REQUEST FOR PROPOSAL
(RFP_2017_12)

Subject: Call for ROSTER: Subject matter expertise – ICT for Peace

1. The United Nations System Staff College (UNSSC) Knowledge Centre for Sustainable Development 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 **27 October 2017**.

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 sufficient information in terms of scope and detail to allow the Staff College to consider whether the bidder has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.

4. Your technical and financial proposal must be submitted via email to **procurement@unssc.org**

5. **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

1. **Background**

The United Nations System Staff College (UNSSC)

The United Nations System Staff College (UNSSC) is the UN's system-wide knowledge management and learning institution created to fostering a cohesive management culture across the United Nations system. UNSSC's mission is to contribute to a more effective, results-oriented and agile United Nations through learning, training and knowledge dissemination. UNSSC is known for helping the diverse staff of the UN system to learn together, share experiences, and formulate joint solutions to the challenges facing the UN.

It carries out its activities based on the needs expressed by the agencies of the United Nations system and in close cooperation with training and learning institutes and similar bodies within the United Nations system. It also collaborates with relevant academic entities outside the system.

The UNSSC Peace and Security Programme

UNSSC's Peace and Security programme is located in Turin at the Staff College. Its goal is to leverage the expertise and practice that is available within and outside the UN System for prevention of conflict, violence and fragility, which undermines the wellbeing of the population of our planet. The programme covers numerous learning programmes, some face-to-face and some online which collectively will be clustered under divers learning streams in the years to come.

One of the key pillars of the programme to date has been the work conducted in the area of conflict analysis with the aim to sustain peace – encompassing the entire conflict cycle. Several face-to-face related courses have been developed, in addition to online editions and shorter learning opportunities such as webinar series. The portfolio is currently expanding its offerings while also updating and reinforcing specific thematic elements in line with latest developments and trends, such as for example the rising possibility of Information Technology and Communication in peace efforts.
The overall aim is to enrich and complement the current offerings with new developments and include new trends, policy and guidance when applicable.

2. **Objectives**

The purpose of this call for Roster is to identify suitably qualified consultants who would be interested in providing subject matter expertise in the area of ICT for peace to UNSSC peace and security offerings.

Our interest is to identify consultants that are committed to UN's values and care about making UN organizations more relevant, effective and efficient in the context of the broader sustainable development agenda and sustaining peace efforts.

Rostered consultants can be contracted for specific assignments as described below. Inclusion in the roster does not represent a contractual commitment with UNSSC. Each specific engagement will be the subject of an individual or separate contract according to the UN Rules and Regulations.

3. **Deliverables**

Rostered consultants are expected to work with UNSSC staff on assignments related to ICT for Peace. The duration of assignments may vary and might include travel in some cases.
Examples of assignments include but are not limited to the following:
   – Prepare and deliver a **one hour webinar** on "Latest trends in ICT for Peace" including context specific examples and takeaways for participants on how to use ICT for peace in their work".

- Prepare and deliver a webinar series of **3-4 specific webinars** on different aspects of ICT for peace including providing hands on practice with at least one of the tools to participants.

- Design and deliver **half-day sessions,** which could be included and delivered on-site training courses.

4. Requirements

Consultants should possess the following qualifications:

1. University degree at Masters Level (or above) in social sciences, peace and conflict studies, political sciences, or other related disciplines.

2. Minimum 10 years of relevant work experience. Previous experience in conducting webinars for UN staff is an advantage.

3. Solid demonstrated technical experience and demonstrated knowledge of latest trends and developments in ICT for peace.

4. Fluency in English is required.

5. Fluency in other UN languages, particularly French, Arabic and/or Spanish is an asset.

6. Experience with multilateral organizations, preferably, the UN.

ANNEX B – Terms and conditions to submit a proposal

I.   Submission of Proposals

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

1. **COMPLETED, UPDATED AND SIGNED CV / P11 or COMPANY PROFILE**	**For individual consultants**: provide a comprehensive CV or a P11 form clearly identifying the experiences directly related to the requirements illustrated in para 4 of the Terms of Reference (http://www.unssc.org/sites/unssc.org/files/p11un.doc). **For companies**: please provide company profile clearly identifying the experiences directly related to the requirements illustrated in para 4 of the Terms of Reference	
2. **TECHNICAL AND SUBSTANTIVE REQUIREMENTS**	Please provide a **description of the approaches** intended to be adopted to develop the sessions and webinars related to ICT and Peace Please provide **related assignment references** in support of the quality of your work (max. 10)	
3. **FINANCIAL PROPOSAL**	Your financial offer must be **expressed in USD**, excluding VAT. **Please provide your fee per hour and your maximum fee per day.**	

Vendors 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 discouraged.

Following submission of the proposals and final evaluation, the UNSSC 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 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.

The UNSSC reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of the organization.

This RFP contains no contractual proposal or offer of any kind; any proposal submitted will be regarded as an offer by the vendor and not as an acceptance by the vendor 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 UNSSC and by an authorized officer of the successful vendor(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

The offers will be evaluated on the basis of the evaluation criteria set in the table below:

TECHNICAL PROPOSAL (max 100 points)	Previous experience in similar projects (min 10 points max 20 points)
	Suitability of the methodology proposed (depth, clarity, completeness and techniques to engage participants) (min 25 points max 50 points)
	Quality of references presented (min 5 references) (min 15 points max 30 points)
FINANCIAL PROPOSAL	*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.*