

CALL FOR ROSTER
Roster_12

Date: 1 February 2024

Subject:

- A. Certified Executive coaches for individual coaching sessions (both face-to face and virtual);**
- B. Peer coaching (both face-to-face and virtual);**
- C. Coaching Skills instructor (both face-to-face and virtual)**

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 **31 December 2024 at 23:59 UTC + 1**. Please note that the evaluation of proposals may be ongoing.

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 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

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.

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 20 years. 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.

The UNSSC learning and training methodology often includes individual coaching sessions offered to the participants, as well as peer coaching sessions and coaching skills sessions.

Deliverables

A. Certified Executive coaches for individual coaching sessions (both face-to face and virtual).

Coaches are expected to work in conjunction with UNSSC staff to provide coaching services before, during and after programmes. This may also include coaching debriefs of psychometric instruments such as UNSSC's 360 or similar instruments.

Specific deliverables include, but are not limited to:

1. Providing one-on-one coaching for UNSSC course participants across programmes;
2. Providing feedback on 360 and similar instruments (as per the individual coach's certifications);
3. Provide post-event debriefing and reporting upon request.

Requirements and Skills

Coaches should possess the following qualifications:

- Relevant educational background, preferably at Master's Degree level;
- International Coaching certification (ICF or equivalent);
- A minimum of 5 years of progressive coaching experience with a minimum of 2 years at the executive level;
- Experience from coaching with multilateral or bilateral organizations, preferably the UN;
- Excellent English writing and speaking skills. Fluency in Spanish and/or French is an asset;
- Proven track record in coaching across cultures and at the international level;
- Strong interpersonal and communication skills;

- Experience with 360 debriefs, and use of other psychometric instruments.

B. Peer coaching (both face-to-face and virtual)

Coaches are expected to work in conjunction with the UNSSC Programme Teams to conduct peer coaching sessions in the framework of online, blended and face-to-face programmes.

Specific deliverables include, but are not limited to:

1. Engage in consultations (via email or online) with UNSSC in order to agree on the peer coaching formats;
2. Prepare for the sessions through familiarisation with content and themes;
3. Providing and facilitating peer coaching sessions for UNSSC course participants across programmes, both in small groups and one-on-one.
4. Provide post-event debriefing and reporting.

Requirements and Skills

Coaches should possess the following qualifications:

- Relevant educational background, preferably at Master's Degree level;
- International Coaching certification (ICF or equivalent);
- A minimum of 5 years of progressive coaching experience with a minimum of 2 years at the executive level;
- Experience from coaching with multilateral or bilateral organizations, preferably the UN;
- Experience from facilitating group and individual peer coaching sessions
- Excellent English writing and speaking skills. Fluency in Spanish and/or French is an asset;
- Proven track record in coaching and facilitating peer coaching sessions across cultures and at the international level;
- Strong interpersonal and communication skills.

C. Coaching Skills instructor (both face-to-face and virtual)

Coaches are expected to work in conjunction with the UNSSC Programme Teams to conduct coaching skills training sessions in the framework of online, blended and face-to-face programmes. The coaching skills trainers selected to be placed on the roster will report to the UNSSC Learning Portfolio Manager, and perform the following functions:

1. The candidate will receive a pre-service training from the programme founder. The focus of the training is to
 - balance the theories and practice;
 - ensure customization of the course materials to the UN context by highlighting UN values and fitting in the multi-cultural environments.
2. Deliver the coaching skills session(s) or Programme, specifically:
 1. Engage in consultations (via email or online) with UNSSC in order to agree on the session design and methodology;

2. Follow course curriculum when provided by the UNSSC;
3. If requested, design the session(s), provide the sessions design, training materials, specify the methodology, group work and demo sessions;
4. Prepare for the sessions through familiarisation with the target audience and the intended course objectives;
5. Deliver the sessions and take the lead in both its preparation and follow-up;
6. Provide post-event debriefing and reporting.
7. Revise curriculum based on the feedback from the participants.

