

Request for Proposal N. 3/2022

Date: 30 March 2022

**Subject: Design and delivery of the 2021 Annual Report of the
United Nations System Staff College**

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 (the RFP). Proposals must be received by the UNSSC no later than **18 April 2022 at 23:59 UTC+1**.
2. This request for proposal (RFP) consists of this document and the following annexes:

Annex A: Terms of Reference

Annex B: Technical Requirements

Annex C: Terms and Conditions to Submit a Proposal

Annex D: Evaluation Criteria
3. Proposals must be submitted in English. Proposal must include sufficient information in terms of scope and detail to allow the Staff College to consider whether the bidder has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.
4. Please note that the terms set forth in this RFP, in particular Annex A and the applicable United Nations General Conditions of Contract will form integral part of any contract awarded pursuant to this RFP.
5. Your technical and financial proposal must be submitted via email to procurement@unssc.org. Offers that do not comply with the terms stated in this document and its annexes may be rejected without performing any technical or financial evaluation.
6. Inquiries and any questions regarding this RFP, along with any changes or modifications to the proposals must be submitted to the UNSSC via email to procurement@unssc.org.
7. Please note that the Staff College has VAT exemption status and can provide documentation for same. Hence, your pricing should indicate both the net amount and, separately, the applicable VAT amount.

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ANNEX A - TERMS OF REFERENCE

Design and delivery of UN System Staff College Annual Report

Background and Context:

The United Nations System Staff College (UNSSC)

The United Nations System Staff College (hereinafter 'UNSSC') was created by the General Assembly to serve distinct, system-wide knowledge management and learning institution. More specifically, the UNSSC designs learning and knowledge-sharing initiatives, delivers courses and develops tools and services to assist UN organizations and their staff in strengthening their capacity to meet the global challenges faced by the UN.

Each year the Staff College publishes an Annual Report capturing what the College has achieved in the previous year. Last year the College published [an interactive web version](#) of the report and [a PDF](#). The College is currently producing its 2021 Annual Report. The theme of this year's report is **Leveraging learning to contribute to global progress**, with a special focus on the impact of learning.

In line with this, UNSSC is looking for a vendor that will develop an innovative interactive, web-based Annual Report as well as conceptualize and layout a printed version. The vendor must have the capabilities in developing the technical requirements set forth in this request for proposal (RFP).

The 2021 Annual Report will need to be aligned with the new UNSSC brand identity, launched in February 2022.

Deliverables:

Under the supervision of UNSSC's Communications and Outreach Officer, the selected vendor shall:

- Conceptualize, design, and develop an interactive, multi-device-compatible, web-based version of the Annual Report in English, adhering to UNSSC corporate style and identity guidelines (to be provided).
- Conceptualize, design, and layout "print-ready" files of the Annual Report for the paper version. The length of the report will be similar to the 2020 report.
- The report will include graphic elements in line with the new UNSSC brand identity, as well as a maximum of 22 pictures, selected and sourced by the vendor.

Indicators for the evaluation of outputs:

- Creativity and usability of the final web product.
- Visual quality of the final layout for printing.

- Alignment with the UNSSC branding

Timeframe:

The selected vendor will propose three design concepts and present them to UNSSC for consideration. The three proposals will highlight key design elements of both the web-based and the print versions of the Annual Report. Once UNSSC selects the design concept, the vendor will implement it.

The tentative deadline for completion is 12 June 2022. The deadline might be postponed prior written agreement of the UNSSC and the selected vendor.

ANNEX B – GENERAL AND TECHNICAL REQUIREMENTS

1. General requirements of the selected vendor

The selected vendor should:

- Have a diverse, relevant portfolio demonstrating strong past experience working in producing web-based and PDF publications including visual graphics, high-quality photos, charts, tables, infographics and digitally and/or hand drawn illustrations. The vendor should have experience with data visualization.
- Be able to comply with the technical requirements and the UNSSC integration requirements for the digital, interactive versions of reports.
- Have demonstrated project coordination experience.
- Have a process for quality assurance and error control.
- Be available for review discussions during the working hours of the Turin office (9 am – 6 pm Italy, i.e. GMT +1).

2. Requirements of the web-based version of the Annual Report

The web-based version of the Annual Report should:

- Include still high-resolution photos; still infographics (no interactivity); illustrations and animations developed digitally or by hand; interactive infographics and/or timelines; dynamic and/or interactive charts, graphics, visual elements (data and content provided by UNSSC).
- Offer an engaging user experience and a visually appealing and user-friendly design, with intuitive navigation and a focus on using tags and filters to browse and collate specific content areas.
- Have a responsive design, optimized for desktop, mobile and tablet devices of all screen resolutions
- Have an optimized image compression for lower bandwidth connection
- Browser specifications (support for all HTML5 enabled browsers including Internet Explorer, Chrome, Safari and Firefox.). The Annual Report must be browsers compatible with latest and previous 3 versions (Chrome, Safari, Firefox and IE)

3. Requirements of the PDF version of the Annual Report

The PDF version of the Annual Report should:

- Incorporate text, still high-resolution photos; still infographics (no interactivity); illustrations developed digitally or by hand; infographics and/or timelines; charts adapted for print.
- Be consistent and in line with the web-based version of the Report.

