

RE: Request for Proposals for conducting a **Business Impact Analysis** to prepare Business Continuity Planning for the Headquarter in Geneva.

Dear Sir/Madam,

1. You are requested to submit a proposal for conducting a complete Business Impact Analysis for the Headquarter in Geneva. It should be concluded with a BIA report including recommendations for the building of a Business Continuity Plan. Your proposal could form the basis for a contract between your firm/institution and the Joint United Nations Programme on HIV/AIDS (UNAIDS)
2. To enable you to submit a proposal, please find enclosed
 - a) Annex I: Terms of Reference (TOR), containing a description of UNAIDS requirements for which these services are being sought;
 - b) Annex II: Proposal Submission Form, to be completed and returned with your proposal.

This letter is not to be construed in any way as an offer to contract with your firm/institution.

Manner of Submission

3. Your proposal shall be prepared in the English language
4. Your proposal shall comprise the following documents:
 - a) Proposal Submission Form;
 - b) Technical Component; and
 - c) Price Component.
5. Your proposal shall be prepared in duplicate with one marked "Original" and the other marked "Copy". In the event of any discrepancy between them, the original shall govern.

The proposal shall be sealed in one outer and two inner envelopes, as detailed below.

The outer envelope shall be addressed as follows:

ATTN: CHIEF BAF
REF: **Business Impact Analysis**
DRM/BAF
UNAIDS
20 Avenue Appia, 1211 Geneva 27
Switzerland

Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Proposal" and contain the Proposal Submission Form and Technical Component of your proposal. The second inner envelope shall be marked "Price Proposal" and include your financial cover letter (paragraph 15, below) and Price Component.

6. Proposals must be received by UNAIDS at the above address no later than 19 August 2009, 18:00 (Geneva Time)
7. The offers must be valid for a period of 90 calendar days from the deadline for submission. UNAIDS will make its best effort to select a firm/institution within this period.

8. Assuming that a contract can be satisfactorily concluded by September 15th 2009, the assignment is expected to start immediately.
9. If you consider that your firm/institution does not have all the expertise for the assignment, there is no objection to your firm/institution associating with another firm/institution to enable a full range of expertise to be proposed. UNAIDS strongly encourages such associations. However, any invited firm/institution may not participate in more than one consolidated proposal. Similarly, a firm/institution may associate with only one invited firm/institution that is making a proposal. Any firm/institution with which you might be associated may not be eligible to participate in proposing/bidding for any services which may result from or be associated with the project of which this assignment forms a part.
10. Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.
11. Any requests for clarification should be referred to Frederic Claus, Team Leader, Administration & Services, at the following telephone: +41227915523 or e-mail: ClausF@unaids.org. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNAIDS.
12. We would appreciate you informing us by 10th August, 2009 by e-mail as to:
 - a) Your receipt of this letter request for competitive proposals.
 - b) Whether or not you will be submitting a proposal.
 - c) The date and mode of submission in case you decide to submit a proposal.

Content of Proposal

Technical Component

13. The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information.
 - a) Description of the Firm and the Firm's Qualifications
A brief description of your firm/institution and an outline of recent experience that highlights your experience in conducting Business Impact Analysis. **List of completed BIA, with short description, dates, and clients must be provided and non compliance will lead to non review of the proposal.** You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services.
 - b) Understanding of the Requirements for Services, including Assumptions
Include any assumptions as well as comments on the services as indicated in the TOR, or as you may otherwise believe to be necessary.
 - c) Proposed Approach, Methodology, Timing and Outputs
Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months that you consider necessary to carry out all work required.
 - d) Proposed Team Structure

The composition of the team which you would propose to provide in the Headquarter and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal.

e) Proposed Project Team Members

The curriculum vitae of the senior professional members of the team including their specific BIA expertise responsibilities on this project, relevant experience and qualifications. Confirmation of language qualifications for this assignment in English.

Price Component

14. Your separate price component must contain an overall quotation in a single currency, either in US Dollars or in the currency of your home country. If you opt for the latter, and for evaluation purposes only, your proposal will be converted into US Dollars using the United Nations rate of exchange in effect on the date submissions are due.
15. The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:
 - a) a summary of the price; and
 - b) the period of its validity.

In preparing your proposal, please note carefully payment provisions section below the various contract provisions regarding UNAIDS policies on limitations on advance payments, etc.

