



## **REQUEST FOR PROPOSAL**

**(RFP\_2018\_01)**

**Subject: Design and delivery of ICF Certification Programme for Executive Coaches**

1. The United Nations System Staff College (UNSSC) Knowledge Centre for Leadership and Management 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 **13 April 2018**.

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 details 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](mailto:procurement@unssc.org)

**5. Please note that the Staff College has VAT exemption status and can provide the relevant documentation. Hence, your pricing should take this status into account and be presented net of VAT.**

**6. You are kindly requested to acknowledge receipt of this RFP.**

## **ANNEX A – Terms of Reference**

### **1. Background**

The United Nations System Staff College (UNSSC) with its headquarters in Turin, Italy, is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system. The College is expected to play a pivotal role in contributing to UN reform, the development of a common culture based on effectiveness, expertise and continuous learning through the development, co-ordination and provision of cross-cutting learning programmes, which have impact on all agencies and staff.

The Knowledge Centre for Leadership and Management (KCLM) is one of the core programme teams in UNSSC, specialized in online learning, leadership and management training. The KCLM has a signature learning programmes for UN middle managers and senior managers, which include an important coaching component. Given the growing interest expressed by our participants and by the UN System in general in coaching and coaching skills, the UNSSC would like to **set up a UN system executive coach certification programme, to be certified by the International Coach Federation (ICF).**

In order to do so, the UNSSC has to submit to ICF a 5-people pilot Programme, which will be evaluated by ICF for accreditation.

The ICF accreditation that the UNSSC is targeting is the ACSTH program (Approved Coaching Specific Training Hours), which is intended for third party training providers. Graduates from an ACSTH program may apply for the Associated Certified Coach (ACC) Credential or the Professional Certified Coach (PCC) Credential using the ACSTH application path if they meet the credentialing application requirements.

### **2. Objectives:**

The 5-people pilot Coaching programme design, which will be evaluated by the ICF for accreditation should include, but not limited to, the following components:

- ICF core competencies and code of ethics;
- UN core competencies and principles;
- Coaching theory, coaching models and techniques;
- Opportunities to practice coaching skills both with and without the supervision of the Coach Trainer;
- Related skills for participants to conduct a coaching conversations, such as active listening, powerful questions, how to give feedback, how to design an action plan and its monitoring, among others.

### **3. Deliverables:**

The selected candidate will report to the UNSSC course coordinator, and perform the following functions:

1. Design an executive coaching certification programme, in close consultation with KCLM team.

The programme has to

- balance the theories and practice
- be customized to the UN context by highlighting UN values and fitting in the multi-cultural environments
- take into consideration of potential participants' various geographical locations
- be blended with an online component over a couple of months, and a residential component of no more than 1 week.

2. Deliver the executive coaching certification programme as the coach trainer, and train the 5 participants. Specifically,

- Design course curriculum for the coaching certification programme.
- Suggest references and readings.

- Organise, supervise practise coaching sessions during the programme, and provide feedback to the participants.
- Work closely with the participants and provide individual feedback to participants.
- Revise curriculum based on the feedback from the participants.

The selected candidate will be requested to teach the programme once it is certified upon request of UNSSC.

3. Prepare programme application for ICF accreditation, specifically,
  - Ensure that all the ICF accreditation requirements are met, e.g. in curriculum design.
  - Write application and submit it to ICF.
  - Modify the programme and application based on ICF’s feedback and resubmit it for accreditation, until the goal of accreditation is achieved.
4. Train coach trainers, who can deliver the certification programme in the future, after the programme is ICF certified. Specifically,
  - Teach programme trainers how to deliver the sessions (both online and offline).
  - Suggest readings and references to help improve future trainers’ teaching skills.
  - Supervise coach trainers’ delivery of the programme, and provide feedback.

The selected candidate can work remotely in the programme preparation stage, as long as they can ensure reliable and high-quality services.

