

**RFP UNSSC/2026/02 on Training, Facilitation and Advisory Services**

#	Question	Answer
1	would appreciate any clarification you could give about what is meant in Annex B when it says “The RFP is addressed to individual experts (under their personal or individual company name capacity)”. - Does that mean you only want submissions from individual consultants who have incorporated themselves, i.e. one-person companies?	It is referred to individual being recognised to deliver the services. Proof of legal registration, tax status, or professional registration as applicable under national legislation. The awarded individual shall be able to issue invoices or equivalent receipt.
2	If larger companies with multiple experts are eligible to bid, do they need to provide a list of main clients and references for each of those individual experts, or only for the whole company?	Documentation is requested per each expert.
3	If a larger company bids with multiple experts, will the technical evaluation criteria be applied to the company and all the experts together or to each expert? For example, when assessing depth of technical expertise, will a company which has three experts, one each with expertise in leadership development, facilitation and career advancement, automatically get more points than a single consultant who also has leadership development, facilitation and career advancement expertise because they are only one person and have 1/3 less time to deliver, and therefore also a lower number of past clients, even if they have been working full time like the 3 experts?	Evaluation is carried out per each expert.
4	What is the estimated annual volume of assignments per supplier?	It is difficult to specify an exact annual volume of assignments per supplier, as this largely depends on evolving priorities, demand from UN entities and clients and performance of the supplier. The volume may vary from year to year based on ongoing reforms, organizational needs, and available resources.
5	On average, how many assignments does a typical LTA holder receive per year?	See Answer to question n. 4
6	What is the typical duration of assignments (e.g., single-session delivery vs. multi-week learning journeys)?	The duration of assignments is flexible and varies depending on the type of service provided. For training and facilitation, assignments can range from a 2-hour webinar to one-day or multi-day (typically 2–3 days) training sessions.  Advisory services are structured in a similar way, spanning from a few hours or half-day engagements to multiple days of support. These may also be recurrent, taking place several times throughout the calendar year, depending on the needs of UNSSC programmes and their clients.
7	What is the typical cohort size for learning programs?	It depends on the group and the specific programme. Typically, group sizes range between 25–40 participants, which allows for effective interaction and engagement. However, in some cases—depending on the design and objectives of the programme—the number of participants may be smaller or larger.
8	How frequently are suppliers engaged after being placed on the roster?	See Answer to question n. 4
9	Can we rotate or add consultants post-award?	Selection of suppliers is based on the evaluation of submitted information. Adding a new expert/trainer, facilitator/advisor will bypass the evaluation process and it is not allowed.

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10	What level of geographic diversity is expected across the roster?	We aim to ensure the highest possible level of diversity across the roster. This includes strong geographic representation from different regions, as well as diversity in experience, professional backgrounds, and time zones to effectively support global programmes. We also actively encourage diversity in gender and other dimensions of inclusion, recognising that a varied roster strengthens the quality, relevance, and cultural responsiveness of our work.
11	How important is multilingual capability, and which languages are most in demand?	While most programmes are currently delivered in English, we are also committed to expanding our capacity to deliver in all UN languages, further enhancing accessibility and inclusivity across different contexts.
12	Are there priority regions or underrepresented profiles UNSSC is trying to fill?	See answer to question n. 10
13	How often are engagements virtual vs. in-person vs. hybrid?	All three modalities—virtual, in-person, and hybrid—are used. Currently, approximately 60–70% of engagements are delivered online or in a hybrid format, largely due to the present operating context. However, this distribution may evolve over time as circumstances change and more in-person delivery becomes feasible.
14	How are assignments allocated among suppliers?	Assignments are initially allocated based on the specific expertise required for the course or activity. Subsequent engagements are then determined by evolving programme needs, specific requests, and the quality of feedback received following earlier assignments.
15	What proportion of assignments involve full design + delivery vs. delivery of pre-designed content?	It is difficult to define a fixed proportion, as this depends on programme needs and client requirements. However, we generally aim for an approximate 50–50 balance between assignments that involve full design and delivery, and those focused on the delivery of pre-designed content.
16	For Lot B (facilitation), how often are facilitators expected to work from UNSSC-provided materials vs. co-design?	Currently, we are working towards standardising a number of programmes. As a result, this will primarily require facilitation services, with a greater focus on the delivery of established content rather than full design.
17	What platforms are primarily used for virtual delivery and blended learning?	Zoom
18	What level of digital content development (e.g., self-paced modules, video content) is expected from suppliers?	We primarily expect suppliers to contribute high-quality expert content rather than full instructional design. This may include inputs such as subject matter expertise, case studies, examples, or specific learning materials. The overall instructional design, structure, and digital learning architecture (e.g., self-paced modules, platform integration, learning journeys) are developed by dedicated instructional designers and it is not part of the present RFP.
19	Are there incumbent vendors who provide training, facilitation, and advisory services similar to this RFP?	UNSSC, in the delivery of the services, is procuring services from a pool of experts on training, facilitation and advisory services, previously qualified under calls for roster. Such calls for roster are phasing out and all interested suppliers shall bid to be able continuing providing training, facilitation and advisory services in the identified thematic areas.

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20	Where a company submits for multiple lots, may the same named expert be designated across more than one lot, or must each lot have a distinct designated expert?	The same expert can apply to one or more lots and can be selected for one or more lots.
21	The mandatory pass/fail criterion (item 2) refers to "the individual" holding a minimum of five years of relevant experience per thematic area. For companies submitting with multiple designated experts, does the five-year minimum apply to each named expert individually per thematic area, or may the company's collective institutional track record satisfy this requirement?	The evaluation is per each expert, regardless whether the submission is by an individual or by a company.
22	Must reference letters be submitted on official organisational letterhead and bear a signature, or is written confirmation via email from an authorised client contact also acceptable?	You can submit reference letters or emails, with contact details. If you cannot obtain written reference letters or emails, please submit contact details of references. UNSSC may contact them for reference check.
23	If a reference letter from a past client covers services relevant to more than one lot (e.g., both training and facilitation), will that single letter be counted toward the reference score for each applicable lot, or does UNSSC require separate letters per lot from the same client?	If past clients can submit a reference letter to confirm services under different lots, the reference letter can be considered for both lots.
24	Annex B requests a client list covering the past five years, while Annex C (criterion 5) specifies reference letters for similar services completed in the past three years. Will reference letters from clients engaged between three and five years ago be accepted and scored under criterion 5, or does the three-year window apply strictly?	Please refer to criteria listed in Annex C (ie 3 years), which will be used for evaluation.
25	The mandatory pass/fail requirement specifies a minimum of five years of experience "in each of the thematic area(s) the individual is bidding for." Does this mean the five-year minimum must be demonstrated separately for every thematic area selected within a lot, or is it assessed at the lot level overall?	Correct, the minimum 5 years of experience shall be met per each lot and each thematic area(s) applied for.
26	Within a thematic area such as Inclusion and Organisational Culture, may a bidder indicate expertise in specific sub-topics only, for example, gender equality and PSEA, rather than the full thematic area? If so, will doing so affect the scope of assignments UNSSC may direct to that expert?	Yes, it is possible and shall be clearly indicated in the last box in Appendix A. However, evaluation will be based per lot and per thematic area, not on the subtopics of each thematic area.
27	Do you need the actual reference letters in the RFP or just the contacts for the people	See Answer to question n. 22

The information shared in the present Q&As file shall be used only within the scope of the tender.