

**CALL FOR ROSTER
RFP_Roster_14**

Date: 14 April 2022

Subject: Call for ROSTER – Lead facilitators for UNSSC training and learning activities:

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 submitted to the UNSSC **before 30 May 2022**. The evaluation of proposals may be performed by the UNSSC on an ongoing basis.
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 Non-compliant offers with the terms stated in this document and its annexes may be rejected without any evaluation.
6. Inquiries and clarifications concerning this RFP, along with changes or modifications to the proposals must be submitted before the deadline 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 take this status into account and be presented net of VAT.

Headquarters:
*Viale Maestri del Lavoro 10,
10127 Turin - Italy*

+39 011 65 35 911

**Knowledge Centre for
Sustainable Development:**
*Haus Carstanjen
Martin-Luther-King-Straße 8
53175 Bonn - Germany*

+49 (0) 228 815 2657

[e. info@unssc.org](mailto:info@unssc.org)
[w. unssc.org](http://w.unssc.org)

ANNEX A – Terms of reference

Background information

The **UN System Staff College (UNSSC)**, Based in Turin, Italy, has run courses and delivered learning initiatives to United Nations (UN) personnel for over two decades, reaching participants 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 course participants are staff in the UN organizations. They have a broad range of backgrounds, professional levels and expertise. They are also of a wide range of nationalities and serve in different duty stations across the globe.

For more information about UNSSC offerings on the workshops / courses/ programmes, please visit: www.unssc.org.

Specific information about UNSSC course offering can be find in the UNSSC course catalogues available at <https://www.unssc.org/courses>.

Deliverables

Lead facilitators are expected to work in conjunction with UNSSC staff to facilitate and to document outputs during training and learning activities.

Specific deliverables include, but are not limited to:

PRE-EVENT PREPARATION PHASE:

- Define roles and responsibilities
- Dry-run sessions
- Prepare venue set-up
- Revisit content and materials required for delivery
- Provide pre-event background reading for participants
- Prepare training material to be used during the event

DELIVERY PHASE:

- Manage training sessions
- Deliver sessions as appropriate
- Train and facilitate group work and group exercises
- Assure a smooth flow of the event making sure that each session is linked to the achievement of the event's overall purpose, expected outcomes and learning objectives
- Keep track of outputs achieved

POST-EVENT PHASE:

- Participate in the training team debriefing at the end of the event
- Prepare an activity report outlining the positive elements as well as the challenges experienced. This report should highlight lessons learned that will be used to further improve the Programme curriculum and training methodology.

Requirements and Skills

Lead facilitators should possess the following qualifications:

1. Several years of progressive design, facilitation and delivery experience at mid-to executive levels, including:
 - Proven track record in facilitation at the international level of conferences, meetings, workshops, panel and processes;
 - Senior level experience in management of participatory, consultative processes for strategic planning and organizational change;
 - Senior level experience in consultation on needs assessment and design of event programmes, workshops and meetings;
2. Strategic vision and strong technical and analytical capabilities;
3. Relevant educational background, preferably at Master's Degree level
4. Experience with working for or consulting for multilateral or bilateral organizations, preferably the UN;
5. Strong interpersonal and communication skills;
6. Excellent English writing and speaking skills. Fluency in Spanish and/or French is an asset.

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:

PRE-REQUISITE	<u>For individual applicants</u>	Please provide a comprehensive CV or a P11 form (UN CV form) clearly identifying the experiences that demonstrate expertise in facilitating events at the executive level. The P11 form can be found at http://www.unssc.org/home/sites/unssc.org/files/p11un.doc .
	<u>For companies</u>	Please provide company profile clearly identifying the experiences that demonstrate expertise in facilitating events at the executive level.
TECHNICAL PROPOSAL		1. Please provide a brief presentation (max 1 page) highlighting you experience at the executive level
		2. Please provide a brief presentation (max 1 page) describing your facilitation approach (including specific reference to senior level audience)
		3. Please provide related references in support of the quality of your work (max. 10)
FINANCIAL PROPOSAL		Please provide your daily fee expressed in USD PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.

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).

Criteria for inclusion in the Roster

All proposals will be evaluated in accordance with the evaluation criteria specified in Annex C. The successful candidates (individual or companies) will be included in a roster, which will enter into force on the date of reception of UNSSC letter of acknowledgement.

Inclusion in the roster is not limited in time. However, individual and companies who wish to modify their initial financial proposal, must re-submit their offer which will be evaluated according to the original evaluation criteria set up for inclusion in the roster.

Each specific engagement will be the subject of an individual or separate contract according to the UN Rules and Regulations.

Conditions of Contract

Each specific engagement will be the subject of an individual or separate contract according to the UN Rules and Regulations. Each contract shall be subject to the United Nations Standard Terms and Conditions (UNGCC) for the provision of services can be consulted here:

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

Any reservation or comments concerning the content of the UNGCC under the terms and conditions of this RFP must be included in the proposals. The absence of any reservation or comments will be considered by the UNSSC as acceptance of all the terms stated in the applicable UNGCC. Such terms include the regulation of the intellectual property rights, including but not limited to patents, copyrights, and trademarks, which are the result, directly or indirectly of the services provided to the UNSSC by the Vendor specified in this document, including its annexes.

ANNEX C - Evaluation Criteria

Criteria for inclusion in the roster are described in the table below.

PRE-REQUISITE	Excellent speaking and writing skills
TECHNICAL PROPOSAL (max 100 points)	Previous experience in similar projects (min 10 points max 20 points)
	Suitability of the approach proposed (min 25 points max 50 points)
	Quality of references presented (min 5 references) (min 15 points max 30 points)
FINANCIAL PROPOSAL	<i>For the purpose of the inclusion in the roster, UNSSC will considered technical proposals only. Financial proposals will be taken into consideration at the time of each specific contractual engagement.</i>