



**REQUEST FOR PROPOSAL  
RFP\_Roster\_12**

**Subject: Call for ROSTER – Certified Executive coaches for individual coaching sessions (both face-to face and virtual):**

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 July 2021 at 23:59 UTC + 1.**
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 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 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).

Specific information about UNSSC course offering can be find in the UNSSC course catalogues available at <https://unssc.org/>

The UNSSC learning and training methodology often includes individual coaching sessions offered to the participants.

### Deliverables

Coaches are expected to work in conjunction with UNSSC staff to provide coaching services before, during and after programmes. This may also include coaching debriefs of psychometric instruments such as UNSSC's 360 or similar instruments.

Specific deliverables include, but are not limited to:

1. Providing one-on-one (or small-group) coaching for UNSSC course participants across programmes
2. Providing feedback on 360 and similar instruments (as per the individual coach's certifications):
3. Provide post-event debriefing and reporting

### Requirements and Skills

Coaches should possess the following qualifications:

- Relevant educational background, preferably at Master's Degree level;
- International Coaching certification (ICF or equivalent);
- A minimum of 5 years of progressive coaching experience with a minimum of 2 years at the executive level;
- Experience from coaching with multilateral or bilateral organizations, preferably the UN;
- Excellent English writing and speaking skills. Fluency in Spanish and/or French is an asset;
- Proven track record in coaching across cultures and at the international level;
- Strong interpersonal and communication skills;
- Experience with 360 debriefs, and use of other psychometric instruments.



**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 coaching at the executive level. 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 <b>company profile</b> clearly identifying the experiences that demonstrate expertise in coaching at the executive level.
<b>TECHNICAL PROPOSAL</b>		1. Please provide a brief presentation (max 1 page) highlighting you <b>experience at the executive level including any psychometric instruments in which you are certified (e.g. MBTI or others)</b>
		2. Please provide a brief presentation (max 1 page) describing your <b>coaching methodology (including specific reference to senior level audience)</b>
		3. Please provide written <b>reference letters</b> from previous clients in support of the quality of your work (min. 2, max. 10)
<b>FINANCIAL PROPOSAL</b>		Please provide your <b>daily and hourly 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.

<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 speaking and writing skills International coaching certification
<b>TECHNICAL PROPOSAL (max 100 points)</b>	Previous coaching experience in similar projects and certification in psychometric instruments (max 30 points)
	Suitability of the methodology proposed (max 40 points)
	Quality of references presented including coaching at executive levels (max 30 points)
<b>FINANCIAL PROPOSAL</b>	<i>For the purpose of the inclusion in the roster, UNSSC will consider technical proposals only. Financial proposals will be taken into consideration at the time of each specific contractual engagement.</i>

The minimum threshold for inclusion in the Roster is 60% of the available score of the technical proposal.