

# Company profile

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- Treat it like a CV/Resume
  - During seminars UN staff has to evaluate 50-120 profiles
  - Don't expect the UN staff to spend more than 5 minutes on your documentation
- Give company description in 300 words max
  - Don't go over history of company, mergers, local importance, etc.
  - Know the 'UN-language', Millennium Development Goals, Issues that 'move' the UN
- Don't refer to your website/brochure for further explanation
- Include UNGM vendor number
- Give an indication of your capacity, employees, turn over, languages, etc.

# Company profile (continued)

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- Additionally, include (If applicable):
  - Your offices in developing countries especially if UN is active there
  - Quality Assurance certifications
  - Contracts with other UN organizations
  - Relevant Exports, especially to developing countries
  - Experience with other multilateral organizations, NGO's etc.
  - Reference list with 3-5 relevant projects year, destination, client, project name, size (\$) + short description of project and your role