



**REQUEST FOR PROPOSAL  
RFP\_2020\_04**

**Subject: Call for ROSTER – Conduct Road Safety Climate Surveys**

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 **Sunday, 19 April, 2020** (23:59 pm CET).

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 in English via email to [procurement@unssc.org](mailto:procurement@unssc.org)



## ANNEX A – Terms of reference

### Background information

The United Nations System Staff College (UNSSC) is the UN's system-wide knowledge management and learning institution created in 2002 by the General Assembly as a direct response to long-standing perceptions on the need to strengthen the effectiveness of the international civil service and to foster a cohesive organizational culture across the UN system.

Headquartered in Turin (Italy), UNSSC's mission is to contribute to a more effective, results-oriented and agile UN through learning, training and knowledge dissemination. Since 2015, all of the Staff College's learning and training activities are geared towards enabling the UN system and its partners to address the challenges posed by the adoption of Agenda 2030 for Sustainable Development.

Our programmes range from leadership and management development, to the development of those sectoral and functional competences that are needed to effectively serve as an international civil servant. We also provide learning interventions to increase technical and substantive knowledge spanning the three pillars of the UN's work: peace and security, human rights and development.

In recognition of the fact that road crashes are a leading cause of death and serious injury to UN personnel and other road users, the UN committed to curb road crashes among its staff through a single, mutually supporting approach. The [UN Road Safety Strategy](#) is designed to prevent serious and fatal crashes through a combination of safer vehicles and drivers, effective governance, better survivability and safer infrastructure. Together these pillars form a 'safe system' designed with the assumption in mind that mistakes will happen. Each pillar is designed to compensate for the others should one or more fail.

In 2018, the Staff College established a Road Safety Programme to support activities under the Strategy's Safer Road Users Pillar, with a specific focus on building capacity within UN organizations to deliver standardized, sustainable and cost-effective driver training. As part of its portfolio, the Staff College offers a series of capacity building training courses related to road safety, including a 12-day Training of Trainers (ToT) course that enables successful participants to deliver defensive driver training.

Driver training alone is not enough, however. Sustaining – safe driving behaviour requires more than individual knowledge and skills. When drivers perceive their management and organization place a high value on safety, they are more likely modify their behaviour to these norms. This 'safety climate' (Zohar, 1980) can be measured; the analysis can be utilized as a baseline, to address opportunities to further enhance the safety climate, and to gauge the impact of a variety of interventions.

To further enhance the impact of the training activities, the Staff College intends to facilitate the evaluation of the safety climate in country offices implementing driver training through the UNSSC Road Safety Program. The Staff College is therefore setting up a roster for consultants/companies that will deliver, conduct and report on the road safety climate in different locations.

Rostered editors can be contracted for specific assignments as described below. Inclusion in the roster does not represent a contractual commitment with UNSSC. Each specific engagement will be the subject of an individual or separate contract according to the UN Rules and Regulations.

### Deliverables

Under the supervision of the Road Safety Portfolio Manager, consultants/companies are expected to design, conduct and report on the road safety climate in locations in Africa,



Asia/Pacific and/or the Middle East, with the capacity to include up to 200 respondents at a time. This shall include a baseline survey and a follow-on survey to evaluate the impact after a period of not less than six months. The following deliverables are considered essential:

- Implementation Planning:
  - Assess and recommend the most appropriate published validated scales to include in the survey
  - Identify the organization-specific/contextual demographics
  - Determine the most efficient system for survey delivery
- Survey Implementation (Baseline and impact evaluation):
  - Assemble the survey with the organization specific scales
  - Draft and customize the communications for survey delivery
  - Conduct the survey in both French and English
- Data Analysis (Baseline and impact evaluation):
  - Clean and review all data in preparation for analysis
  - Extensive data analysis and review for significant findings
  - Run analysis of data against industry benchmark database
- Feedback Workshop (Baseline and impact evaluation):
  - Analysis of organization data versus industry benchmarks
  - Joint interpretation of results
  - Objective results, comments, and suggestions

In addition to the deliverables noted above, consultants/companies must be able to ensure the following:

- The survey is accessible through a web-link that will be included in the communication email;
- The survey must be accessible on a variety of platforms, including computers, tablets and smart phones using a wifi, 3G or 4G data connection;
- Data analysis must be provided no later than 30 days following the completion of the survey in the field.
- The consultant(s)/company must be able to participate in a post-survey workshop (video conference) with relevant managers. This must include a presentation on the survey findings, and specific recommendations to address areas of concern.
- This process includes both the baseline survey and follow-on impact survey.

## **Requirements and Skills**

Consultants should possess the following qualifications:

- Demonstrated experience and capacity to conduct safety climate surveys.
- Evidence of peer-reviewed publications on safety climate.
- Experience with multilateral organizations, preferably the UN. At a minimum, experience conducting surveys with transport and/or telecommunications companies.
- Excellent English writing and speaking skills.
- At a minimum, the ability to conduct and evaluate the survey in French. Spanish, Arabic, Hindi, Urdu and Dari are also assets.



- Strong technical and analytical capacities.
- Strong interpersonal, communication and presentation skills.
- Collaborative working style and ability to work with diverse audiences.

## 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 outlined above. The P11 form can be found at ( <a href="http://www.unssc.org/home/sites/unssc.org/files/p11un.doc">http://www.unssc.org/home/sites/unssc.org/files/p11un.doc</a> ).
	<u>For companies</u>	Please provide a <b>company profile</b> clearly identifying the experiences that demonstrate expertise in the thematic areas outlined above.
<b>TECHNICAL PROPOSAL</b>	1. Please provide a brief presentation (max. 1 page) describing the <b>specific expertise</b> you have in delivering <b>road safety climate surveys and analysis addressed to diverse audiences</b> .	
	2. Please provide a brief presentation (max. 2 pages) describing your <b>methodology and approach to the design, conduct and analysis of safety climate surveys</b> , including proposed survey questions and thematic areas.	
	3. Please provide <b>related references</b> in support of the quality of your work (max. 5)	
<b>FINANCIAL PROPOSAL</b>	<p>Please provide your financial offer in USD for the following two scenarios:</p> <ol style="list-style-type: none"> <li>1) <b>Plan, implement, analyze and report on a survey of one country office with up to 100 respondents</b> (baseline and impact survey).</li> <li>2) <b>Plan, implement, analyze and report on a survey of two country office with up to 200 respondents</b> (baseline and impact survey).</li> </ol> <p>Please specify the validity of your financial offer.</p> <p>Please do not include costs of travels. If necessary, travels will be reimbursed in accordance with UN Travel Policy</p> <p>Please send your financial offer in a separate file.</p>	

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 speaking and writing skills in English and French
<b>TECHNICAL PROPOSAL</b>	Previous experience in conducting road safety climate surveys: <b>30% of total score</b>
	Suitability of the approach proposed: <b>20% of total score</b>
	Quality of references presented: <b>10% of total score</b>
<b>FINANCIAL PROPOSAL</b>	<b>40% of total score</b>