ANNEX C – TERMS AND CONDITIONS TO SUBMIT A PROPOSAL

Submission of Proposals

Each proposal shall be submitted according to the specifications provided in the table below:

1. COMPLETED, UPDATED AND SIGNED CV / P11 or COMPANY PROFILE	<p><u>For individual consultants:</u> provide a comprehensive CV or a P11 form identifying the experiences related to the to the production of digital and non-digital publications in English (http://www.unssc.org/sites/unssc.org/files/p11un.doc)</p> <p><u>For companies:</u> please provide a company profile identifying the experiences directly related to the production of web-based and print-optimized publications in English.</p>
2. TECHNICAL REQUIREMENTS	<p>Please list the key staff that will be involved in the project and describe their experience in the production of web-based and print-optimized publications in English.</p> <p>Please provide links to your website portfolio which demonstrates similar features listed in Annex B.</p>
3. FINANCIAL PROPOSAL	<p>Your financial offer must be sent in a separate file and shall include the following elements:</p> <p>An all-inclusive lump sum offer expressed in EURO.</p> <p>You should indicate both the net amount and, separately, the applicable VAT amount.</p> <p><u>Please do not include travel costs.</u> If needed, travels costs will be reimbursed separately based on UN Travel Policy.</p>

Vendors 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 discouraged.

Following the submission of the proposals and final evaluation, the UNSSC 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 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.

The UNSSC reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of the organization.

This RFP contains no contractual proposal or offer of any kind; any proposal submitted will be regarded as an offer by the vendor and not as an acceptance by the vendor 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 UNSSC and by an authorized officer of the successful vendor(s).

Should the proposal include subcontractors, the UNSSC reserves the right to request the same level of information provided by the Vendor to subcontractors for the purpose of due diligence and evaluating offers. The UNSSC shall not establish any contractual relation with or be held liable to subcontractors under this RFP.

Criteria for Evaluation

All proposals will be evaluated in accordance with the provisions of the UN Financial Regulations and Rules and established procedures of the UNSSC, and the evaluation criteria specified in Annex D.

Payment Terms

The UN Financial Regulations and Rules preclude advance payments or payment by letters of credit. Such provisions in a proposal will be prejudicial to its evaluation by the UNSSC. The normal terms of payment by the UNSSC are 30 (thirty) days (or similarly discounted payment terms if offered by vendors) upon satisfactory performance of services, acceptance thereof by the UNSSC and certification by the UNSSC of the contractor's invoice. Vendors must therefore clearly specify in their proposals the payment terms being offered.

Validity of Proposals

All Proposals shall remain valid and open for acceptance for a period of at least 30 days from the designated closing date indicated for receipt of proposals in this RFP. Vendors must confirm in their proposal that it will remain valid for this period. Once a proposal has been accepted during this period, the prices quoted in the proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP or unless the UNSSC agrees otherwise in writing.

Rejection of Proposals

The UNSSC reserves the right to reject any proposals that, inter alia:

- i. are received after the deadline stipulated in the RFP;
- ii. are not properly marked or addressed as required in the RFP;

- iii. are unsolicited;
- iv. contain an alternate proposal; or
- v. are otherwise not in compliance with the RFP.

Ethical Standards

All UN vendors shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

Conditions of Contract

The award of the contract pursuant to the terms stated in this RFP, including its annexes, is subject to the United Nations General Conditions of Contracts (UNGCC). The applicable version of the UNGCC is available at the following url:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general_condition_services.pdf

Any reservation or comments concerning the content of the UNGCC applicable to the contract awarded under this RFP must be included in the proposal. The absence of any reservation or comments shall be considered by the UNSSC as acceptance of all the terms and conditions stated in the applicable UNGCC.

Copyright

Except as is otherwise expressly provided in writing in the Contract, the UNSSC shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNSSC under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNSSC.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNSSC does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNSSC a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

At the request of the UNSSC, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNSSC in compliance with the requirements of the applicable law and of the Contract.

By submitting an offer to this request of proposal, the vendor accepts the copyright conditions set in this RFP.

ANNEX D – EVALUATION CRITERIA

The offers will be evaluated on the basis of the evaluation criteria set in the table below:

TECHNICAL PROPOSAL	<p>Track record of the vendor in producing web-based and PDF publications in English for international organizations (max 20 points)</p> <ul style="list-style-type: none"> • 0-5 publications: 0-5 points • 5-10 publications: 5-10 points • >10 10-20 points. <p>CV quality of the proposed key staff/designers who will take on the project (max 10 points)</p> <p>Design and visual quality of the vendor's portfolio of web-based and PDF publications (examples to be provided by the vendor) (max 40 points)</p> <p>Calculated as follows:</p> <ul style="list-style-type: none"> • Design and visual quality: up to 20 points • Alignment with UNSSC design identity: up to 20 points • Number of quality projects: up to 20 points. 	100 points
FINANCIAL PROPOSAL	100 points	

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% (70 points) of the obtainable score of 100 points in the evaluation of the technical component.

Maximum 100 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. $S_f = 100 \times (F_m / F)$, in which S_f is the financial score, F_m is the lowest price and F the price of the submission under consideration. The weight of the technical proposal is 70% and the weight of the financial proposal is 30%.