



**CALL FOR ROSTER
RFP_2019_09**

Subject: Call for roster – Roster of Instructors for the delivery of training and learning activities on evaluation (ONLINE)

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 roster will be open for applications until 31 December 2019.
UNSSC reviews proposals on a rolling basis.**

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: Modules contents

3. Your proposal must include information in sufficient scope and detail to allow the Staff College 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 for additional information regarding their commercial activities, history and resources.
5. Your technical and financial proposal must be submitted via email to procurement@unssc.org

ANNEX A – Terms of reference

1. Background information

In light of the universal transformative changes called for by the 2030 Agenda, better evaluation data and insights into *what is working and what isn't working* is becoming increasingly important for sustainable development.

UNICEF has entered in a partnership with the UNSSC to undertake a learning programme to transform UNICEF **evaluation** function into one where staff and partners work together as a vibrant evaluation community: one that systematically provides credible and reliable information in support of promoting the child rights agenda with national partners; and delivers problem-solving options for use by policy makers and managers.

It is expected that the Evaluation Learning Programme will contribute to a stronger evaluation workforce that is able and empowered to rigorously evaluate and communicate results, in an integrated, collaborative, use- and solution-oriented manner, leading to more effective UNICEF policies and programs.

The Evaluation Learning Programme includes a blended evaluation training programme, with the first few modules delivered and facilitated online, and the last modules delivered through face-to-face training.

The online course will cater for up to 400 participants –UNICEF staff and partners with evaluation management responsibilities. It will be delivered in three different languages: English, Spanish and French.

The online learning will be four 1-week modules (see Annex D for the tentative list of modules' contents). The estimated study time is 4-6 hours per week, depending on participants' learning styles.

The purpose of this RFP is to identify suitably qualified instructors who can implement the online part of the blended Evaluation Learning Programme, as well as other trainings on evaluation that the UNSSC might develop in the future.

2. Expected deliverables

Instructors are expected to deliver the online part of the blended programme, and their responsibilities may include, among others, the following:

- Initiate the weekly module with a video. Introduce evaluation theories, practices and recent research related to one or more evaluation topics;
- Assign relevant readings, videos and discussion questions/homework to participants; develop self-paced multimedia modules if relevant. Introduce challenges for participants to discuss and think while going through the content of the evaluation modules;

- Coordinate with online moderators to learn about participants' online discussion trends;
- Run 2-hour weekly seminars. Prepare the seminars based on needs assessments of participants, and their discussions in the online forum;
- Identify and prepare cases and scenarios based on participants' inputs and provide guidance to case writers;
- Guide participants in applying the online learning into the case problem-solving and their daily evaluation work.
- Contribute to the analysis of the results of the online learning program and provide advice and feedback to the project managers.

3. Requirements

Instructors should possess the following qualifications:

- Doctoral degree in evaluation or related field is required. Master's degree in evaluation and related areas with considerable teaching experience using case studies at a higher education or executive education setting can also be considered.
- At least 3 years of teaching experiences in evaluation topics in relevant institutions are required; Teaching Experience with cases is highly desirable.
- Familiarity with online teaching technology (e.g. videos, webinars etc.) is strongly desirable.
- Native or near native fluency in English or in French, or in Spanish is required. The ability to teach in more than one of the required language (English, French and Spanish) is an asset.

4. Location and supervision

Considering the nature of the work, the instructors could be based anywhere on the globe. The instructors will report to the UNSSC Evaluation Learning Specialist. The working language is English. The selected applicant may also be required to interact with other members of UNSSC and UNICEF on issues related to specific deliverables of the assignment.

