

CALL FOR ROSTER – Roster no. 35

Date: 4 November 2024

Subject: Call for Roster – Evaluation services (multiple levels)

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. Please submit your proposal in response to this Call for Roster by **4 December 2024 by the close of business in Turin, Italy.**
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 vendor's 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.

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ANNEX A – Terms of Reference

Background

As a leading learning institution in the United Nations, the United Nations System Staff College (UNSSC) has played a pivotal role in delivering high-quality learning, training and knowledge management in order to build UN staff capacity through its knowledge centres and teams. Our learning solutions are focused on sustainable development, leadership and management, and building and sustaining peace. They are tailored to the unique needs of our clients, resulting in staff who are better equipped to address the ever changing urgencies of today, and flexible enough to take on the challenges of the future. Please find the [UNSSC Annual Report](#) for more information on our activities.

UNSSC is seeking evaluation consultants with experience in supporting, managing, and/or leading and conducting evaluations. Tasks of the evaluators will involve the evaluation of strategies, policies, or impact of training courses, projects, and/or learning initiatives, in alignment with the [UNSSC mandate](#) with a view to ensuring that UNSSC continues to provide high-quality learning and training activities, services, knowledge management solutions to the UN System and its partners.

Evaluators may also be asked to assess and provide input on internal initiatives or projects of UNSSC in the areas of quality assurance and evaluations.

Principles and guidelines

All evaluation services must adhere to the principles of independence, credibility, and utility and are undertaken in accordance with the UN Evaluation Group's Norms and Standards for Evaluation¹. Evaluations may take different approaches including utilization-focused, consultative and participatory.

Evaluations must also consider an approach that is gender and disability-inclusive throughout the evaluation phases.

Specific approaches will be determined by the evaluators in consultation with UNSSC staff members in accordance with the specific tasks with no specific restriction regarding any given method of evaluation.

Profiles and deliverables

UNSSC is seeking to establish a list of qualified evaluators at different levels of experience¹, in addition to the mandatory criteria described in Annex C:

- Level 1 applicants are expected to have 1-3 years of professional experience;
- Level 2 applicants are expected to have between 4 and 7 years of professional experience;
- Level 3 applicants are expected to have more than 8 years of professional experience with demonstrated leadership in conducting and leading high-quality evaluations.

Depending on the level specified in the application, specific tasks may be allocated to one of multiple evaluators. Deliverables are determined on the basis of the Level and are exemplified in the table below:

¹ If the application is made by a legal entity, the requirements apply to the personnel that will be allocated to perform the evaluation tasks.

Level:	Sample deliverables
Level 1	<ul style="list-style-type: none"> - General support of evaluation activities; - Background research; - Data collection; - Desk review.
Level 2	<ul style="list-style-type: none"> - Study and analysis of the evaluation task; - Data analysis - Data collection (including strategic approach) - Reporting; - Debriefing sessions; - Design and delivery of evaluation work-shops and sessions.
Level 3	<ul style="list-style-type: none"> - Lead and conduct the evaluation process; - Determine the evaluation design; - Determine the data collection approach; - Determine the analysis methodology and provide oversight to the process; - Guide writing of report and ensure adherence to industry best-practices; - Debrief senior management as appropriately.

Conflict of Interest

Evaluators must disclose any involvement at any phase and in any capacity in any of the UNSSC’s activities. Such disclosure must include sufficient details to allow UNSSC to determine the potential for a conflict of interest and must provide enough information to identify when and in which capacity the involvement with UNSSC’s activities occurred.

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>	<p>Please provide a comprehensive CV or a P11 form (UN CV form) clearly identifying the experiences that demonstrate expertise in the thematic areas described above.</p> <p>The P11 form can be found at http://www.unssc.org/home/sites/unssc.org/files/p11un.doc</p>
	<u>For legal persons</u>	<p>Please provide company profile (max 2 pages) clearly identifying the experiences that demonstrate expertise in conducting evaluations.</p> <p>Please submit 3 – 5 CVs of personnel that meet the profile and experience criteria.</p>
	<u>For both</u>	<p>Please indicate the level for which you are applying. It is possible to apply for multiple levels.</p>
TECHNICAL PROPOSAL		<p>1. Please provide a brief outline highlighting your expertise in conducting evaluation activities for the level you are submitting your application. Please provide evaluation reports to which you contributed (extracts and links are acceptable).</p>
		<p>2. Please provide a brief presentation describing your expertise with evaluation methodologies, including the types of evaluations conducted (e.g. program/portfolio, project, impact, policy)</p>
		<p>3. Please detail your areas of expertise (e.g. capacity development, peace and security, leadership and management, sustainable development). Please include the geographic regions in which you conducted evaluation activities.</p>
		<p>4. Please provide professional references in support of the quality of your work (min 3 – max 5). Include your latest evaluation task.</p>
FINANCIAL PROPOSAL		<p>Please provide your daily fee(s) expressed in USD without VAT.</p> <p>PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</p>

Proposers must provide all information required under this Call for Roster and clearly and concisely respond to all points set out in this document. Any proposal which does not fully and comprehensively address this Call for Roster may be rejected without evaluation. 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 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 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 representative 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 applicants (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 **limited to three years**. Vendors are allowed to modify aspects of their proposal during the roster's validity period; such modifications may be evaluated according to the original evaluation criteria set up for inclusion in the Roster. The UNSSC reserves the right to extend the duration of the Roster.

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 reservation or comments concerning the content of the UNGCC under the terms and conditions of this Call for Roster must be included in the proposal. 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. Proposals must score a minimum of 60 points out of 100 to be accepted in this Call for Roster.

PRE-REQUISITE	<u>For individual applicants</u>	<ul style="list-style-type: none"> • University degree at Masters Level (or above) in international Affairs, Economics, Education and Training, Social Science or other related field; • Excellent English writing and speaking skills; • Excellent writing skills.
	<u>For companies</u>	<ul style="list-style-type: none"> • Valid certificate of incorporation; • At least 5 years of operations in areas relevant to this Call for Roster, or for those with less than 5 years, personnel with at least 10 years of experience.
TECHNICAL PROPOSAL (max 100 points)		Expertise and insight related to the UNSSC areas of training (max 35 points)
		Experience in previous evaluation based on the ones submitted (max 35 points)
		Experience working with UN evaluation offices (max 20 points)
		Quality of references presented (max 10 points)
FINANCIAL PROPOSAL		<p><i>For the purpose of the inclusion in the Roster, UNSSC will consider technical proposals only.</i></p> <p><i>Financial proposals will be taken into consideration at the time of each specific contractual engagement.</i></p>