



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 in copy.**
- 5) Then, the provider will contact the students directly with the log-in information.

ARABIC

Vendor contact: info@arabacademy.com

Provider name ARAB ACADEMY FOR ELECTRONIC & INFORMATION TECHNOLOGY SERVICES	BP No.	Contract Number	Umoja ID	Price per License
Online interactive course without one-on-one tutoring sessions (1-50)	1110083951	PD/C0208/23	4700026853/1	79 USD
Online interactive course without one-on-one tutoring sessions (Above 50 per year)	1110083951	PD/C0208/23	4700026853/1	69 USD
Online interactive course with one weekly one-on-one tutoring session of 50 minutes (maximum of 52 sessions) (1-50)	1110083951	PD/C0208/23	4700026853/1	279 USD
Online interactive course with one weekly one-on-one tutoring session of 50 minutes (maximum of 52 sessions) (Above 50 per year)	1110083951	PD/C0208/23	4700026853/1	249 USD
Online interactive course with fortnightly one-on-one tutoring session of 50 minutes (maximum of 26 sessions) (1-50)	1110083951	PD/C0208/23	4700026853/1	209.75 USD
Online interactive course with fortnightly one-on-one tutoring session of 50 minutes (maximum of 26 sessions) (Above 50 per year)	1110083951	PD/C0208/23	4700026853/1	186.75 USD

Arabic - ARAB ACADEMY FOR ELECTRONIC & INFORMATION TECHNOLOGY SERVICES (1-year license)

CHINESE

Vendor contact: Rosetta Stone Delia Doidge ddoidge@rosettastone.com

Provider name	BP No.	Contract Number	Umoja ID	Price per License
Rosetta Stone	N/A	N/A	N/A	\$59

Chinese – Rosetta Stone (1-year license)

ENGLISH

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

Provider name	BP No.	Contract Number	Umoja ID	Price per License
EF Language Learning Solutions				
One-year self-study license	1110027678	PD/C0216/20	4700019849	70 USD

English - Education First (1-year license)

FRENCH (minimum purchase: 20 licenses)

Vendor contact: Lara Jimenez
cursos.externos.madrid@institutfrancais.es

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

Vendor contact: Rosetta Stone Delia Doidge ddoidge@rosettastone.com

Provider name	BP No.	Contract Number	Umoja ID	Price per License
Rosetta Stone	N/A	N/A	N/A	\$59

Russian – Rosetta Stone (1-year license)

SPANISH

Vendor contact: 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)