Request for Expression of Interest (EOI)
for Services related to Metadata and Enterprise Taxonomy Enhancement and Strategy

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) hereby solicits your expression of interest for the above project and is hereby announcing its intent to issue a Request for Proposal (RFP 2016-012) to interested and qualified vendors who can provide efficient and high quality assistance in designing a metadata migration approach of content to SharePoint 2013, along with enhancements to and the validation of the organization’s key metadata framework.

Date of this EOI: 17 March 2016
Closing Date for Receipt of EOI: 31 March 2016
Address EOI for the Attention of: Chief Procurement Officer
E-Mail Address: quotation@unfccc.int

Description of Requirement:

The secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) is seeking a qualified vendor who can provide the following consulting services:

- Assess taxonomic, content classification, and information retrieval needs in the secretariat’s collaboration platform (including programme-specific, body-specific, and cross-programmatic collaboration needs), to extend and tailor the existing enterprise taxonomy for use in the collaboration platform;
- Review, validate (with relevant stakeholders), and update the organization’s metadata standards and framework, including the enterprise taxonomy, Common Metadata Element Standards (CMES), SharePoint 2013 content type and content type hub structure, as well as authority lists to make these suitable for enterprise content classification and retrieval in the organization’s collaboration platform (SharePoint 2013). The review of business-specific content types must be developed and validated for at least 10 secretariat programmes to be confirmed upon project kick-off;
- Assess the current SharePoint 2010 environment to formulate a metadata migration plan that maps and aligns current and legacy SharePoint 2010 content classification practices to the organization’s current metadata framework and enterprise taxonomy, including alignments and mappings to deliverables from this project: collaboration-platform tailored enterprise taxonomy, SharePoint 2013 content types and content type hub structure, document types, and other forms of metadata used in the secretariat;
- Develop, together with the secretariat, a precise metadata migration plan (including roadmap) for content in the secretariat’s SharePoint 2010 environment to its SharePoint 2013 environment;
- Identify requirements for developing document templates that automate metadata upon document creation using available organizational resources, like SharePoint 2013, MatchPoint, and Microsoft Office Suite 2010. Automated metadata should include: business classifications, author, date of creation, and relevant taxonomy facets;
- Analyze opportunities for linking to climate-change linked data sets and relevant linked U.N. datasets;
- Support the operationalization of the planning and development of the Taxonomy and Metadata Steering Committee (TMSC);
- Provide necessary recommendations on training methods and practices to encourage the adoption of enhanced enterprise taxonomy as well as the revised metadata framework and standards;
- Provide taxonomy, content type and content architecture, and metadata framework validation exercise results;
- Provide maintenance and support services;
- Provide project documentation; and
- Provide continued support with the further development and expansion of the enterprise taxonomy, metadata components and content architecture, as well as content enhancement recommendations and strategies, on a time and material basis.

The project includes requirements assessment, development of metadata migration strategies, information architecture, governance, validation and acceptance of the enterprise taxonomy among relevant stakeholders, training, and operations planning mainly for the organization’s collaboration platform, in coordination with practices undergone in the intranet and website.

Detailed specifications will be provided as part of the Request for Proposal, which will be issued after the closing date of this request for EOI.

The EOI should include a description of the company profile and details of relevant experience. However, such description shall be limited to 1-2 pages length (max. 5MB). Please do not include copies of certifications at this stage. EOIs that do not contain the information requested for evaluation by UNFCCC may be rejected.

We kindly request vendors who are interested in responding to this EOI but have not yet registered as a supplier with the United Nations Global Marketplace (UNGM) to complete the online vendor registration form which can be accessed at https://www.ungm.org. EOIs that do not contain the information requested for evaluation by UNFCCC may be rejected.

This notice is posted for information only and does not constitute an invitation to bid or submit a proposal. The UNFCCC reserves the right to change or cancel these requirements at any time in the EOI and/or solicitation process. The UNFCCC Procurement and General Services Unit considers a vendor’s qualifications and experience in the particular commodity/service area, and previous performance, when preparing a list of invitees. Thus submitting an EOI does not automatically guarantee a vendor will be considered for receipt of the solicitation when issued.