



**REQUEST FOR PROPOSAL  
RFP\_2019\_11**

**Subject: Call for ROSTER – Consultants to develop materials and provide advisory support in the area of Evaluation Capacity Building**

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. Proposals must be received by the UNSSC no later than **1 September 2019**.
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 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 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. **You are kindly requested to acknowledge receipt of this RFP.**



## ANNEX A – Terms of reference

### Background information

The **UN System Staff College (UNSSC)**, Based in Turin, Italy, has run courses and delivered learning initiatives to United Nations (UN) personnel for over a decade, reaching on average 7,000 participants across the globe every year. Through its programmes and services, the UNSSC aims to support United Nations organizations and their staff to develop the skills and competencies needed to meet the global challenges faced by the UN.

The General Assembly, in its resolution 72/303 emphasized the importance of evaluation and self-evaluation as managerial tools as well as the responsibility that the senior managers have to use evaluation and self-evaluation findings to improve performance and learning.

In this context, the Evaluation Learning Programme of UNSSC conducts learning and training programmes, supports knowledge processes, and provides advisory services to support evaluation capacity building within the UN system.

### Deliverables

Consultants are expected to design and develop tools, learning and training materials for face-to-face and online training courses, to deliver sessions of face-to-face training, as well as to provide advisory support to enhance evaluation capacity.

Thematic areas covered include, but are not limited to:

- Development of evaluation policies, guidelines and procedures;
- Alignment of evaluation with budgeting plans;
- Establishment of knowledge management systems;
- Analysis of impact and uses of evaluation results.

### Requirements and Skills

Consultants should possess the following qualifications:

- Master degree or above in evaluation studies, social sciences, or related field;
- Extensive experience in designing tools, learning and training materials in evaluation;
- Excellent English writing and speaking skills. Fluency in Spanish and/or French is an asset;
- Strong technical and analytical capabilities;
- Experience with multilateral organizations, preferably, the UN.



**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>For individual applicants</u>	Please provide a <b>comprehensive CV or a P11 form</b> (UN CV form) clearly identifying the experiences that demonstrate expertise in the thematic areas described above. The P11 form can be found at <a href="http://www.unssc.org/sites/unssc.org/files/p11un.doc">http://www.unssc.org/sites/unssc.org/files/p11un.doc</a> .
	<u>For companies</u>	Please provide <b>company profile (max 2 pages)</b> clearly identifying the experiences that demonstrate expertise in the thematic areas described above.
<b>TECHNICAL PROPOSAL</b>		1. Please provide a <b>brief presentation (max 1 page)</b> highlighting your <b>expertise in the field of training on evaluation topics and/or in providing advisory services on evaluation topics.</b>
		2. Please provide an example of a <b>tool or learning material</b> on evaluation topics that you have developed .
		3. Please provide <b>related references</b> in support of the quality of your work (min. 2 max. 5)
<b>FINANCIAL PROPOSAL</b>		Please provide your <b>daily fee</b> expressed in USD <b>PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</b>

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.

<b>PRE-REQUISITE</b>	Excellent writing and speaking skills in English
<b>TECHNICAL PROPOSAL</b>	Relevance of previous experience in similar activities (30% of total score)
	Quality of tool or learning material provided (20% of total score)
	Quality of references presented (10% of total score)
<b>FINANCIAL PROPOSAL</b>	<b>40% of total score</b>