



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 **Sébastien Durietz**, 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 licenses to deliver to the vendor to effect registration (step 4).

- 1) Request approval from LCTU via e-mail at durietz@un.org
- 2) After receiving approval, raise a shopping cart in Umoja using the contract number contained on pages 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 Enrollment 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 Enrollment spreadsheet is completed, **please send both directly to the vendor contact listed below [with durietz@un.org](mailto:with_durietz@un.org) in copy.**
- 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	130 USD

Arabic - Pendragon (1-year license)

CHINESE

Vendor contact: Yanfeng Zhao yanfeng@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)

The Language and Communications Training Unit (LCTU) is committed to supporting your staff in their language learning journey. All UN Secretariat entities have now the possibility to add “tutoring support” for Chinese.

This offer has been exclusively designed for those enjoying a 1-year Chinese learning license so they can make optimal use of it. This offer is only available for Chinese license holders and cannot be independently purchased.

Please see the details below. If interested, please contact us at dos-cdots-training@un.org.

LCTU Tutoring Support	Quantity	Price
6 live group lessons + learner communication support with tutor	Up to 20 learners	3000 USD
Individual tutoring support for up to 9 hours	Individual	675 USD

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 license	1110027678	PD/C0216/20	4700019849	70 USD
One-year self-study license + synchronous group lessons (Ten 45 min classes) with tutor on demand	1110027678	PD/C0216/20	4700019849	145 USD
Synchronous private lessons (Three 40 min sessions) to be schedule	1110027678	PD/C0216/20	4700019849	130 USD

English - Education First (1-year license)

FRENCH (minimum purchase: 20 licenses)

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

Provider Name Institut Français	BP No.	Contract Number	Umoja ID	Price per License
Six-month self-study license + tutor support by email for first four months, and access to moderated fora	1300005722	PD/C0337/21	4700010746	125 Euro

French - Institut Français (6-month license)

RUSSIAN

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

SPANISH

Vendor contact: Bertha Rocafort Lasheras
adny@cervantes.org

Provider Name	BP No.	Contract Number	Umoja ID	Price per License
Six-month self-study license	1300005718	PD/C0338/21	4700010747	69 USD
Six-month self-study license + synchronous group lessons (Five 45 min classes) with tutor	1300005718	PD/C0338/21	4700010747	150 USD

Spanish - Instituto Cervantes (6-month license)

The Language and Communications Training Unit (LCTU) is committed to supporting your staff in their language learning journey. All UN Secretariat entities now have the possibility to add “tutoring support” for Spanish.

This offer has been exclusively designed for those enjoying a 6-month Spanish learning license so they can make optimal use of it. This offer is only available for Spanish license holders and cannot be independently purchased.

Please see details below. If interested, please contact us at dos-cdots-training@un.org.

LCTU Tutoring Support	Quantity	Price
6 live group lessons + learner communication support	Up to 20 learners	3000 USD
18 live group lessons + learner communication support	Up to 60 learners	8400 USD