ANNEX B – Terms and conditions to submit a proposal
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Submission of Proposals

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

PRE-REQUISITE	<u>For individual applicants</u>	<i>Please provide a comprehensive CV or a P11 form (UN CV form) clearly identifying experience in teaching relevant evaluation topics, use of case studies and online learning. The P11 form can be found at (http://www.unssc.org/home/sites/unssc.org/files/p11un.doc). Please provide a motivation letter.</i>
	<u>For companies</u>	<i>Please provide company profile clearly identifying the experiences that demonstrate expertise in delivering learning on management topics and use of case studies both online and face-to-face. Please provide a motivation letter.</i>
TECHNICAL PROPOSAL	<u>For all applicants</u>	<i>1. Please provide a list of articles, publications and reviews to illustrate your knowledge in the evaluation topics of your expertise.</i>
		<i>2. Please provide a list of courses that you have taught within the past three years (sample syllabus would be highly recommended) in higher education institutions, UN agencies or NGOs. Please highlight the courses that you have taught online and the ones that were case-based.</i>
		<i>3. Please provide at least 1 video presentation or live classroom sample, if available. Audio presentation is also acceptable if video is not available.</i>
FINANCIAL PROPOSAL	<u>For all applicants</u>	<i>Please provide your daily fee expressed in USD, excluding VAT. The daily fee shall not distinguish between research or delivery. PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</i>

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. 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 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

Criteria for inclusion in the roster are described in the table below.

PRE-REQUISITE	Native or near native fluency in English, and/or French; and/or Spanish (written and spoken)
TECHNICAL PROPOSAL	Experience in teaching evaluation topics listed above 35% of total score
	Experience in teaching online courses 10% of total score
	Experience in teaching with cases 10% of total score
	Communication and presentation skills 15% of total score
FINANCIAL PROPOSAL	40% of total score

ANNEX D – Modules content

It is expected that the content of the online component of the Evaluation Learning Programme will include, inter alia, the following topics:

MODULE 1 - WHAT'S NEW and WHY – Suggested List of Topics

- Introduction, the 2030 Agenda; What's New in Evidence Based Work
- Identifying & reinforcing the motivations and inspiration for each person/ open-up permission for creativity and outside-the-box thinking
- "Leaning-in" to the role of Evaluation leader/change agent for system improvement in UNICEF context: national and regional contexts and priorities
- The role of Evaluation "sponsors" in creating a positive enabling environment for evaluation at all levels
- How to increase the use of evaluation and effective ways to promote evaluation use
- How to be a better leader & increase evaluation utility
- Mapping & Planning Evaluations in the SDG era of integrated, complex systems w/ multi-evidence sources (e.g. RBM, indicators, research)
- The need for specific technical skills & managing teams that are working at different levels (micro, meso, macro)

MODULE 2 – FUNDAMENTALS OF EVALUATION – Suggested List of Topics

- What are the objectives of an evaluation? What is the purpose?
- Evaluation in the UN and in UNICEF
- Who will use the results for what? Different types of use. Different types of evaluation: Summative, Formative
- Which assessment criteria are defined by whom?
- Who conducts the evaluation? (Internal, external)
- How is the evaluation conducted? Intro to summary and evaluation processes
- Quality criteria for evaluations, standards for evaluations
- Code of conduct and ethics in evaluation

MODULE 3 - EVALUATION PLANNING & MANAGEMENT – Suggested List of Topics

- Evaluability Assessments, Evaluation Needs Planning and Strategic Timing of Evaluations
- Identifying and Effectively Framing the Evaluation Question(s), Writing a good TOR
- Recruitment & Onboarding
- Managing the Inception phase
- Preparation and engaging stakeholders in the evaluation design
- Engaging with rights-holders and duty-bearers, e.g. parents and children and understanding the ethical considerations all along the way
- Writing a really good Final Report & preparing better recommendations
- Planning an effective utilization strategy, developing better communication skills and translating results into program & policy actions

MODULE 4 - UNDERSTANDING EVALUATION DESIGN – Suggested List of Topics

- Pros/cons of evaluation designs & methods; Developing a proper evaluation design; Selecting appropriate mixed-methods
- Designs & methods; how to select the appropriate approach based on a well-framed question(s); strategic evaluative-thinking; sound evaluation logic
- Creating an analytical framework, evaluation matrix, and data plan