



**REQUEST FOR PROPOSAL**  
**RFP\_Roster\_10**

**Subject: Call for ROSTER – Consultants for the design, development and delivering of training and learning activities on Leadership, Planning and Visioning**

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 **30 of September 2021 at 23:59 CET**. Please note that the evaluation of received proposal may be performed on an ongoing 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
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. **Please note that the Staff College has VAT exemption status and can provide documentation for same. Hence, your pricing should take this status into account and be presented net of VAT.**

7. **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. 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 course participants are staff in the UN organizations. They have a broad range of backgrounds, professional levels and expertise. They are also of a wide range of nationalities and serve in different duty stations across the globe.

For more information about UNSSC offerings on the workshops / courses/ programmes, please visit: [www.unssc.org](http://www.unssc.org).

As part of its portfolio of activities, the UNSSC offers a series of leadership and management development courses. The main objective of such activities is to help UN staff to improve organizational performance by fostering innovation, leading effectively and managing constant change.

### Deliverables

Consultants are expected to design, develop, deliver and report on face to face and/or online training and learning activities related to Leadership, Planning and Visioning.

The thematic areas covered by such activities include, but are not limited to:

1. **Leadership skills** – Help participants realize higher personal and team performance through:
  - Deepening knowledge and experience on leadership approaches, values, strategies and techniques;
  - Developing better knowledge / understanding of how to effectively manage a culturally diverse workforce, including techniques and strategies to support inclusion and participation;
  - Determining the characteristics of an effectively lead team;
  - Sharpening skills in effective decision-making through exploration of theoretical and practical aspects;
  - Exploring gender dynamics and challenges and opportunities for women in UN leadership roles;
  - Reflecting on collective responses to challenges and opportunities facing the UN and the countries it serves.
  
2. **Planning and visioning** – Help participants learn how to lead change through:
  - Exposure to cutting-edge thinking, best practices, and practical strategies and techniques on leading and managing change;
  - Exploring techniques for guiding, motivating and engaging staff and stakeholders for shared ownership of the change process;
  - Vision development, situation analysis; strategic goal setting; and planning for carrying out defined goals through rational resources management;
  - Balancing values, compliance and results to guide the assessment and management of risks for decision-making;
  - Using effective performance measures, communicating results to key stakeholders, and learning from change processes.



## **Requirements and Skills**

Consultants should possess the following qualifications:

1. Master degree or above in leadership studies, gender studies, social sciences or related field
2. Extensive experience in designing and teaching leadership development programmes or related training and learning programmes
3. Proven track record of speaking at international level of conferences, meetings, workshops, panels and conferences
4. Excellent English writing and speaking skills. Fluency in Spanish and/or French is an asset.
5. Strong technical and analytical capabilities
6. Experience with multilateral organizations, preferably, the UN.

<b>ANNEX B – Terms and conditions to submit a proposal</b>
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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:

<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 brief presentation (max 1 page) highlighting the thematic areas in which you have <b>specific expertise</b>
		2. Please provide a brief presentation (max 1 page) describing your <b>training delivery methodology</b>
		3. Please provide <b>related references</b> in support of the quality of your work (max. 10)
<b>FINANCIAL PROPOSAL</b>		Please provide your <b>daily fee</b> expressed in USD without VAT <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.

<b>ANNEX C - Evaluation Criteria</b>
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Criteria for inclusion in the roster are described in the table below.

<b>PRE-REQUISITE</b>	Excellent writing skills
<b>TECHNICAL PROPOSAL (max 100 points)</b>	Previous experience in similar projects (min 10 points max 20 points)
	Suitability of the methodology proposed (depth, clarity, completeness and techniques to engage participants) (min 25 points max 50 points)
	Quality of references presented (min 5 references) (min 15 points max 30 points)
<b>FINANCIAL PROPOSAL</b>	<i>For the purpose of the inclusion in the roster, UNSSC will considered technical proposals only. Financial proposals will be taken into consideration at the time of each specific contractual engagement.</i>