	<ul style="list-style-type: none">• CV of the introduced key personnel assigned to deliver the services.
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