



# REQUEST FOR PROPOSAL

## RFP\_2018\_08

### Subject: Printing of UNSSC-KCSD brochure

1. The United Nations System Staff College 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 **3 July 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
  - Annex D: UNSSC-KCSD brochure (sample)
3. Your proposal must include information in sufficient scope and detail to allow the UNSSC to consider whether the proposer has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.



## ANNEX A – Terms of Reference

### Background:

The United Nations System Staff College (hereinafter 'UNSSC') was created by the General Assembly to serve a distinct, system-wide knowledge-management and learning institution. The mission of the UNSSC is to contribute to a more effective, results-oriented and agile United Nations through learning, training and knowledge dissemination. To this end, the UNSSC designs learning and knowledge sharing initiatives, delivers courses and develops tools and services to assist UN organizations and their staff to strengthen their capability to meet the global challenges faced by the UN.

The goal of the UNSSC is to provide strategic leadership, strengthen interagency collaboration, increase operational effectiveness, encourage cooperation with stakeholders, and develop a more cohesive management culture within the UN System.

The UNSSC Knowledge Centre for Sustainable Development (hereinafter 'UNSSC-KCSD') has been established by the UNSSC to respond to the comprehensive learning, training, and knowledge management needs of UN Staff and UN partners in the context of the 2030 Agenda for Sustainable Development and the Paris Climate Change Agreement.

### Description of the assignment:

The UNSSC-KCSD seeks to engage a company to print 2.000 copies of the UNSSC-KCSD brochure. The brochure to be printed consists of a cover of 4 pages (two-sided, full colour) and 12 inside pages (two-sided, full colour).

A PDF copy of the brochure is attached to the call for proposal.

### Expected Deliverables:

The expected deliverables are printed brochures, saddle stitched, which shall have the following technical characteristics:

1. Total number of pages: a cover of 4 pages (two-sided, full colour) and 12 inside pages (two-sided, full colour).
2. Size of the brochure: 200 x 200 mm.
3. Type of paper: white and ecologic paper (e.g. agri-waste paper).
4. Weight of paper:
  - for the 4-page cover: 245 gr;
  - for the 12 inside pages: 110 gr.
5. Eco-paper reference: on the last page of the brochure (on the backside of the brochure's cover), the company shall insert a small text providing information about the sustainability of the paper used. Such text can be inserted upright along the binding or horizontally in small font at the bottom of the page.
6. File format that will be delivered for printing: PDF
7. Amount to be printed: 2.000 copies

### Timeframe

The copies of the brochure shall be delivered at the premises of the UNSSC-KCSD by 31 July 2018.

## 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>	Proven staff capacity to produce the required products	Please provide a general description of your company	To be sent by email at procurement@unssc.org
<b>TECHNICAL PROPOSAL</b>		Please provide a sample of the printed brochure produced by your company which correlates to the specifications under Expected Deliverables, items #2 (size of the brochure), #3 (type of paper), #4 (weight of paper), #5 (eco-paper reference).	To be delivered at UNSSC-KCSD's premises: Haus Carstanjen, Martin-Luther-King-Strasse 8, 53175 Bonn, Germany
<b>FINANCIAL PROPOSAL</b>		Please provide an all-inclusive lump sum offer expressed in Euro. The total amount shall be expressed net plus VAT.	To be sent by email at procurement@unssc.org

Proposers 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.

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 proposers 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 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 UNSSC and by an authorized officer of the successful proposer(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 proposers) upon satisfactory performance of services, acceptance thereof by the UNSSC and certification by the UNSSC of the contractor's invoice. Proposers 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. Proposers 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
- v. 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 Vendor 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 Vendor 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 Vendor: (i) that pre-existed the performance by the Vendor of its obligations under the contract, or (ii) that the Vendor 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 Vendor 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 Vendor 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.**

