



**CALL FOR ROSTER  
RFP\_Roster\_33**

**Subject: Call for ROSTER – Roster for Subject Matter Experts for developing and delivering of training and learning activities on selected peace and security 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 “RFP”). Proposals should be submitted to the UNSSC no later than **1 March 2022 at 23:59 UTC + 1**.
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 information in sufficient scope and detail to allow UNSSC 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](mailto: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.**



## 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, 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](http://www.unssc.org).

The UNSSC Peace and Security Team is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the Sustaining Peace agenda 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 programmes.

The peace and security work is geared towards ensuring a more coordinated, coherent, and integrated effort towards the prevention of violence, conflict, and fragility and supporting ongoing shifts in UN practice towards inclusivity, which enable visibility and legitimacy to a broader range of peace actors.

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 workshop.

For the purposes of this RFP, the peace and security team is seeking subject matter experts with diverse language proficiencies (English, French, Spanish, Arabic, Russian) and across several professional profiles to:

A: Design and deliver single thematic sessions and stand-alone modules

and/or

B: Design and deliver comprehensive training and learning solutions

Under the following thematic areas/sub-areas:

- Human Rights and Governance
- Conflict Analysis
- Strategic Planning and programming for Conflict Prevention and Sustaining Peace
- Monitoring and Evaluation of Peacebuilding Programming
- Political / Risk Analysis
- Adaptive Management for Peacebuilding
- Climate related security risks
  - Technical aspects
  - Policy or programming aspects
- Data Analytics for Peace
  - Technical aspects
  - Analytical or programming aspects
- Behavioural science
- Health Security
  - Technical / Medical aspects



- Policy or programming aspects
- Cyber Security
  - Technical aspects
  - Policy or programming aspects
- Preventing Violent Extremism
- Land and Natural Resources Conflict
- Resilience Building and Social Cohesion
- Organised Crime
- Youth, Peace and Security
- Gender and Women Peace and Security
- Conflict Sensitivity Programming
- Community Engagement for Peacebuilding
- Humanitarian Action
- Managing injuries in field environments: First Aid; Individual First Aid Kit (IFAK); Emergency Trauma Bag (ETB)
  - Medical background
  - Skills Training

## **DELIVERABLES**

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

### **A: Single thematic sessions and stand-alone modules: (2 HOURS)**

- Work with the UNSSC team to **design and develop** a thematic session and online module examining the relevant theme – incorporating 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.
  - 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 latest developments in theory and practice, and including:

#### **For online learning solutions: (40 HOURS)**

- Design and development phase:
  - Course outline including learning objectives for each module and description of content elements.
  - Self-paced learning content including exercises and 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.
- Delivery phase:
  - Participate in webinars during the course.
  - Tutor 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: (4 days)

- 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.

**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:

<b>PRE-REQUISITE</b>	<u>Individual Applicants</u>	<p>1) Please provide a <b>comprehensive CV or a P11 form</b> (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: <a href="https://www.unssc.org/sites/unssc.org/files/p11un.doc">https://www.unssc.org/sites/unssc.org/files/p11un.doc</a></p> <p>2) Please provide a <b>motivation letter</b>.</p>
	<u>Companies</u>	<p>1) Please provide a <b>company profile</b> clearly identifying the experiences that demonstrate expertise in designing and delivering learning on the indicated thematic area.</p> <p>2) Please provide a <b>motivation letter</b>.</p>
<b>TECHNICAL PROPOSAL</b>	<u>All Applicants</u>	<p>1) Please briefly indicate <b>the specific thematic area that you are proposing being rostered for (minimum one – maximum five thematic areas)</b></p>
		<p>2) Please provide samples of <b>materials developed in at least one of the relevant thematic areas under Annex A (maximum 5)</b> that you have designed and delivered within the past 3 years. Please specify the audience of the sessions/courses/trainings.</p>
		<p>3) (Optional) Please also provide samples of relevant <b>publications; video presentations; live classroom recordings, or webinars, if available.</b></p>
<b>FINANCIAL PROPOSAL</b>	<u>All Applicants</u>	<ul style="list-style-type: none"> <li>• Please indicate your <b>daily fee</b> expressed in USD, excluding VAT.</li> <li>• The daily fee shall not distinguish between design, development or delivery.</li> </ul> <p><b>PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</b></p>

Proposers must provide all information required under this RFP and clearly and concisely respond to all points set out herein. 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 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 RFP 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 RFP 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 the Roster 33, which will enter into force on the date of reception of UNSSC Letter of Acknowledgement.

The initial period of validity of Roster 33 is of 48 months. The UNSSC reserves the right to extend the period of validity of Roster 33 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](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 RFP must be included in the proposals. 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.

<b>PRE-REQUISITE</b>	<ul style="list-style-type: none"> <li>• Native speaker or proficiency to write training materials and deliver training is required in at least one of the languages (English, Spanish, French, Arabic, Russian).</li> <li>• A Higher University Degree (Master's or equivalent) in a related field of study.</li> <li>• At least 3 years of continued professional experience in one of the thematic areas stated in Annex A is required.</li> </ul>	
<b>TECHNICAL PROPOSAL</b>	Professional experience in thematic area stated in Annex A	Max 30 points
	Knowledge of instructional design of training and learning products	Max 15 points
	Familiarity with online training technologies (interactive tools and platforms)	Max 15 points
	Quality and relevant of the sample materials	Max 15 points
	Experience in designing and delivering training	Max 15 points
	Experience working in/with the United Nations System	Max 10 points
<b>FINANCIAL PROPOSAL</b>	For the purpose of inclusion in this Roster, the UNSSC shall not rank financial proposals. The evaluation of financial proposal shall be considered for each specific assignment 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).