



## **Request for Expression of Interest (EOI)**

### **Consulting Services for Communication and Outreach Support**

The secretariat of the United Nations Framework Convention on Climate Change hereby solicits your expression of interest for the above project and is announcing its intent to issue a **Request for Proposal (RFP) CCD 2015-009** to interested and qualified vendors who can provide high quality Communications and Outreach services.

Date of this EOI: **10 June 2015**

Closing Date for Receipt of EOI: **24 June 2015**

Address EOI by fax for the Attention of: **Procurement Officer**

E-Mail Address: **quotation@unfccc.int**

#### **Description of Requirement:**

The secretariat of the United Nations Framework Convention on Climate Change on behalf of the United Nations Convention to Combat Desertification seeks qualified vendors who can provide high quality Communications and Outreach services, including but not limited to the following:

- Implementation of an overarching Communications and Knowledge Management Strategy
- Management, administration and maintenance of a website
- Exploring creative public relations activities to promote visibility
- Initiation of a social media and digital
- Liaison with media
- Communications focal point

It is intended to set up multi-source long-term agreements that cover the provision of one or more of the listed areas of expertise.

Detailed requirement 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. Please do not include copies of certifications at this stage. EOIs that do not contain the information requested for evaluation may be rejected.



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This notice is posted for information only and does not constitute an invitation to bid or submit a proposal. The secretariat reserves the right to change or cancel these requirements at any time in the EOI and/or solicitation process. The Procurement and General Services Unit consider 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.