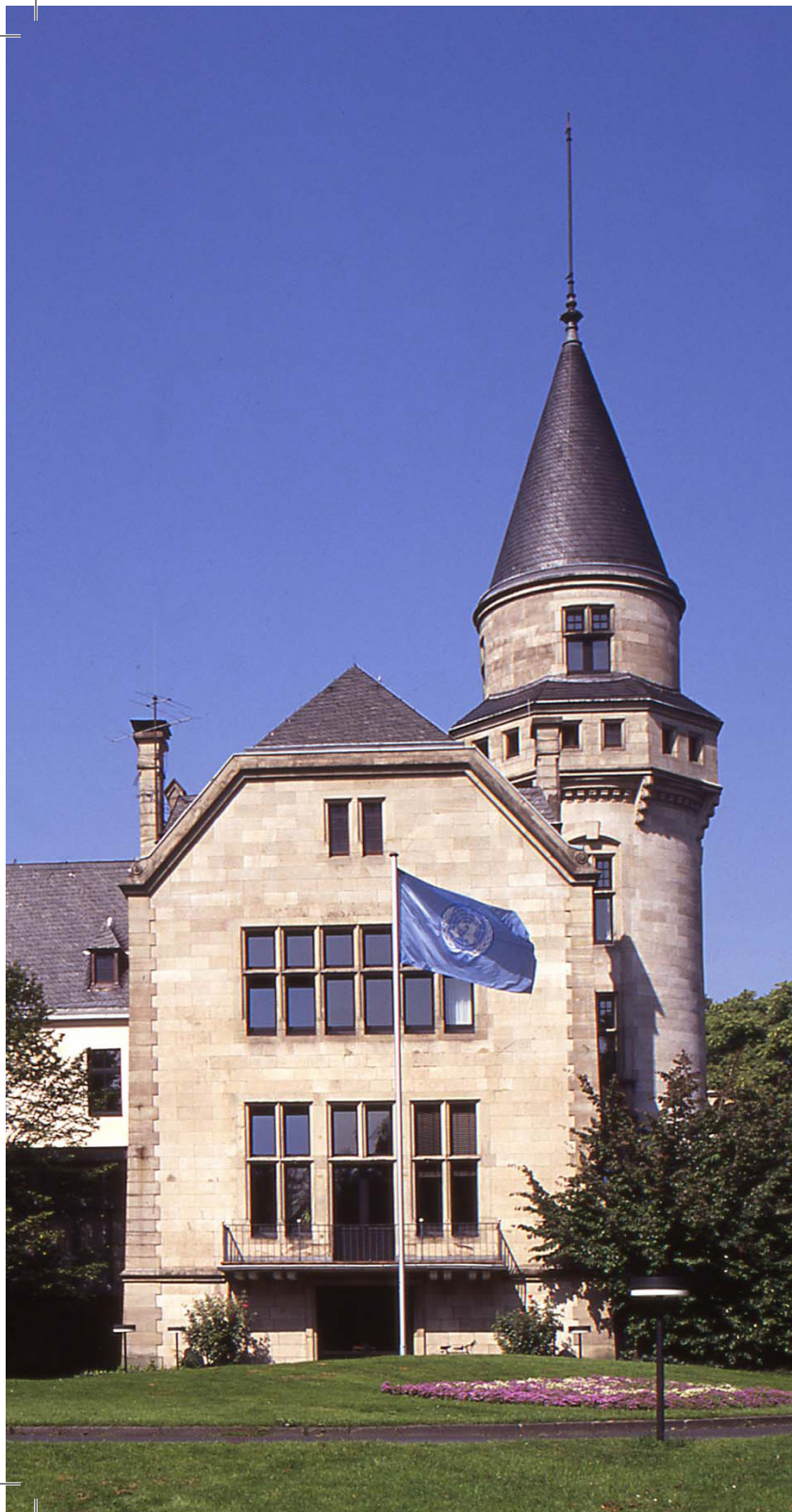
## ANNEX C - Evaluation Criteria

The offers will be evaluated based on the evaluation criteria below:

<b>TECHNICAL PROPOSAL</b> (evaluated through the brief note presented)	Brightness and contrast level of the images printed	20% of total score
	Quality of the ink and colours used (i.e. water resistance)	20% of total score
	Level of sustainability of the paper used.	20% of total score
	<b>TOTAL TECHNICAL PROPOSAL</b>	<b>60% of total score</b>
<b>FINANCIAL PROPOSAL</b>		<b>40% of total score</b>



## **ANNEX D - UNSSC-KCSD brochure (sample)**



UNSSC

Knowledge  
Centre for  
Sustainable  
Development



# The UNSSC Knowledge Centre for Sustainable Development



The United Nations System Staff College Knowledge Centre for Sustainable Development opened in Bonn in 2016, with the support of the Federal Government of Germany. It offers free and fee-based courses, training and learning events – available online and face-to-face – as well as diverse knowledge products. Its mission is to respond to the comprehensive learning, training, and knowledge management needs of UN staff and partners in the context of the 2030 Agenda for Sustainable Development as well as the Paris Agreement under the United Nations Framework Convention on Climate Change.

