



United Nations Assistance to the Khmer Rouge Tribunal (UNAKRT)  
CAMBODIA

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed by UNAKRT. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Assistance to the Khmer Rouge Tribunal (UNAKRT)

CAMBODIA. You are therefore requested to direct all queries regarding this EOI to United Nations Assistance to the Khmer Rouge Tribunal (UNAKRT) CAMBODIA using the fax number or e-mail address provided below.

**Title of the EOI:**

UNAKRT seeks expressions of interest from vendors for the provision of Digital Services (media/communications)

**Date of this EOI:** 9 June 2022

**Closing Date for Receipt of EOI:** 8 July 2022

**EOI Number:** UNK/PU/REOI/022/03

**Beneficiary Country/Territory:** CAMBODIA

**Commodity/Service category:** Communication Services

**Address EOI response by fax or e-mail to the Attention of:** Mr. Baring Chhet

**Fax Number:** +855 (0)23 861-555

**E-mail Address:** unakrt\_procurement@un.org

**UNSPSC Code:** 3000783, 81111500, 81161700, 3000773, 3001497, 82131600, 80172000, 80172001, 80172002, 80141404 and 80171800



## DESCRIPTION OF REQUIREMENTS

### 1. Brief Scope of Services:

UNAKRT seeks Expressions of Interest from vendors for the provision of Digital Services (media/communications)

### 2. Background:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a Cambodian judicial institution mandated to bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes committed by the Khmer Rouge regime during the period from 17 April 1975 to 6 January 1979.

The Addendum to the Agreement between the United Nations and the Royal Government of Cambodia vests the ECCC with residual functions which shall commence upon the completion of judicial activities, projected for the end of 2022. As part of its residual mandate, the ECCC is required to disseminate information to the public regarding the Extraordinary Chambers.

The present EOI is issued to identify suitably qualified vendors with expertise and demonstrated experience in providing digital media/communications-type services within the Cambodian market. It is expected that the successful vendor will be able to provide media, communications, marketing and technological know-how (see part 3, below) to improve the ECCC's engagement with stakeholders (including victims of the Khmer Rouge regime, Cambodian youth, and the general public both in Cambodia and abroad), disseminate information effectively, and communicate the ECCC's legacy.

For more information about UNAKRT: [www.unakrt-online.org](http://www.unakrt-online.org)

For more information about the ECCC: [www.eccc.gov.kh](http://www.eccc.gov.kh)

### 3. Services:

Vendors will be assessed against (1) their ability and (2) demonstrated experience in delivering the following services:

(a) Advisory/consultancy services for communications strategies and the design and dissemination of digital content (text, videos, interactives and social media).

Purpose: To help reach target audiences such as victims of the Khmer Rouge regime, youth, academia, and the general public in an understandably and educational way.

(b) Website/app production and graphic design, including imagery and iconography.

Purpose: To develop bespoke and sustainable information hubs for the ECCC which incorporate modern and effective UX/UI principles

(c) Development of interactive online content, such as multimedia packages, maps (e.g. Google Maps API), timelines, lists, photo boards etc.

Purpose: To engage stakeholders interactively



(d) Production of videos, including informative Tik-Tok style content and with Cambodian influencer casting.

Purpose: To inform stakeholders in a digestible and interesting way, especially Cambodian youth

(e) Ability to leverage immersive technologies such as virtual reality and augmented reality.

Purpose: To enhance stakeholder understanding and to leave a lasting impact

(f) Illustration services for print and digital media (e.g. books, reports, pamphlets, signs, billboards, digital displays etc).

Purpose: To disseminate information using “traditional” media and methods

(g) Design and curation of exhibition spaces including interactive stakeholder-appropriate digital displays.

Purpose: To bring history and information “offline” and into the “physical realm”

(h) Design and development of interactive tools such as games.

Purpose: To combine fun and learning, especially for the benefit of youths

(i) Copywriting services, including creative copywriting and editorial, especially in Khmer.

Purpose: To break down complex messages and deliver them to stakeholders in relatable and comprehensible ways

(j) Delivery of above services (a)-(i) in Khmer, English and French.

Purpose: To deliver information, messages and experiences across the three official languages of the Extraordinary Chambers

(k) Substantial staff presence inside Cambodia.

Purpose: To engage with and understand target audiences and the needs of the ECCC

(l) At least 12 years of demonstrated industry experience providing the above services or some combination thereof.

Purpose: To ensure quality

4. Further information:

UNAKRT anticipates awarding the contract to the successful vendor in November 2022.

All vendors who respond to this REOI and wish to submit proposals are required to accept the United Nations General Conditions of Contract for the Provision of Services. These can be found at: <https://www.un.org/Depts/ptd/about-us/conditions-contract>

5. Important notice:

When replying to this EOI, please send email to the attention of UNAKRT/UNESCAP Procurement Officer, Referencing REOI/UNAKRT/2022/03, email: [unakrt\\_procurement@un.org](mailto:unakrt_procurement@un.org).

Please state the name of your company, your vendor registration number (if already registered with UNAKRT), and if not your full contact details. This EOI does not constitute a solicitation; and UNAKRT reserves the right to change or cancel the requirement at any time.

**SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)**

Vendors will be assessed against (1) their ability and (2) demonstrated experience in delivering the above-mentioned services. In this regard, vendors are encouraged to showcase during the formal solicitation process their previous experiences rendering such services.

Responding to this request

1. Interested vendors must complete the Vendor Response Form and return it to the attention of UNAKRT Procurement Assistant, no later than 8 July 2022.
2. Vendor Response Forms must be completed in full. The UN reserves the right to reject Expressions of Interest documents that are incomplete, or are received after the stated deadline.

**NOTE**

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.unqm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.unqm.org>

***Vendors interested in participating in the planned solicitation process should submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.***



# VENDOR RESPONSE

## NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org)) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

**PLEASE NOTE: You should express your interest to this EOI electronically at:**

[Mr. Baring Chhet \(Email: unakrt\\_procurement@un.org\)](mailto:unakrt_procurement@un.org)

**In case you have difficulties submitting your interest electronically, please contact [unakrt\\_procurement@un.org](mailto:unakrt_procurement@un.org) directly for instructions.**



## EOI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

**For Registered Vendors:** Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

**For Vendors Interested in Registration:** Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

**IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.**

### 2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Assistance to the Khmer Rouge Tribunal (UNAKRT) CAMBODIA (UNAKRT) by the closing date set forth in this EOI. *Due to the high volume of communications UNAKRT is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.



