



REQUEST FOR PROPOSAL

RFP_2021_04

Subject: Design and delivery of 10 training sessions (90min each) on sustainable development for the Executive Leadership Path training on the topics of organisational behaviour, futures thinking, digital transformation stakeholder management, global environmental governance.

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 28 June 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

Organization Background:

The United Nations System Staff College (hereinafter ‘UNSSC’) was created by the General Assembly to serve as 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 strengthen their capability to achieve the 2030 Agenda and other international agreements.

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 **Knowledge Centre for Sustainable Development** in Bonn has been established by the UNSSC to respond to the 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 Knowledge Centre facilitates the implementation of these global agreements by offering joint learning and knowledge-sharing opportunities to all stakeholders. The Knowledge Centre offers customised training, workshops, and collaborative spaces and actively engages in the successful implementation of the global plan of action for people, planet, and prosperity.

Project Background:

We are all called to lead, act, and transform. The 2030 Agenda for Sustainable Development represents an imperative for change and a need from inspiring leadership all around the globe. To achieve the 2030 Agenda and to address the challenges and mega trends of our times, all stakeholders will have to take a leading role in enabling inclusive and sustainable recovery.

The executive sustainable development leadership path will enable senior leaders in all sectors (UN, private sector, civil society, public sector) to strengthen their cross-pillar knowledge and experience in the areas of sustainable development and become stronger advocates to meet the ambition of the 2030 Agenda for Sustainable Development in line with national priorities and needs.

In a selective and interactive space, promoting knowledge and experience sharing, participants will deepen their knowledge and sharpen their political acumen through discussions and activities with themselves, with subject matter experts, and

leadership coaches. This programme builds demand-driven policy support, cross-sectoral thinking, stakeholder engagement, systems-thinking, collaborative leadership, and communications skills. Through a mix of activities, lectures, peer-to-peer learning and executive coaching, the leadership path will present concrete ways to apply these skills and capabilities in complex, highly-demanding country contexts and provide examples of maximising opportunities, minimising disruptions, while leaving no one behind. Due to pandemic measures the path is currently planned for exclusive online delivery, but nonetheless includes experiential learning methods with case studies and a lot of interactivity and exposure. The programme will be certified, based on completion. There will be no grading involved.

Deliverables:

Under the supervision of the Learning Portfolio Manager from the UNSSC Knowledge Centre for Sustainable Development, the selected vendor will deliver the following:

- 10 content sessions of 90 minutes each throughout 5 months on the topics below at a pace of 2 sessions per topic and 2 sessions per month; delivery is expected to start as of November 2021;
- Session topics are:
 - Organisational behaviour (with a focus on diversity and inclusion within organisations)
 - Futures thinking (with a focus on future of jobs)
 - Digital transformation (with a focus on governance of disruptive technologies)
 - Stakeholder management (with a case study)
 - Global environmental governance (with a focus on climate change)
- Sessions must be delivered by subject matter experts with proven credentials and combine lectures, as well as interactive elements, which will be co-designed with UNSSC, to enable cohesiveness with the full leadership learning path, which includes other elements and partners. Sessions can include additional guest speakers (if guest speakers are envisioned, include the fees in your financial proposal)
- Sessions must be tailored to an audience of senior participants from the public and private sector, as well as civil society.
- Sessions should also include additional reading material to deepen the subject and include assignments for participants that allow them to relate the session content to their reality.

Timeframe:

The selected Vendor is expected to complete the project by May 2022. The timeline is indicative and can be modified with the written consent of the UNSSC.

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:

1. BIDDER PROFILE	<u>Company or recognized academic institution profile</u>
2. TECHNICAL PROPOSAL	<p>Submit or provide a link to your professional portfolio, demonstrating advanced skills and competence in learning products. Your portfolio (or example of learning products/ program concept notes) must include proof of your expertise on the topics presented.</p> <p>Proposed methodology for the delivery of the training session.</p> <p>Please list the key staff and faculty that will be involved in the design and development for the UNSSC.</p> <p>Please provide at least two references in support of the quality of your work.</p>
3. FINANCIAL PROPOSAL	Please provide a lump sum in USD for the design and delivery of the deliverables 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. 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. 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. 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:

PREREQUISITE	1) Excellent speaking and writing skills in English 2) Organization/Company with valid registration 3) Experience in delivery of training programmes related to this RFP	
TECHNICAL PROPOSAL	Expertise of the company/organization on the delivery of training programmes	Max 30 points
	Expertise on the subject matters indicated in Annex A and proposed methodology	Max 50 points
	Proposed personnel	Max 10 points
	Quality of references (minimum 2)	Max 10 points
	TOTAL TECHNICAL PROPOSAL	Max 100 points

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%.

The UNSSC may schedule separate online meetings with selected vendors to enhance the understanding of the requirements of this RFP. Bidders are encouraged to submit questions and comments concerning the requirements that may be discussed with the UNSSC before the award. The online meeting may be scheduled in July 2021.