Alongside the Paris Agreement, the Addis Ababa Action Agenda, and the Sendai Framework for Disaster Risk Reduction, the 2030 Agenda is the most comprehensive blueprint to date for eliminating extreme poverty, reducing inequality, and protecting the planet. All offerings at the Knowledge Centre for Sustainable Development are designed to address the paradigm shift and the adjustments in competency and skill sets that are needed to bring about transformative change.



# About Bonn

Bonn is Germany's centre for international cooperation and a leading sustainability cluster. It prides itself for being the host of numerous UN entities, federal ministries and agencies, scientific institutions, and non-governmental organisations working in the field of sustainable development. Bonn also stands for culture and nature: situated on the banks of the Rhine, it is a modern, lively, and cosmopolitan city with a history of over 2,000 years. The pattern of Beethoven's hometown is set by its old and famous university, its former role as the seat of government (transferred to Berlin after reunification), its busy commercial life, and ongoing cultural offers at its museums, opera, theatres, and galleries.

*(Photographs: SONDERMANN, Bundesstadt Bonn, UNSSC)*

# About Sustainable Development

Development is more than the rise of national incomes. It is about creating an environment in which people have opportunities and choices, where they can develop their full potential and lead productive and creative lives in accordance with their needs and interests. The notion of **sustainable development** is grounded in the necessity to meet the needs of current generations without compromising the ability of future generations to meet their own. This includes the obligation to be mindful of the long-term consequences of political, social, and economic choices we make with regard to value systems, social cohesion, stability and peace, and the need to respect planetary boundaries.

By endorsing **the 2030 Agenda for Sustainable Development**, including its 17 Sustainable Development Goals, the world community has reaffirmed its commitment to the three pillars of sustainable development, namely – to ensure sustained and inclusive economic growth, social inclusion, and environmental protection, fostering peaceful, just, and inclusive societies through a new global partnership. Combating climate change through the **Paris Agreement under the United Nations Framework Convention on Climate Change** will be a crucial component to achieve the sustainable development agenda.

The 2030 Agenda is universal, transformative, and rights-based. It is an ambitious plan of action for countries, the UN system, and all other development actors. To support the implementation of the agenda in a holistic and integrated manner, the UN system must seize its strategic position as catalyst for change. To do so, the UN's efforts must be based on three key principles: reinforcing national ownership, developing country-contextual responses, and ensuring the effective delivery of development results on the ground.



UNSSC Bonn Campus, April 2016.

# Sustainable Development Learning

The 2030 Agenda demands new approaches to knowledge and skills development for all actors. It requires holistic thinking, moving beyond separate mandates and structures and exploring linkages between different thematic issues. At the heart of the agenda are five interconnected dimensions: people, prosperity, planet, partnership, and peace, also known as the five P's. For a development intervention to be sustainable, it must take into account these five dimensions, and reflect on the trade-offs, synergies, and spin-offs it generates.

As the UN repositions its development system to deliver on the agenda, it must enhance its support for countries in the areas of integrated policy advice, implementation of norms and standards, measurement, and partnerships. The UNSSC Knowledge Centre offers a range of learning offerings, including in the areas of country- and results-focused programming, scenario planning, stakeholder engagement, and sustainable development leadership. National capacity development across all these areas remains a priority.

Life-long learning constitutes a key component of personal as well as organisational development. The UNSSC Knowledge Centre is committed to facilitating catalytic learning across the UN system and beyond in support of sustainable development results.





# Learning at the UNSSC Knowledge Centre

The 2030 Agenda profoundly challenges the way development partners work as it requires enhanced multisectoral as well as cross-institutional integration. To address the requirements of the 2030 Agenda, the UNSSC Knowledge Centre for Sustainable Development integrates knowledge across UN agency mandates and thematic pillars of sustainable development. The UNSSC Knowledge Centre leverages its substantive and instructional design expertise to foster inter-agency coherence and strengthen dialogue and networks within and beyond the UN system. The UNSSC Knowledge Centre's role in inter-agency learning, knowledge sharing, and knowledge management enhances coherence of development interventions and strengthens operational and conceptual capacity of UN staff and partners.



**EXAMINE:** We provide concrete learning opportunities where UN Staff and partners can learn and examine the sustainable development agenda.



**EMPOWER:** We assist UN Country Teams in their efforts to implement the 2030 Agenda by identifying their learning needs and providing customised learning programmes.



**PARTNER:** We help the UN and partners to better engage in constructive partnerships to become genuine catalysts for sustainable development.



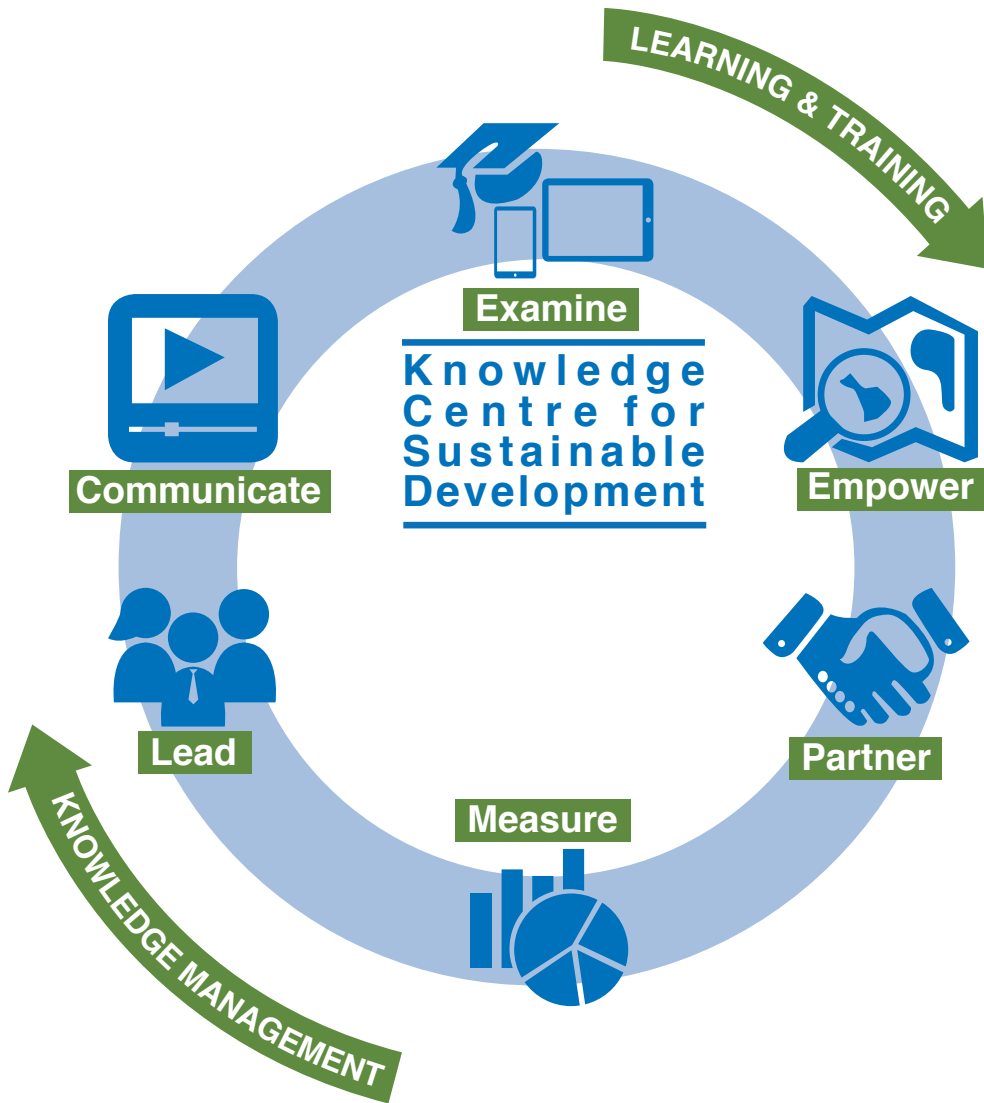
**MEASURE:** We recognize the importance of a coherent measurement language in the pursuit of the 2030 Agenda, which is reflected in our learning offerings.



