



**REQUEST FOR PROPOSAL  
RFP\_2017\_01**

**Subject: Consultant for the design, development and delivering of the online training course on “Skills for Administrative Assistants” – SPANISH version**

1. The United Nations System Staff College (UNSSC) hereby solicits your proposal for the above subject, in accordance with this document and annexes attached hereto. Proposals must be received by the UNSSC no later than **24 February 2017**.
2. This request for Proposal (RFP) consists of this document and the following annexes:  
  
Annex A: Terms of Reference  
Annex B: Terms and Conditions to Submit a Proposal  
Annex C: Evaluation Criteria
3. Your proposal must include information in sufficient scope and detail to allow the Staff College to consider whether the proposer has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.
4. The UNSSC reserves the right to request from vendors additional information regarding their commercial activities, history and resources.
5. Your technical and financial proposal must be submitted via email to [procurement@unssc.org](mailto:procurement@unssc.org)
6. **Please note that the Staff College has VAT exemption status and can provide documentation for same. Hence, your pricing should take this status into account and be presented net of VAT.**
7. **You are kindly requested to acknowledge receipt of this RFP.**



## ANNEX A – Terms of reference

### Background Information

Based in Turin, Italy, the UN System Staff College (UNSSC) has run courses and delivered learning initiatives to United Nations (UN) personnel for over a decade, reaching on average 7,000 beneficiaries across the globe every year. Through its programmes and services, the UNSSC aims to support United Nations organizations and their staff to develop the skills and competencies needed to meet the global challenges faced by the UN.

The UNSSC Learning Lab offers online courses on core competency areas for UN staff. These online courses include instructor-led live webinars, self-paced exercises, and online discussion groups facilitated by the instructor.

### II. Context

The UNSSC Learning Lab will be conducting an online course on “Skills for the Administrative Assistants (Spanish)”. The course will run for five weeks, with participants completing self-paced presentations each week, including exercises and assignments, in addition to participating in online discussion forums and real-time interaction in live webinar sessions on WebEx virtual classroom platform as designed for the course.

UNSSC is looking for a Spanish-speaking CONSULTANT to serve as resource person for the online course “Skills for the Administrative Assistants (SPANISH)”

There is a pre-existing version of the course in English, which shall serve as model and guide development tasks. It is envisaged that the Spanish course is equivalent to the English course.

The CONSULTANT will be required to review the existing course content and activities in English and develop a plan to create an equivalent course in Spanish, both in terms of content and tasks, adapting it as required to the cultural and language context.

Prior publications in Spanish on administrative skills authored by the CONSULTANT may be used as reading material for relevant parts of the course or used in combination with translated and adapted portions of the pre-existing course content in English.

### III. Duties, Responsibilities and Output expectations

Design and development of sessions for the Spanish “Skills for the Administrative Assistants:

1. Review content of the English version of the course and design or adapt existing course materials to meet specific requirements of Spanish-speaking course participants.
2. Create a participant workbook or course activities in Spanish equivalent to the English version, suitable for usage within a Learning Management System (LMS) context. These include reading content, assignments, exercises, discussion forums, and webinar summaries. **Deadline 28 April 2017**
3. Create five webinar PowerPoint files in Spanish similar to those existing in English. **Deadline 30 June 2017**



4. Serve as instructor and facilitate the online course “Skills for the Administrative Assistants (Spanish)” as Subject Matter Expert during the weeks of **2 October – 3 November 2017**. Conduct five live sessions, presentations and facilitate discussions for each course.
5. Monitor discussions and questions from participants and respond as appropriate, Participate and deliver presentations in live online training sessions as scheduled in item 4 above for each course.
6. Recommend background reading articles and other supplementary resources.

At completion of the contract, the CONSULTANT must have delivered:

- Five PowerPoint files for use in the webinars
- Participant workbook and documents containing activities to be structured in the LMS
- Facilitation services for the online course: Conducted five live online training sessions on Webex Monitor participants’ comments and questions, review assignment submission and provide feedback to participants during the course period.

**VI. Conditions on online products and digital contents**

UNSSC will hold all Intellectual Property Rights and copyright for all products developed specifically for this course. When using pre-existing material, UNSSC will be granted perpetual non-exclusive usage rights for the purpose and context of this and connected activities.



**ANNEX B – Terms and conditions to submit a proposal**

Submission of Proposals

Proposals must be submitted in English and shall be expressed in the form described in the table below:

<b>PRE-REQUISITE</b>	<u>For individual applicants</u>	Please provide a <b>comprehensive CV or a P11 form</b> (UN CV form available at <a href="http://www.unssc.org/sites/unssc.org/files/p11un.doc">http://www.unssc.org/sites/unssc.org/files/p11un.doc</a> )
	<u>For companies</u>	Please provide <b>company profile (max 2 pages)</b>
<b>TECHNICAL PROPOSAL</b>		<p>Please provide a brief presentation (max 1 page) <b>highlighting your expertise</b> in the following areas:</p> <ul style="list-style-type: none"> <li>• Design of online programmes</li> <li>• Creation of training material for online programmes</li> <li>• Facilitation of online courses</li> </ul>
<b>FINANCIAL PROPOSAL</b>		<p>Please provide your <b>daily fee</b> expressed in USD  <b>Please specify number of working days envisaged to complete the deliverables specified in the Terms of Reference</b></p>

Proposers must provide all information required under this RFP and clearly and concisely respond to all points set out in this RFP. Any proposal which does not fully and comprehensively address this RFP may be rejected. However, unnecessarily elaborate brochures and other presentations beyond those sufficient to present complete and effective proposals, are not encouraged.

Following submission of the proposals and final evaluation, the Staff College will have the right to retain unsuccessful proposals. It is the proposer's responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly.

No Commitment

This RFP does not commit the UNSSC to consider any proposal, to award a contract or to pay any costs incurred in the preparation or submission of proposals, or any costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.

This RFP contains no contractual proposal or offer of any kind; any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any proposal or offer by the UNSSC. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of the Staff College and by an authorized officer of the successful proposer(s).

<b>ANNEX C - Evaluation Criteria</b>
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<b>PRE-REQUISITE</b>	10 years of administrative and management experience in corporate and small business Fluency in Spanish and English
<b>TECHNICAL PROPOSAL (max 60 points)</b>	Experience in design of online programmes ( <b>max 20 points</b> )
	Experience in creation of training material for online programmes ( <b>max 20 points</b> )
	Experience in facilitation of online courses ( <b>max 20 points</b> )
<b>FINANCIAL PROPOSAL (max 40 points)</b>	.