# **REQUEST FOR EXPRESSION OF INTEREST (REOI)**

|  |  |
| --- | --- |
| REOI Reference: Click or tap here to enter text. | Date: 26 July 2021 |

UN Women invites interested and eligible suppliers to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the EOI is to identify Institutions that wish to participate in a forthcoming solicitation process. The exercise shall establish whether or not a company would be able, willing, and/or qualified to submit a bid, if a specific requirement were to be tendered at a later stage.

|  |  |
| --- | --- |
| **Description** | Provision of Certificate Course in Gender-Responsive Disaster Mainstreaming in Disaster Risk Resilience and Climate Change Adaptation Training for Senior Technical Officers in selected priority areas in nine Caribbean Countries |
| **UNSPSC code(s)** | Click or tap here to enter text. |
| **Deadline for the Submission of EOI** | 10 August 2021 at 11:59pm AST |
| **Content of EOI** | The EOI should include the following information:   * Brief presentation of institution including composition of Facilitators * Reference list demonstrating qualifications for participating in this upcoming bidding process * Contact information: full name and address, country, telephone number, e-mail address, website and contact person. * Price quotation to execute this training for 50 persons. |
| **Method of Submission** | Expressions of interest shall be sent by email as follows:  Email address: procurement.brb@unwomen.org   * File Format: MS Word or PDF * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Mandatory subject of email: EOI Submission – Gender Responsive Disaster Mainstreaming * You should receive an email acknowledging receipt. |
| **Contact Person for correspondence and clarifications** | Click or tap here to enter text.  E-mail address: [procurement.brb@unwomen.org](mailto:procurement.brb@unwomen.org) |
| **REOI Conditions** | This Request for Expression of Interest does not constitute a solicitation. UN Women reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. UN Women also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an 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 issues in accordance with the rules and procedures of UN Women |