16. In addition, the price component must cover all the services to be provided and must itemize the following:
 - a) An all-inclusive rate per person-day (including honorarium and living expenses) for each team member to be assigned to the mission in the field and a rate for his/her work at the home office, if any.
 - b) An all-inclusive amount for international travel and related expenses (indicating number of round trips per team member).
 - c) An all-inclusive amount for local travel.
 - d) Other costs, if any (indicating nature and breakdown).
 - e) Summary of total cost for the services proposed. [N.B.: The remuneration received by your firm/institution and persons performing services for your firm/institution (other than nationals of the host country) normally will not be subject to tax liability in the host country].
 - f) A proposed schedule of payments, all of which must be expressed and will be effected in the currency of the proposal.
17. You should also indicate any comments or reservations to the draft form contract.

Payment Provisions

18. UNAIDS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.
19. Please note that UNAIDS' policy is not to grant advance payments except in unusual situations where the potential contractor/tenderer, whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNAIDS, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made. In any case where an advance payment for \$50,000 or more is requested and subsequently approved, UNAIDS will normally require a bank guarantee or other suitable security arrangement.
20. Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time-schedule for utilization of said amount. In addition, you must submit documentation regarding your financial status - e.g. audited financial statements at 31 December of the previous year and include this documentation with your financial proposal. Further information may be requested by UNAIDS at the time of finalizing contract negotiations with the selected proposer.

Evaluation of Proposals

21. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm/institution may obtain for both components is [120].
22. The technical component, which has a total possible value of [100] points, will be evaluated using the following criteria:
 - a) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment (25 points);
 - b) the approach in responding to the TOR and the detailed work plan (35 points); and
 - c) the qualifications and competence of the personnel proposed for the assignment for a total of (40 points)
 - i. their general BIA qualifications (20 points)
 - ii. suitability for the assignment. Experience with similar organization (15 points)
 - iii. language qualifications (5 points).
23.
 - a) the price component of any proposal will only be evaluated if the Technical Component of that proposal achieves a minimum of 60 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.
 - b) the maximum number of points for the Price Component is 20. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

$$\frac{\text{Points for the Price Component of a proposal being evaluated} = [\text{Maximum number of points for the Price Component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

24. Please note that the UNAIDS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UN general principles, including economy and efficiency, UNAIDS does not bind itself in any way to select the firm/institution offering the lowest price.
25. This invitation to submit proposals is opened to all bidders but 21 firms have been informed based on previous RFP for BCP services which has been cancelled after review of UNAIDS needs.

Yours sincerely,



Frederic CLAUS
Team Leader Administration & Services, UNAIDS

ANNEX I: TOR for Business Impact Analysis for UNAIDS Geneva

General Background

1. UNAIDS, the Joint United Nations Programme on HIV/AIDS

UNAIDS, the Joint United Nations Programme on HIV/AIDS, is an innovative joint venture of the United Nations family, bringing together the efforts and resources of ten UN system organizations in the AIDS response to help the world prevent new HIV infections, care for people living with HIV, and mitigate the impact of the epidemic. Established in 1994 by a resolution of the United Nations Economic and Social Council and launched in January 1996, UNAIDS helps mount and support an expanded response to AIDS – one that engages the efforts of many sectors and partners from government and civil society. Cosponsors include UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, ILO, UNESCO, WHO and the World Bank.

UNAIDS is headquartered in Geneva, Switzerland and includes 4 Departments, 16 divisions and 33 units. The organization has 7 Regional Support Offices (Dakar, Johannesburg, Cairo, Bangkok, Moscow, Panama and Trinidad and Tobago), 3 liaisons Offices (New York, Washington DC and Brussels), and more than 80 country offices to support the delivery of UNAIDS mandate.

UNAIDS is administered through the World Health Organization which also provides many support services: building maintenance, security, etc in Geneva and ERP business and support functions in Kuala Lumpur. In 2006, the office of UNAIDS headquarters moved to a new building. Since then, UNAIDS shares its headquarters with WHO in a building which hosts 550 staff – half of them are UNAIDS, the rest are WHO.

