REQUEST FOR PROPOSAL
RFP_2021_7

Subject: Design and delivery of 5 (five) workshops of 60 (sixty) minutes each on podcasting for UNSSC’s personnel

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 submitted to the UNSSC before 19 November 2021 at 23:59 (UTC + 2).

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 UNSSC to consider whether the proposer 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. Non-compliant offers with the terms stated in this document and its annexes may be rejected without any evaluation.

5. Inquiries and clarifications concerning this RFP, along with changes or modifications to the proposals must be submitted before the deadline via email to procurement@unssc.org.

6. Please note that the UNSSC has VAT exemption status in some jurisdictions and can provide documentation for the same. Please do not include VAT in your financial proposal.
ANNEX A – Terms of Reference

Background and Context

The UN System Staff College (UNSSC) is the learning institution of reference for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, intergovernmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system deliver for the 2030 Agenda.

Objectives

UNSSC seeks to award a contract to a qualified individual or company to deliver five podcasting workshops of 1 hour in length. The purpose of the workshops is to train a select group of up to 20 UNSSC staff members on the essentials of creating podcasts: topic and format development, creative audio storytelling and recording and editing.

In more detail, the objective of this RFP are to select a vendor to:

- Train the group of UNSSC staff on the essentials of audio storytelling to use podcasts to tell stories that resonate with and engage with listeners;
- Train the group of UNSSC staff on the principles of developing podcast formats and topics;
- Train the group of UNSSC staff in identifying and booking guests for podcasts and conducting interviews;
- Train the group of UNSSC staff on podcast recording, editing and publishing;
- Train the group of UNSSC staff on creating long-term plans for podcasting;
- Provide the select group of UNSSC staff with complementary learning resources, materials and exercises recorded sessions that they can refer to for the development of podcasts;

Deliverables

A) Design:
   I. Design and develop the structure of the workshops;
   II. Design and develop a detailed outline for each workshop and training materials;
   III. Plan and schedule the dates of the workshop upon consultation with the UNSSC.

B) Delivery:
   I. Deliver and facilitate 5 (five) workshops of 1 (one) hour in length;
II. Provide resources, learning materials and exercises for each workshop;

III. Record each workshop and establish a repository of the learning resources organized by workshop.

The recording of each workshop and the training materials shall be made available to the UNSSC for its official use under the terms and conditions of this RFP and the United Nations General Conditions of Contract for the Provision of Services.

**Indicative timeframe**

The selected vendor shall be required to prepare and deliver the 5 (five) workshops in December 2021. An alternative date for the delivery may be agreed by the UNSSC and the selected vendor.
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:

<table>
<thead>
<tr>
<th>BIDDER PROFILE</th>
<th>Natural or legal persons</th>
</tr>
</thead>
</table>

2. TECHNICAL PROPOSAL

- Technical proposals shall include the following (number 5 is not required but recommended):

1) Proposed methodology for the delivery of the workshop;
2) Samples of the learning resources to be made available to the UNSSC;
3) Examples of training on podcasting;
4) List of key personnel involved in the design and delivery of the workshops;
5) Reference in support of the quality of previous trainings on podcasting

3. FINANCIAL PROPOSAL

- Please provide a lump sum in USD for the completion of the services stated in Annex A

Proposers must provide all information required under this RFP 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 without evaluation. 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 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 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.
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 the 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 delivery of goods or 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.

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. contain an alternate proposal; or
iv. are not otherwise 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.

Conditions of Contract
The award of the contract pursuant to the terms stated in this proposal, including its annexes, is subject to the United Nations General Conditions of Contracts (UNGCC). The applicable text of the UNGCC is available at the following address: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general_condition_services.pdf

Any reservation or comments concerning the content of the UNGCC applicable to the contract awarded under the terms and conditions of this proposal must be included in the proposals. The absence of any reservation or comments will be considered by the UNSSC as acceptance of all the terms stated in the applicable UNGCC. Such terms include the regulation of the intellectual property rights, including but not limited to patents, copyrights, and trademarks, which are the result, directly or indirectly of the services provided to the UNSSC by the Vendor specified in this document, including its annexes.

Contract

The selected vendor shall be awarded contract for the provision of the services stated in Annex A by the UNSSC in accordance with the terms and conditions of this RFP. The selected vendor may be request to fill in a vendor form in order to proceed with the award.
ANNEX C - Evaluation Criteria

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

<table>
<thead>
<tr>
<th>PREREQUISITE</th>
<th>Max 20 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Fluency in English</td>
<td></td>
</tr>
<tr>
<td>2) Proven ability to deliver and facilitate workshops</td>
<td></td>
</tr>
<tr>
<td>3) A minimum of two years of experience in the area of media training</td>
<td></td>
</tr>
<tr>
<td>4) A minimum of two years of experience in delivering training on podcasting</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL PROPOSAL</th>
<th>Max 30 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed methodology and approach for the design and delivery of the training</td>
<td></td>
</tr>
<tr>
<td>Samples of the learning resources to be made available to the UNSSC</td>
<td></td>
</tr>
<tr>
<td>Examples of training on podcasting</td>
<td></td>
</tr>
<tr>
<td>Reference in support of the quality of previous trainings on podcasting</td>
<td></td>
</tr>
<tr>
<td>List of key personnel involved in the design and delivery of the workshops</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL TECHNICAL PROPOSAL</th>
<th>Max 100 points</th>
</tr>
</thead>
</table>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 60% (60 points) of the obtainable score of 100 points in the evaluation of the technical component.

Maximum 100 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. \( S_f = 100 \times \frac{F_m}{F} \), in which \( S_f \) is the financial score, \( F_m \) is the lowest price and \( F \) the price of the submission under consideration.

The weight of the technical proposal is 70% and the weight of the financial proposal is 30%.