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**REQUEST FOR INFORMATION (RFI)**

1. **About UNDP Samoa MCO**

The Apia based UNDP office which was officially set up on 1st July 1979 covers four Pacific Island Countries in the South Pacific Polynesian sub-region. The UNDP Multi-Country Office (MCO) aims to “make a difference in Pacific people’s lives” by supporting countries to accelerate progress on human development. The MCO works closely with the four Governments and Non-Government Organisations on development programmes in the areas of:

 - Democratic Governance  
 - Poverty Reduction  
 - Crisis Prevention and Recovery  
 - Environment and Energy  
 - Women's Empowerment

The UNDP MCO works in partnership with the four Governments (Cook Islands, Niue, Samoa and Tokelau), non-Government organizations, civil society and the private sector, as well as international development partners and other United Nations agencies. Within each of the four programme countries, the Government has designated the line Ministry dealing with aid coordination as the Government Coordinating Agency ensuring that UNDP provides the most relevant support to their Governments.

1. **OBJECTIVE**

This is a Request for Information (RFI) from national and/or international individual for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas:

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| |  | | --- | | **Thematic Areas** | | Democratic Governance | | Poverty Reduction | | Crisis Prevention and Recovery | | Environment and Energy | | Women’s Empowerment | |  | |  | | --- | | **Expertise Areas** | | 1. **Cross Cutting Areas:** | | Project Design, Formulation | | Project Management | | Monitoring and Evaluation | | Research and Analysis | | Policy Development | | Report Writing | | Result Reporting | | Training and Capacity Development | | Data Analysis, Visualization and Management | | Software and Database Development | | 1. **Specific Areas:** | | Poverty and Economics | | Gender and Women’s Empowerment | | Budget/Public Financing Management | | Costing of Public Sector Investment | | Access to Justice | | Engineering | | Climate Change Adaptation | | Climate Change Mitigation | | Renewable Energy | | Environment Protection | | Social Protection | | Social Inclusion | | Disability | | Youth | | Disaster Risk Management | | Resilience and Crisis Response | | Chemicals and Waste Management | | Communications | | Translation | | Photography and Videography | | Operations | | Administration | |

1. **INFORMATION REQUESTED**

Interested individuals are requested to fill out the questionnaire mentioned in Annex-1 together with a copy of the latest CV.

Please note that the purpose of this RFI is to collect the information of individual experts by their area of experts. UNDP may reach out to the individuals who responded to the RFI for future opportunities with the UNDP Multi-Country Office (Cook Islands, Niue, Samoa & Tokelau). Submitting a response to this RFI does not constitute any commitment for contracting from UNDP and also does not automatically guarantee that an individual expert will receive an invitation to participate in the solicitation.

1. **CLOSING DATE**

A completed Annex 1 with a copy of latest CV must be submitted in the UNDP job-site

They should be received no later than 5th October 2022 .

1. **Cost of Submission**

The Applicants shall bear all costs associated with the preparation and submission of their application.

UNDP will in no case be responsible or liable for those costs, regardless of the outcome of the prequalification process.

1. **Language**

All correspondence and documents relating to the RFI exchanged by the Applicant and the UNDP procuring entity shall be written in the English language only.

1. **Request for Clarifications**

Any request for clarifications shall be submitted in writing by e-mail to the UNDP procurement unit at the following email addresses: *Procurement.ws@undp.org*

1. **Confidentiality**

Information relating to the application, shall not be disclosed to Applicants or any other persons not officially concerned with such process.

Annex-1:

Questionnaire:

|  |  |
| --- | --- |
| **Items** | **Response** |
| First Name: |  |
| Last Name: |  |
| Gender: |  |
| Nationality: |  |
| Resident Address: |  |
| Phone#: |  |
| Email: |  |
| Related Thematic Areas: |  |
| Areas of Expertise (Primary): | List few areas as applicable with relevant number of years of experience:   |  |  |  |  | | --- | --- | --- | --- | | **Areas of Expertise** | **Thematic Areas** | **Experience related GEF or GCF projects? ( GEF, GCF or both)** | **Number of Experience (in Years)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| Other areas of expertise, if any: | List few areas as applicable with relevant number of years of experience:   |  |  |  |  | | --- | --- | --- | --- | | **Areas of Expertise** | **Thematic Areas** | **Experience related GEF or GCF projects? (GEF, GCF or both)** | **Number of Experience (in Years)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_ | |