



REQUEST FOR EXPRESSION OF INTEREST (EOI)

Category of Service: **Provision of Human Resources Recruitment Services**

Date of the EOI: 03-May-2018

Closing Date for receipt of EOI: 21-May-2018, 12pm, Maputo Time

Reference: UNFPA/MOZ/EOI/2018/001

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Procurement Analyst
backhouse@unfpa.org

UNFPA Mozambique
Av. Julius Nyerere 1419
Maputo Mozambique

Description of requirements:

UNFPA is inviting Expressions of Interest (EOIs) from eligible suppliers in respect to the provision of Provision of Human Resources Recruitment Services.

UNFPA Mozambique is seeking to engage a Human Resources Recruitment Agency, throughout a period of one year, to carry out partial and comprehensive recruitment processes, and search / headhunting of personnel. It is expected that in 2018 UNFPA would hire more than 10 project persons. The agency shall be composed of highly competent HR experts with proven experience in recruitment and knowledge of the local Human Resources market.

The services include, but shall not necessarily be limited to, the following:

1. Complete recruitment services
2. Partial recruitment services
3. Search / Headhunting

Submission of Expressions of Interest (EOI):

All companies that wish to participate in the process are required to complete the attached Vendor Response Form (Annex 2). The information provided by the supplier will be assessed against the qualification criteria provided to ascertain the suitability of the supplier. Your expression of interest must be expressed in English or Portuguese.

Request for Quotation shall only be issued to vendors which expressed interest in response to this EOI and are successfully evaluated against following criteria:



Qualification Criteria for potential Suppliers:

1. Complete and correct filled attached Vendor Response Form (Annex 2)
2. Valid Business License
3. Supplier is not on the removed or suspended vendor list of the UN or other such list of other UN-Agencies and Worldbank.
4. Commitment on UNFPA General Terms and Conditions (Annex 3)
5. References and recommendations for at least 3 completed contracts of similar nature
6. At least 5 years of professional experience in the HR consulting field mainly in recruitment and selection, preferably working in/with INGOs and international organizations; proofed Experience with UN agencies or other international organization
7. CV(s) of recruitment agent(s) and team: Team leader with a minimum of 5 Years' experience in executive search and selection, in HR related work; with degree in any related field.

Procedure for submission of EOI:

Interested suppliers are encouraged to complete **the attached Vendor Response Form – Annex 2** and return it to UNFPA by e-mail to backhouse@unfpa.org or by sealed envelope to address mentioned above on or before the indicated deadline.

Note:

- (a) **Prices are not required at this stage.** UNFPA is seeking to identify suppliers interested in participating in a future bid.
- (b) **No queries shall be entertained by UNFPA on the conformity of the suppliers' services at this stage.**
- (c) **This EOI does not constitute a solicitation.** UNFPA reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNFPA also reserves the right to require compliance with additional conditions as and when issuing the final solicitation document. Submitting a reply to an EOI does not automatically guarantee receipt of the solicitation when issued.

GUIDELINES FOR ELECTRONIC SUBMISSION

1. Bidders shall make clear reference to the specific EOI in the subject field of a submitted envelope as instructed, otherwise proposals may be rejected. Clearly specify:
EOI Ref: UNFPA/MOZ/EOI/2018/001: Provision of Human Resources Recruitment Services, *Company Name*
2. Responses received at the backhouse@unfpa.org mailbox are kept undisclosed and shall not be opened before the scheduled opening date.
3. E-mail submission shall not exceed **20 MB**. Due to the high volume of communications, UNFPA is not able to guarantee to confirm receipt of the expression of interests.

Annex 1: Terms of Reference - TOR

Annex 2: Vendor Response Form

Annex 3. General Terms and Conditions