2. Needs of UNAIDS

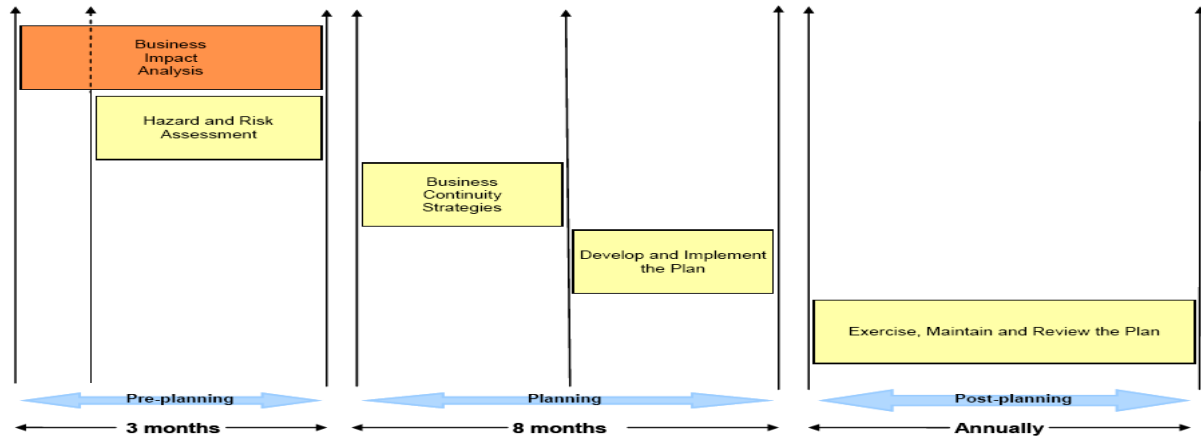
In consideration of the multiple risks threatening the organization's activities, the whole structure of UNAIDS is currently highly vulnerable. A significant disruption at the Headquarter would impact the 7 regional offices, the 3 liaising and the 80 countries locations. Anticipation and cautiousness is required if we want to avoid the risk of world-scale consequences.

Considering the existing possibilities to fill the vulnerabilities, UNAIDS would now like to develop a plan for ensuring the continuity of the required services in the event of a disaster or indeterminate loss of UNAIDS activities in Geneva. An RFP for IT business continuity will be re-advertised separately in the next few days to address particular needs.

The project scope is to provide the UNAIDS Headquarter with a well-thought-out and reliable strategy to face an emergency which could then be adapted and rolled out to other locations of UNAIDS structure.

The present RFP only covers Business Impact Analysis as the first step in the creation of a Business Continuity Plan. This phase of pre-planning is necessary to delineate the business impact of disaster scenarios on the ability to support mission-critical services. It also facilitates the identification of how quickly essential business units and processes have to return to full operation following a disaster situation. UNAIDS has to attach importance to pre-planning since the rest of the process highly depends on the conclusion of this assessment procedure.

**BUSINESS CONTINUITY PLAN
TIMELINE FOR UNAIDS HQ**



Objectives

3. Development objectives

The lead of a Business Impact Analysis will take part in the realization of two top-level objectives:

- Developing strategies and measures to diminish UNAIDS' vulnerability to incidents that could lead to major losses or disruptions.
- Providing the Headquarter with a plan to ensure the continuity of services in case of a significant loss or disruption and increasing staff's ability to face worst-case scenarios.

4. Immediate objectives

Beyond these overall objectives, the Business Impact Analysis will aim at reaching some specific and immediate goals:

- Highlighting risks and points of failure which make UNAIDS vulnerable.
- Evaluating the impact over time of a disruption to UNAIDS' ability to operate.
- Collecting enough information to prepare the following phase of plan writing.

Outputs

As a result of the consultancy, UNAIDS is expecting a comprehensive BIA Report covering UNAIDS HQ, written in English and distributed to unit managers and above. It should include the following – not exhaustive – list of information:

- A classification of the functions and/or processes according to their importance in the business running.
- An analysis of the consequences of possible disruptions or losses according to a prospective methodology.
- Conclusions and recommendations about what has to be done to secure UNAIDS' activities.

Activities

To guarantee the outputs above, the consultant will have to carry out the following activities – but are not limited to:

- Identifying key functions and processes of each business unit at UNAIDS HQ.
- Documenting business operations.
- Determining the existing dependencies between operations.
- Determining the existing dependencies vis-à-vis WHO.
- Analyzing and documenting the possible losses and disruptions and their potential consequences.
- Highlighting the most critical operations.
- Defining resources- and time-requirements for recovery.
- Building a report with essential information and conclusions.
- Organizing a final meeting with key staffs to explain the conclusions and give recommendations.

Inputs

UNAIDS guarantees to provide the personnel necessary to assist the consultant and a full access to the organization's activities so as to observe its functioning. In return, the consultant has to supply the equipments necessary to accomplish the work.

Timing

The Business Impact Analysis is expected to start in September 2009 and to require an estimated maximum of 60 man days to be completed.

PROPOSAL SUBMISSION FORM

Project No.

TO: UNAIDS
20 Avenue Appia, 1211 Geneva 27
Switzerland

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this proposal. We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated. We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Price Components proposed.

Dated this _____ day of _____ 2009__.

Signature

(in the Capacity of)

Duly authorized to sign proposal for and on behalf of: