

**REQUEST FOR PROPOSAL
(RFP_2018_09)**

Subject: Facilitator/story teller for UN Summer Academy 2018

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 **22 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
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

ANNEX A – Terms of Reference

1. Background

The United Nations System Staff College (UNSSC)

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.

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 (UNSSC Knowledge Centre)

The UNSSC Knowledge Centre for Sustainable Development (hereinafter ‘UNSSC Knowledge Centre’) 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.

The sustainable development agenda demands new approaches to knowledge and skills development for all actors. Sustainable and transformative development progress requires holistic thinking, moving beyond separate mandates and structures and exploring linkages between different thematic issues. The Sustainable Development Goals (SDGs), a results framework, are interdependent, and require coherent efforts at all levels by governments, the UN and all stakeholders. Policy integration is a key component of the agenda. Hence, the 2030 Agenda requires an issue-based modus operandi, fostering new partnerships to identify key problems and opportunities, leveraging diverse means of implementation, and facilitating joint action to ensure progress and maximize results. Life-long learning must therefore be seen as a key component of personal as well as organizational development. The UNSSC Knowledge Centre is committed to facilitating catalytic learning across the UN system and beyond in support of sustainable development results.

2. Rationale

Leveraging the presence of 19 UN entities in Bonn, as well as numerous leading institutions in international development, the UN Summer Academy provides an exclusive opportunity for dialogue with professionals and thought leaders who are currently working towards the implementation of the 2030 Agenda and the Paris Agreement on a daily basis.

The Academy combines academic rigour with cutting-edge thinking, builds on renowned faculty and is open to professionals from all sectors. Participants discuss transformative

approaches required for implementation and share multiple concrete examples and practices from diverse countries and stakeholder perspectives.

The solution-oriented workshops called Application Labs foster peer-to-peer learning and the Story Fair provides a networking platform for participants to engage with the different organisations and showcase the work of their organisations to an international audience.

In the course of the programme, participants also get the opportunity to engage in a daylong excursion, which brings to the fore real life examples of concrete sustainable development practices.

3. Objectives

In order to facilitate the UN Summer Academy, the UNSSC Knowledge Centre for Sustainable Development will engage a consultant to design, develop, facilitate and deliver [-] sessions of the UN Summer Academy in a specific format, which shall go beyond regular facilitation and include elements of Forum theatre.

The facilitator should act like a Joker in Forum Theatre, ie as a facilitator, capable of turning a passive audience in active players, so-called 'spectators' S/he needs to be able to engage diverse audiences in substantive conversations on sustainable development, encouraging them to relate to individual experiences. The facilitator is expected to accompany all sessions during the week (about 6) and take full responsibility of the Story Fair facilitation on Day 4. In general, there will be between 80 and 90 participants, with up to 130 on the day of the Story Fair. S/he will single out +/- 20 participants and presenters during the Story Fair to share their story in plenary and encourage all others to discuss among themselves.

The consultant should have:

- advanced skills and experience in facilitating diverse groups of different backgrounds in creative settings;
- experience in facilitation through storytelling using elements of Forum theatre;
- experience in facilitation in environments where diverse cultural identities are celebrated;
- experience in facilitating groups of professionals in non-formal education setting.

3. Service Requirements and Deliverables

Under the supervision of the Course Coordinator of the UNSSC Knowledge Centre for Sustainable Development, the consultant shall deliver the following products and services:

- Participate in the UN Summer Academy sessions and contribute to enriching discussions on community-level engagement on sustainable development;
- Identify sustainable development stories for the UN Summer Academy Story Fair;
- Prepare and draft the storytelling script for the Story Fair;
- Conduct the Story Fair facilitation in a format which goes beyond regular facilitation and includes elements of Forum Theatre;
- Deliver an App Lab session on community engagement and fostering cultural diversity and social cohesion through non-formal education

To deliver the services required, the consultant shall attend the UN Summer Academy from **27 to 31 August 2018, which takes place in Haus Carstanjen at Martin-Luther-King-Str. 8, 53175, Bonn, Germany.**

ANNEX B – Terms and conditions to submit a proposal

I. Submission of Proposals

The UNSSC and the vendor 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:

1. COMPLETED, UPDATED AND SIGNED CV / P11 or COMPANY PROFILE	<p><u>For individual consultants:</u> provide a comprehensive CV or a P11 form clearly identifying the experiences that demonstrate expertise in the thematic areas described above. http://www.unssc.org/sites/unssc.org/files/p11un.doc.</p> <p><u>For companies:</u> please provide company profile clearly identifying the experiences that demonstrate expertise in the thematic areas described above.</p>
2. TECHNICAL AND SUBSTANTIVE REQUIREMENTS	<p>Please provide a brief presentation (max 2 pages) highlighting your expertise in facilitating sessions through storytelling and using elements of Forum theatre. Please also highlight your previous experience in facilitating sessions in multi-cultural environments.</p> <p>Please provide a description of the approach and methodology that you intend to adopt to facilitate the UN Summer Academy sessions, in order to allow the UNSSC to assess your understanding of the learning needs indicated herein.</p> <p>Please provide related references in support of the quality of your work (minimum 3 - maximum 10)</p>
3. FINANCIAL PROPOSAL	<p>Your financial offer must be expressed in Euro, indicating separately the amount of VAT.</p> <p>The financial proposal must indicate a lump-sum for the attendance of the UN Summer Academy and the performance of all the deliverables provided in Annex A, Section 3 of this RFP.</p> <p>You should not include travel costs and accommodation expenses.</p>

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.

Intellectual Property Rights

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 C - Evaluation Criteria

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

PREREQUISITE	Excellent speaking and writing skills	
TECHNICAL PROPOSAL (evaluated through the brief note presented)	Previous experience in facilitation through storytelling using elements of Forum theatre in multi-cultural environments	35% of total score
	Suitability of the approach and methodology proposed	15% of total score
	Quality of references presented (minimum 3 references)	10% of total score
	TOTAL TECHNICAL PROPOSAL	60% of total score
FINANCIAL PROPOSAL		40% of total score