**ANNEX B – Terms and conditions to submit a proposal**

I. Submission of Proposals

Interested candidates and vendors shall be guided by these terms and conditions in the submission of proposals:

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

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|--------------------------------|---|
| <p><b>1. PRE-REQUISITE</b></p> | <p><u>For individual consultants:</u></p> <ul style="list-style-type: none"> <li>• Please provide a comprehensive CV or a P11 form (download <a href="#">here</a>) highlighting experiences directly related to setting up executive coaching programmes for ICF accreditations, training of participants to be coaches, and training of coaches to be coach-trainers in the ICF certified coaching programmes.</li> <li>• Please provide ICF PCC credentials.</li> </ul> <p><u>For companies:</u></p> <ul style="list-style-type: none"> <li>• Please provide company profile clearly identifying the experiences directly related to training of coaches for ICF accreditation programmes</li> <li>• Provide credentials of ICF PCC accreditation as a coach. Please provide a curriculum proposal for UN coaching certification programme (blended)</li> </ul> |
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| <p><b>2. TECHNICAL REQUIREMENTS</b></p> | <p>Please provide the following documentations, which will be used to evaluate your suitability for this RFP:</p> <ul style="list-style-type: none"> <li>• Up to 1-page document highlighting your experience in setting up ICF certified coaching certification programme.</li> <li>• Up to 1-page document demonstrating your experience in training coaches.</li> <li>• Your credentials as PCC or MCC</li> <li>• references in support of the quality of your work as a coach trainer (3-5 reference letters)</li> <li>• A brief presentation (max 1 page) of the methodology used.</li> <li>• A short video/audio file of a coaching training session that you have conducted (10 minutes would be enough).</li> <li>• A sample curriculum customized for the UNSSC coaching certification programme (blended with online and face to face components), complying with ICF programme accreditation criteria</li> </ul> |
| <p><b>3. FINANCIAL PROPOSAL</b></p>     | <p>Your financial offer must be expressed in USD, excluding VAT.</p> <p>The financial proposal must indicate:</p> <ul style="list-style-type: none"> <li>• Your daily rate</li> <li>• Your hourly rate</li> <li>• Your proposed rate to help UNSSC setting up the UN coaching certification programme with 5 participants, to be accredited by ICF</li> <li>• Rate for the delivery of the regular Programme.</li> </ul>  |

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 Evaluation

All proposals will be evaluated in accordance with the provisions of the UN Financial Regulations and Rules and established procedures of the UNSSC, and the evaluation criteria specified in Annex C.

### Payment Terms

The UN Financial Regulations and Rules preclude advance payments or payment by letters of credit. Such provisions in a proposal will be prejudicial to its evaluation by the UNSSC. The normal terms of payment by the UNSSC are 30 (thirty) days (or similarly discounted payment terms if offered by vendors) upon satisfactory performance of services, acceptance thereof by the UNSSC and certification by the UNSSC of the contractor's invoice. Vendors must therefore clearly specify in their proposals the payment terms being offered.

### Validity of Proposals

All Proposals shall remain valid and open for acceptance for a period of at least 30 days from the designated closing date indicated for receipt of proposals in this RFP. Vendors must confirm in their proposal that it will remain valid for this period. Once a proposal has been accepted during this period, the prices quoted in the proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP or unless the UNSSC agrees otherwise in writing.

### Rejection of Proposals

The UNSSC reserves the right to reject any proposals that, inter alia:

- i. are received after the deadline stipulated in the RFP;
- ii. are not properly marked or addressed as required in the RFP;
- iii. are unsolicited;
- iv. contain an alternate proposal; or
- vii. are otherwise not in compliance with the RFP.

### Ethical Standards

All UN vendors shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

### Copyright

Except as is otherwise expressly provided in writing in the Contract, the United Nations shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the United Nations under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the United Nations.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the United Nations does not and shall not claim any ownership interest thereto, and the Contractor grants to the United Nations a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

At the request of the United Nations, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or

licensing them to the United Nations in compliance with the requirements of the applicable law and of the Contract.

**By submitting an offer to this request of proposal, the vendor accepts the copyright conditions set in the paragraph above**

## ANNEX D - Evaluation Criteria

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

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| <b>PRE-REQUISITE</b>                           | Excellent communication skills in English.<br>Credentials of ICF PCC level accreditation as a coach or above.             |
| <b>TECHNICAL PROPOSAL<br/>(max 800 points)</b> | Previous experience in similar projects to set up coaching certification programmes (150 points)                          |
|  | Suitability of the methodology proposed (depth, clarity, completeness and techniques to engage participants) (100 points) |
|  | Suitability of the UNSSC coaching certification programme curriculum proposal (250 points)                                |
|  | Quality of video/audio presentation (communication and presentation skills) (150 points)                                  |
|  | Quality of references presented (150 points)  |
| <b>FINANCIAL PROPOSAL<br/>(Max 200 points)</b> | 200 points  |