CALL FOR ROSTER   **Date: 3 April 2023**

Roster no. 34

Subject: Call for ROSTER – Subject Matter Experts for developing and delivering training and learning activities on selected sustainable development topics

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 "Call for Roster"). Applications should be submitted to the UNSSC no later than **8 May 2023.**

2. This Call for Roster 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 UNSSC to consider whether the proposer has the necessary capability, experience, knowledge, expertise and 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

6. **Please note that the Staff College has VAT exemption status and can provide documentation for the 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

Knowledge Centre for
Sustainable Development:
Platz der Vereinten Nationen 1,
53113 Bonn - Germany

+39 011 65 35 911   *+49 (0) 228 815 2657*

e. *info@unssc.org*
w. *unssc.org*

ANNEX A: Terms of Reference

BACKGROUND INFORMATION

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities both online and face-to-face, in Turin and Bonn, UN Headquarters as well as at the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations. For more information about UNSSC offerings on the workshops/courses/ programmes, please visit: www.unssc.org.

The UNSSC Knowledge Centre for Sustainable Development is an integral part of the United Nations System Staff College tasked to provide support to the UN system and partners in implementing the 2030 Agenda for sustainable development through learning, training and knowledge management. It supports, the policy and operational work of the UN through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of sustainable development—people, prosperity, planet, partnership, and peace.

The training and learning solutions are designed and delivered in one or more of the following formats, moderated online learning; Virtual Face-to-Face learning; and Residential workshops.

For the purposes of this Call for Roster, the KCSD is seeking subject matter experts with diverse language proficiencies (English, French, Spanish, Arabic, Russian) and across several professional profiles to:

A. Design and deliver thematic sessions and stand-alone modules on the 2030 Agenda for Sustainable Development and its 5Ps of People, Prosperity, Planet, Peace, and Partnerships.

and/or

B. Design and deliver comprehensive training and learning solution

Under the following thematic areas/sub-areas:

- Governance Technical Areas (e.g. Human Rights, Anti-Corruption, Elections, Rule of Law, Justice, Local Governance, Social Protection, Foresight and Futurist Governance Approaches, Innovation and Technology in Governance, Public Policy, Public Sector Reform, Institutional Strengthening, etc.)

- Governance Application Areas (e.g. Political Acumen, Context Analysis, Political Economy, Negotiation, Consensus Building, Inclusive Decision Making, Transparent and Ethical Decision Making, Advocacy, etc.)

- Partnerships Technical Areas (e.g. Private Sector, South-South Cooperation, Resource Mobilization, Financing, Joint Programming, Multilateral coordination, etc.)

- Partnerships Application Areas (e.g. Due Diligence, Financial Analysis, Negotiation, Consensus Building, etc.)

- Systems Thinking, Foresight, Scenario Building and Futures Thinking in the context of sustainable development and a societal sustainability transformation, including concepts, tools and practical application within the UN and beyond

- Policy Coherence for sustainable development, Integrated approaches to policy making in the context of sustainable development, SDG Integration, including concepts, tools and practical application within and beyond the UN

- Nexus approaches across sustainable development, humanitarian action and peace building, including concepts and practical application within and beyond the UN)

- Behavioural science, behavioural economics, particularly how they can be used to encourage people to adopt sustainable behaviours; social psychology in the context of sustainable development and designing effective social norm interventions; environmental psychology and designing spaces that promote sustainable behaviours

- Sustainable land use, natural resource management, biodiversity conservation, ecosystem services, urbanization, and nature-based solutions; including use of case studies for sustainable resource management, integrated sustainable practices and processes, and use of green infrastructure.

- Climate change, climate action and reporting, adaptation and mitigation, resilience.

- Sustainable economic models, sustainable finance, Debt, capital markets for sustainability, climate finance

- Results Based Management in the context of Sustainable Development

DELIVERABLES

The responsibilities of the subject-matter expert include, but are not limited to:

A: Single thematic sessions and stand-alone modules[1]:

- Work with the UNSSC team to **design and develop** a thematic session and online module examining the relevant theme – incorporating the latest developments in theory and practice, and including:
    - Presentation (PPT materials utilising the UNSSC template (to be supplied by UNSSC) to be delivered in a 2-hour online session; incorporating participant engagement exercises and knowledge retention activities; incorporating best practice regarding cognitive load and adult-learning styles.
    - Provide relevant readings, videos, and discussion questions and assignments to encourage contextualisation and knowledge transfer during subsequent moderated online discussion fora;
    - Any Instructor-developed readings, exercises, or documents to utilise the UNSSC template (to be supplied by UNSSC);
- **Deliver** the 2-hour online webinar, including participant engagement, practical exercises, and knowledge retention activities.

