



**CALL FOR EXPRESSIONS OF INTEREST
AND PREQUALIFICATION EXERCISE
(Provision of Insurance Broker Services)**

United Nations Development Programme's Junior Professional Office (UNDP/JPO), Copenhagen, Denmark hereby invites interested suppliers to submit their expression of interest (applying for prequalification) in relation to upcoming tender (Request for Proposal) aimed soliciting proposals for Insurance Broker Services.

Case Ref.	UNDP/JPO/PSU01/2018
Issue date	4 September 2018
Closing date	28 September 2018 (Close of Business)

A) Background

The Junior Professional Officer (JPO) Programme contributes to the activities of the UN development system through fielding of young professionals with country, regional or headquarters offices. The Special Assistant to the Resident Coordinator (SARC) Programme supports UN coordination and coherence at the field level. The Specialist Development Programme (SDP) supports the implementation of the SDGs.

JPOs/SARCs/SDPs are appointed as UNDP staff members and hold a UNDP Letter of Appointment. Their appointments are governed by the UN Staff Rules and Regulations. They are covered under Appendix D to the UN Staff Rules and Regulations in the event of death, injury or illness attributable to performance of official duties on behalf of the UN. UN Staff Rules and Regulations can be accessed through this [link](#) and Appendix D to the UN Staff Rules and Regulations can be accessed through this [link](#).

In 2004 UNDP outsourced the Appendix D insurance coverage for JPOs/SARCs to an external insurance provider. As the coverage of JPOs/SARCs/SDPs must follow the rules of Appendix D, all claims must be reviewed by the United Nations Advisory Board for Claims and Compensation (ABCC), prior to compensation by the insurance provider. During the last ten years period, the number of overall Appendix D claims from JPOs/SARCs has been limited. In accordance with UNDP procurement rules, it is time to undertake a procurement exercise to select an insurance provider.

B) General instructions

UNDP hence invites hereby qualified and reputable Insurance Brokers to submit their applications expressing interest and providing documentation to be prequalified (shortlisted) to participate in subsequent Request for Proposal (RFP) intended.

In the upcoming RFP process, only qualified suppliers from this exercise will be invited to bid.

In addition to the specific requirement for broker services referenced above, the RFP process may result in the establishment of Long Term Agreements for Insurance Broker Services to meet potential future demand for insurance coverage. These LTAs are intended to include secondary bidding mechanism, meaning that Requests for Quotations will usually be issued to the relevant LTA holders, to select and award contracts for Insurance Broker Services. Additional details will be provided at the RFP stage.

Please note this is not a solicitation of commercial offers. No price offers are required at this stage. This is a prequalification (shortlisting) exercise in relation to an upcoming tender process (RFP).

UNDP reserves the right to change or cancel the requirement at any time during the EOI/Prequalification and/or

subsequent RFP process without any liabilities. UNDP also reserves the right to require compliance with additional qualification requirements at the RFP stage.

Submitting a reply to a Call for the EOI/Prequalification does not automatically guarantee receipt of the solicitation documents (RFP) when issued. Submissions which are incomplete may not be considered.

C) Scope of Insurance Broker Service

This EOI/Prequalification (shortlisting) exercise and the intended RFP process relate to the provision of Insurance Broker Services for insurance policy coverage for compensation of JPOs/SARCs/SDPs in the event of death, injury or illness attributable to the performance of official duties following the rules of Appendix D to the UN Staff Rules and Regulations.

The scope of the Insurance Broker Services requested in the intended RFP process is summarised below (provided here for information purposes only and will be further elaborated in the intended RFP):

- Review of Appendix D to the UN Staff Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations
- Gather data for tender for provider of insurance policy covering compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations following the rules of Appendix D to the UN Staff Rules and Regulations
- Write tender material
- Undertake tender, incl. Q&A
- Organize pre-bid meeting with insurance companies (if necessary)
- Offer Comparison, incl. executive summary with overview of proposals and justification for 'best buy'
- Design and propose process for handling of claims approved by the UN Advisory Board on Compensation Claims in accordance with Appendix D to the UN Staff Rules and Regulations, including claim submission process to insurance company and payment process to claimant.

Please note this is not a solicitation of commercial offers. No price or technical offers are required at this stage.

D) Deadline of applications

Applications to this Call for EOI/Prequalification must be received no later than Close of Business on **28 September 2018**, at the email address listed further below.

E) Prequalification criteria

1. Eligibility to do business with UNDP

- The supplier should comply with corresponding eligibility criteria, including not being listed in the UN SC 1267/1989 List of entities associated with Al-Qaida, or any other UN ineligibility list.

2. Relevant profile, capacities and experience

- The supplier should demonstrate possessing the right profile, sufficient capacities (organisation, assets, personnel, know-how, global network, etc.) and adequate experience in provision of Insurance Broker Services at international level as relevant to the scope of the intended RFP.

3. Financial soundness

- The supplier should possess sound financial standing/capacity to undertake high profile/value projects and healthy debt composition.

4. Litigation

- The supplier should not have a history of substantial/numerous litigation (arbitration, claims, bankruptcy) that demonstrates unreliability, or pending ones that could impair supply performance in future projects. UNDP reserves the right not to shortlist any supplier with a consistent history of litigation.

F) Content of the application for prequalification

Interested suppliers are requested to submit the following information, documents and evidences as a part of their application proving compliance with the qualification criteria above. Fully completed forms and duly authorized submissions are requested. Please note that submissions which are incomplete may not be considered.

The main aspects required in your submission refer to:

1. SUPPLIER'S INTEREST

2. SUPPLIER'S ELIGIBILITY

- As a minimum the supplier must provide evidence of:

List of attributes	Benchmark
Evidence of global Network	Documented network with organisational structure/network worldwide presence.
Experience with previous global organisations of similar size	Provide evidence of similar contracts with a minimum of 3 organisations of similar size
Demonstrated ability to assess/develop an organisation's demand for coverage in relation to today's international insurance market	1 sample tender material from a similar tender 1 sample of offer comparison with recommendations from a similar tender
Registered Lloyd's broker	Registration and capability to place business directly with Lloyd's syndicates

3. COMPANY REGISTRATION AND GENERAL INFORMATION – Copies of documents must prove the valid legal status of the company.

4. COMPANY PROFILE AND CAPACITIES proving the adequate profile and capacities as a large specialized Insurance Broker Services provider, with global network resources.

5. LITIGATION AND ARBITRATION HISTORY detailing any cases for the last 5 years.

6. COMPLETE CONTACT DETAILS of the person/s to whom the bidding documents and further correspondence must be sent, including name, position, email address(es) and phone numbers.

Interested suppliers should forward their expressions of interest and complete applications including supporting documents and evidences by email (max. 4.5 MB per message) to the following addresses:

Mr. Marco Søsted: marco.sosted@undp.org

or in hard-copy format including USB with electronic version of all application files to the address:

United Nations Development Programme, Procurement Services Unit

Att: Marco Søsted

Marmorvej 51, DK-2100 Copenhagen, Denmark

Please clearly mark your application with the following reference:

Case: UNDP/JPO/PSU01/2018/EOI/Insurance Broker/[Supplier Name]

Thank you for considering this call for EOI/Prequalification. Please forward any questions you may have to the above focal point.