Requirements and Skills

Coaches should possess the following qualifications:

- Relevant educational background, preferably at Master's Degree level;
- International Coaching certification (ICF or equivalent);
- A minimum of 5 years of progressive individual coaching experience, with a minimum of 2 years at the executive level;
- A minimum of 5 years of progressive coaching skills training experience, with a minimum of 2 years at the executive level;
- Experience from coaching skills training with multilateral or bilateral organizations, preferably the UN;
- Excellent English writing and speaking skills. Fluency in Spanish and/or French is an asset;
- Proven track record in facilitating and delivering coaching skills sessions and Programmes across cultures and at the international level;
- Strong interpersonal and communication skills.

D. Team coaching (both face-to-face and virtual)

Team coaching requires a portfolio of skills beyond those in one-to-one coaching. Most of these relate to the difference in context between individual conversations and group dynamics.

Specific deliverables include, but are not limited to:

1. Engage in consultations (via email or online) with UNSSC and the Client in order to agree on the team coaching format;
2. Facilitate learning for the team as a whole. The coach should find ways for team members to gain insight and practice different behaviours in the context of the team and its goals;
3. Administer and debrief Individual/Team assessment as a component of team coaching;
4. Understand the complex organizational dynamics in which the team operates, be "system-aware";
5. Be skilled at understanding, identifying, and managing boundaries, by being mindful of the various interactions and relations among the team members.

Requirements and Skills

Team Coaches should possess the following qualifications:

- Relevant educational background, preferably at Master's Degree level;
- International Team Coaching certification (ICF or equivalent);
- A minimum of 5 years of progressive team coaching experience with a minimum of 2 years at the executive level;
- Experience from coaching with multilateral or bilateral organizations;
- Experience from facilitating team coaching sessions in a multi-cultural environment;
- Excellent English writing and speaking skills. Fluency in Spanish and/or French is an asset;
- Strong interpersonal and communication skills.

APPLICANTS ALREADY INCLUDED IN THE COACHING ROSTERS:

Applicants which have been already included in the UNSSC's coaching roster pursuant to a previous application are invited to submit their application for deliverables B, C and D above. Previous applicant are not considered eligible for contracts to deliver services detailed in points B, C and D above, if they do not submit a specific application for such deliverables.

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 individual coaching at the executive level, peer coaching and coaching skills training. 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 individual coaching at the executive level, peer coaching and coaching skills training.
TECHNICAL PROPOSAL		Please provide a brief presentation (max 1 page) highlighting you experience in individual coaching at the executive level, peer coaching and coaching skills training. Please include any psychometric and/or personality assessment instruments in which you are certified (e.g. DiSC, Belbin Team Roles, MBTI, CliftonStrengths, Hogan, Emotional Intelligence, or others). Please indicated for which deliverables described in Annex A you would like to be considered. It is possible to list all the deliverables indicated in Annex A.
		2. Please provide a brief presentation (max 1 page) describing your individual coaching methodology (including specific reference to senior level audience), peer coaching, coaching skills training and/or team coaching methodology.
		3. Please provide written reference letters from previous clients in support of the quality of your work (min. 2, max. 10).
ADDENDUM TO THE TECHNICAL PROPOSAL		Please provide a recording (audio and/or video) of any of the deliverable you are applying for, namely: a one-on-one coaching session, a team coaching session and a coaching skills training session. Links to such online sessions (YouTube or others) are also accepted.
FINANCIAL PROPOSAL		Please provide your daily and hourly fee expressed in USD (Individual coaching sessions' fee should be expressed hourly). PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.

Proposers must provide all information required under this Call for Roster and clearly and concisely respond to all points set out in this Call for Roster. Any proposal which does not fully and comprehensively address this Call for Roster 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 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 proposals, or any costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.

This Call for Roster 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.

ANNEX C - Evaluation Criteria

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

PRE-REQUISITE	Excellent speaking and writing skills International coaching certification Training and facilitation skills
TECHNICAL PROPOSAL (max 100 points)	Previous experience in similar projects and certification in psychometric instruments (max 20 points)
	Suitability of the methodology proposed (max 30 points)
	Quality of references presented including coaching at executive levels (max 20 points)
	Quality and suitability of the audio/video sessions provided (30 points)
FINANCIAL PROPOSAL	<i>For the purpose of the inclusion in the roster, UNSSC will consider technical proposals only. Financial proposals will be taken into consideration at the time of each specific contractual engagement.</i>

The minimum threshold for inclusion in the Roster is 60% of the available score of the technical proposal.