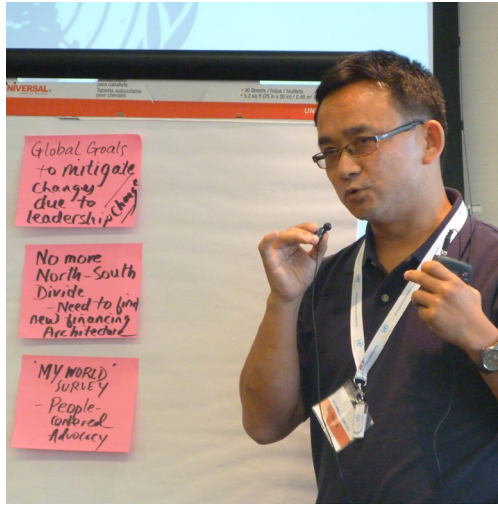
**LEAD:** We create a space where leaders across sectors can hone their craft, becoming more effective and strategic facilitators, implementers, and leaders of transformational change.



**COMMUNICATE:** We facilitate learning on effective communication and advocacy for sustainable development and engage alumni and the larger community in continuous discussions through diverse knowledge management platforms and training formats.







# Who We Serve

The UNSSC Knowledge Centre for Sustainable Development employs a demand-driven and client-centric approach in the design of its courses. Our primary audience consists of representatives from the UN system. Given the need for multistakeholder engagement we also serve representatives from the public and private sector, academia, and civil society.





# Learning Opportunities

The UNSSC Knowledge Centre for Sustainable Development offers **both face-to-face and online courses**. Face-to-face courses combine lecture style sessions with interactive and participatory modules. Online courses combine live webinars with knowledge application to real-life and training scenarios.

Additionally, the UNSSC Knowledge Centre stands ready to design and deliver **tailor-made learning programmes** to meet the specific needs of UN entities, governments, sustainable development networks, and other partners. Furthermore, the Knowledge Centre also offers **knowledge-related services and products for all stakeholders**, in the form of free of charge learning events and resources such as microlearning modules and the SD Talks series of live webinars.

## Selected Learning Opportunities

### Open to all stakeholders:

- Foundational Course on the 2030 Agenda for Sustainable Development
- The Paris Agreement on Climate Change as a Development Agenda
- UN Summer Academy
- Leveraging Big Data for Sustainable Development
- Policy Coherence for Sustainable Development
- Stakeholder Engagement and Consensus Building for Sustainable Development
- Close the Loop: SDG 12 Online Course

### For UN staff only:

- UNCT Leadership Skills Course: Leveraging UN Country Teams for the 2030 Agenda
- UN Country Programming in the Context of the 2030 Agenda
- Building Partnerships for Sustainable Development
- Communicating as One on Sustainable Development
- Advancing Common Business Operations
- Results-Focused Programming
- Measurements for Effective Results-Based Management

# Learning Facilities

Haus Carstanjen has witnessed historic processes in the pursuit of development, such as the administration of the German Marshall Plan. Located in the midst of an English garden, right on the banks of the river Rhine, the castle constitutes a perfect hub for learning and training on sustainable development. It is an ideal venue for leadership seminars, small retreats, and other learning events. Our facilities provide flexible and technologically advanced learning environments that are safe, healthy, comfortable, aesthetically pleasing, and accessible.



**Sustainable Development Conference Room**



**Lounge**



**Marshall Room**



**Studio**

# Partnerships

The UNSSC Knowledge Centre for Sustainable Development is actively pursuing collaboration and partnerships and has concluded Memoranda of Understanding and partnerships with, among others, the following institutions: the Collaborating Centre on Sustainable Consumption and Production (CSCP), the Consensus Building Institute (CBI), Data-Pop Alliance, the Hertie School of Governance, the Lee Kuan Yew School of Public Policy, the simpleshow foundation, the Sustainable Development Solutions Network (SDSN) Association, and the UN Development Operations Coordination Office (UN DOCO). The Knowledge Centre is also a member of the Global Partnership for Sustainable Development Data (GPSDD).



### **UNSSC Headquarters**

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### **UNSSC Knowledge Centre for Sustainable Development**

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sustainable-development@unssc.org  
www.unssc.org

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for 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.



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