B: Comprehensive training and learning solutions:
- Work with the UNSSC team to **design and develop** comprehensive learning solutions (online or face to face) on the relevant theme – incorporating the latest developments in theory and practice, and including:

For online learning solutions[2]:
- Design and development phase:
    - Course outline, including learning objectives for each module and description of content elements.
    - Self-paced learning content for modules, including exercises, knowledge retention activities, and quizzes.
    - Relevant readings, videos and discussion questions and assignments to encourage contextualisation and knowledge transfer.
    - Final assignments and/or knowledge checks.

---

[1] Sessions are expected to last about two hours. However, this is an estimate and may be changed upon specific requirements.
[2] The learner seat time of online learning solutions is approximately 40 hours, subject to change depending on specific requirements.

- Delivery phase:
    - Participate in webinars during the course.
    - Tutor, advise or coach participants.
    - Manage online discussions and provide feedback to participants' subject-matter-related queries.
    - Provide written comments on assignments (when applicable).

For virtual face/to/face and residential workshops[3]:
- Design and development phase:
    - Agenda outline, including learning objectives for each session and description of content elements.
    - PPT presentations for each session, including exercises and knowledge retention activities and quizzes.
    - Group work instructions and plenary discussion flows.
    - Relevant readings, videos and discussion questions to encourage contextualisation and knowledge transfer.

- Delivery phase:
    - Participate as lead/or member of UNSSC training team.
    - Deliver sessions and manage group exercises.
    - Act as resource person for participants.

---

[3] Virtual and residential workshops normally last up to 4 full days.

UNITED NATIONS SYSTEM STAFF COLLEGE

ANNEX B – Terms and Conditions to submit a proposal

SUBMISSION OF APPLICATIONS

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

PRE-REQUISITE	<u>Individual Applicants</u>	1) *Please provide a* **comprehensive CV or a P11 form** *(UN CV form) clearly identifying professional experience in the subject-matter area and the required/desired capacities.* *The P11 form is available at the following url: https://www.unssc.org/sites/unssc.org/files/p11un.doc* 2) *Please provide a* **motivation letter.**
	<u>Companies</u>	1) *Please provide a* **company profile** *clearly identifying the experiences demonstrating expertise in designing and delivering learning on the indicated thematic area. Include the CV of key personnel who will be involved in the delivery.* 2) *Please provide a* **motivation letter.**
TECHNICAL PROPOSAL	<u>All Applicants</u>	1) *Please briefly indicate* **the specific thematic area that you are proposing being rostered for (minimum one – maximum five thematic areas)**
		2) *Please provide a minimum of three (3) samples of* **materials developed in at least one of the relevant thematic areas under Annex A (maximum 5)** *that you have designed and delivered within the past 3 years. Please specify the audience of the sessions/courses/trainings.*
		3) *(Optional) Please also provide samples of relevant* **publications**; **video presentations; live classroom recordings, or webinars**, *if available.*
FINANCIAL PROPOSAL[4]	<u>All Applicants</u>	• *Please indicate your* **daily fee** *expressed in USD for either Deliverable A: Single thematic sessions and stand-alone modules and/or Deliverable B: Comprehensive training and learning solutions: excluding VAT.* • *The daily fee shall not distinguish between design, development or delivery.*

---

[4] Proposers are required to specify the validity of their financial proposal.

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

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

NO COMMITMENT

This Call for Roster 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 applications, or any costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.

This document 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 applications will be evaluated in accordance with the evaluation criteria specified in Annex C. The successful candidates (individuals or companies) will be included in the Roster 34, which will enter into force on the date of reception of the UNSSC Letter of Acknowledgement.

The initial period of validity of Roster 34 is of 48 months. The UNSSC reserves the right to extend the period of validity of Roster 34 before the end of the validity period.

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/attachment/page/pdf/general_condition_services.pdf

Any reservations or comments concerning the content of the UNGCC under the terms and conditions of this Call for Roster must be included in the application. The absence of any reservations 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 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	• Native speaker or proficiency in writing training materials and deliver training is required in at least one of the following languages (English, Spanish, French, Arabic, Russian). • A Higher University Degree (Master's or equivalent) in a related field of study. • At least 3 years of continued professional experience in one of the thematic areas stated in Annex A is required.	
TECHNICAL PROPOSAL	Knowledge of instructional design of training and learning products	Max 25 points
	Familiarity with online training technologies (interactive tools and platforms)	Max 20 points
	Quality and relevance of the sample materials	Max 25 points
	Experience in designing and delivering training	Max 20 points
	Experience working in/with the United Nations System	Max 10 points
FINANCIAL PROPOSAL	For the purpose of inclusion in this Roster, the UNSSC shall not rank financial offers. The evaluation of financial offers shall be conducted for each specific assignment of vendors based on this Roster.	

The minimum score of the technical proposal to be considered for inclusion in this Roster is 60% of the available score (60 points).