



LANGUAGE LEARNING LICENSES

Purchasing Information

HOW TO PURCHASE LANGUAGE LEARNING LICENSES?

If you are part of the UN Secretariat, you can use your own budget to purchase additional licenses for your team via Umoja.

For details of prices, contract numbers and contact persons, refer to the information on pages 2 and 3. For any questions about this process, please contact **Cristina Pérez-Cordón**, from **Language and Communications Training Unit (LCTU)**.

Please follow the sequence to make your order (steps 1, 2 & 3) and, simultaneously, collect information on your licensees to deliver to the vendor to effect registration (step 4).

- 1) Request approval from LCTU via e-mail at perezcordon@un.org
- 2) After receiving approval, raise a shopping cart in Umoja using the contract number contained here in p. 2-4.
- 3) Assemble the user information for your staff members (name, e-mail, location, level) in a spreadsheet.

Please go to <https://hr.un.org/page/online-language-learning-licenses-o3l> and click on the following hyperlinks to download the spreadsheets:

[Click here for info on making additional purchases with your own budget](#)

- You can download the spreadsheets mentioned in step 3 in the PDF above:
 - For learners of French, please assemble them in [French_Data Pre-enrollment](#).
 - For learners of Arabic, Chinese, English, and Spanish, please assemble them in [Data Pre-enrollment](#).

- 4) Once the purchase order is created and the Enrolment spreadsheet is completed, **please send both directly to the vendor contact listed on the next page [with perezcordon@un.org in copy](mailto:perezcordon@un.org).**
- 5) Then, the provider will contact the students directly with the log-in information.

ARABIC

Vendor contact: Carl Taylor carl.taylor@pendragoned.co.uk

Provider name	BP No.	Contract Number	Umoja ID	Price per License
Pendragon Educational Publisher	1110081580	PD/C0087/17	4700011650	140 USD

Arabic - Pendragon (1-year license)

CHINESE

Vendor contact: Jonathan Yoyo jonathan.z@yoyochinese.com

Provider name	BP No.	Contract Number	Umoja ID	Price per License
Yoyo Chinese	N/A	N/A	N/A	Pro Bono

Chinese - YoYo Chinese (1-year license)

ENGLISH

Vendor contact: Mark Roberto mark.roberto@EF.com

Provider name EF Language Learning Solutions	BP No.	Contract Number	Umoja ID	Price per License
One-year self-study licence	1110027678	PD/C0216/20	4700019849	75 USD
One-year self-study licence + synchronous group lessons (Ten 45 min classes) with tutor on demand	1110027678	PD/C0216/20	4700019849	150 USD
Synchronous private lessons (Three 40 min sessions) to be schedule	1110027678	PD/C0216/20	4700019849	135 USD

English - Education First (1-year license)

FRENCH (minimum purchase: 20 licenses)

Vendor contact: Xavier Le Cam
xavier.lecam@institutfrancais.es

Provider Name	BP No.	Contract Number	Umoja ID	Price per License
Institut Français	1300005722	PD/C02015/2016	4700010746	120 Euro

French - Institut Français (6-month license)

RUSSIAN

Provider Name	BP No.	Contract Number	Umoja ID	Price per License
Pending				

SPANISH

Vendor contact: Bertha Rocafort Lasheras
adny@cervantes.org

Provider Name	BP No.	Contract Number	Umoja ID	Price per License
Institut Cervantes	1300005718	PD/C0216/16	4700010747	69 USD

Spanish - Instituto Cervantes (6-month license)