



**CALL FOR ROSTER
RFP_Roster_32**

Subject: Call for ROSTER – Roster of Instructors for the delivery of training and learning activities on Data, Monitoring and Evaluation topics

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 **15 March 2021 at 23:59 UTC**.
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
 - Annex D: Areas of Expertise
3. Your proposal must include information in sufficient scope and detail to allow UNSSC 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
6. **Please note that the Staff College has VAT exemption status and can provide documentation for the same. Hence, your pricing should take this status into account and be presented net of VAT.**



ANNEX A: Terms of Reference

BACKGROUND INFORMATION

The **UN System Staff College (UNSSC)**, based in Turin, Italy, has designed, developed, delivered and evaluated learning courses, programmes and initiatives dedicated 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 UN organizations. They have a broad range of backgrounds, professional levels and expertise. They are also of a wide range of nationalities and cultural backgrounds, 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.

The work of the UNSSC Evaluation Learning Programme (ELP) support UN entities' efforts in strengthening data analysis, monitoring and evaluation capacities at different levels: i) enabling a conducive data evidence culture in UN organizations (ii) expanding opportunities for professional growth through mentoring and coaching initiatives; and (iii) improving individual technical and managerial capacity in data, monitoring and evaluation.

For the purposes of this RFP, the ELP is seeking instructors with the experience and insight to design and deliver online and residential training in any of the following areas¹:

- Data communication
 - Infographics
 - Data visualization
- Data collection and analysis
 - Survey
 - Qualitative interview/Focus group
 - Fundamentals of data analytics
- Methodological approaches
 - Efficiency analysis
 - Outcome harvesting

GENERAL TASKS

The responsibilities of the Instructor can include, but are not limited to:

ONLINE WORKSHOPS

- Engage in consultations (via email or by skype/phone) with UNSSC regarding online training.
- Work with the UNSSC team to design and develop content tailored to the UN, and including PPT materials utilizing the UNSSC templates (to be supplied by UNSSC) and incorporating best practice regarding cognitive load and adult-learning styles.
- Propose relevant readings, videos and discussion questions and assignments to encourage contextualization and knowledge transfer during subsequent moderated online discussion for a;
- Consultation with UN Subject Matter Experts in order to incorporate UN rules and procedures, where applicable;
- Deliver the 2-3-hour online webinar/s including participant engagement, practical exercises, and knowledge retention activities.

¹ More information on each area is in Annex D.

RESIDENTIAL WORKSHOP(S)

- Engage in consultations (via email or by skype/phone) with UNSSC regarding residential training.
- Work with the UNSSC team to design and develop content tailored to the UN, and including PPT materials utilizing the UNSSC templates (to be supplied by UNSSC) and incorporating best practice regarding cognitive load and adult-learning styles.
- Propose relevant readings, videos and discussion questions and assignments to encourage contextualization and knowledge transfer.
- Consultation with UN Subject Matter Experts in order to incorporate UN rules and procedures, where applicable;
- Deliver the residential training including participant engagement, practical exercises, and knowledge retention activities.

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:

REQUIRED	<u>Individual Applicants</u>	<p>1) Please provide a comprehensive CV or a P11 form (UN CV form) clearly identifying experience in teaching relevant evaluation topics both online and face-to-face.</p> <p>The P11 form can be found at http://www.unssc.org/home/sites/unssc.org/files/p11un.doc,</p>
	<u>Companies</u>	<p>1) Please provide a company profile clearly identifying the experiences that demonstrate expertise in delivering learning on the indicated evaluation topics both online and face-to-face.</p>
TECHNICAL PROPOSAL	<u>All Applicants</u>	<p>1) Please provide a list of articles, publications and reviews to illustrate your knowledge in the evaluation topics of your expertise.</p>
		<p>2) Please briefly indicate the specific area and topic(s) selected from the list under Annex D that you are proposing being rostered for</p>
		<p>3) Please provide a list of courses that you have taught within the past 3 years (sample syllabus would be highly appreciated) in higher education institutions, UN agencies or NGOs. Please highlight the courses that you have taught online and the ones that were residential.</p>
		<p>(Optional) Please also provide samples of relevant video presentations; live classroom recordings, or webinars, if available.</p>
FINANCIAL PROPOSAL	<u>All Applicants</u>	<ul style="list-style-type: none"> • Please indicate your daily fee expressed in USD, excluding VAT. • The daily fee shall not distinguish between research or delivery. • PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.

Proposers must provide all information required under this RFP and clearly and concisely respond to all points set out herein. 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.

PRE-REQUISITE	<p>A Doctoral degree in social science or in related areas of methodology, evaluation and data research is required. A Master's degree with considerable teaching experience using case studies in a higher education or executive education setting can also be considered, on an exceptional basis.</p> <p>At least 3 years of teaching experience in evaluation, research and data analysis in relevant institutions is required; Teaching experience using case studies is highly desirable.</p> <p>Relevant and proven experience with online teaching technology is required.</p> <p>Native or near native fluency in English is required.</p>	
TECHNICAL PROPOSAL	Experience in teaching data, monitoring and evaluation topics listed above.	40%
	The ability to teach in French and/or Spanish is an asset.	
FINANCIAL PROPOSAL	Experience in teaching online courses	20%
		40%

ANNEX D – Areas of Expertise

For the purposes of this RFP, the ELP is seeking instructors with the experience and insight to design and deliver training in any of the following areas and potential range of topics:

Areas of Expertise	Range of Topics
Data Communication	
<i>Infographics</i>	<ul style="list-style-type: none"> • Features and purposes of infographics • Steps to create infographics • Infographic design • What makes a good infographic
<i>Data visualization</i>	<ul style="list-style-type: none"> • Steps to create data visualizations • Storytelling techniques in data analysis • Charts selection • Graphs psychology
Data Collection and Analysis	
<i>Survey</i>	<ul style="list-style-type: none"> • Survey purpose and questions to be answered • Sampling • Scale and score metrics • Data cleaning, data analysis • Findings reporting
<i>Qualitative Interview/Focus Group</i>	<ul style="list-style-type: none"> • Features and purposes of qualitative research • Interviews and focus groups in research studies • Coding and data analysis in qualitative research • Computer applications for qualitative data
<i>Fundamentals of data analytics</i>	<ul style="list-style-type: none"> • Debunking myths around data • Applications of data analytics • Types of data • Data analysis processes • QA and biases in data
Methodological approaches	
<i>Efficiency analysis</i>	<ul style="list-style-type: none"> • Program costs and effects • Estimation of costs and net benefits • Estimation of cost-effectiveness ratio and net value for cost-benefit analysis; and • QC and sensitivity analysis
<i>Outcome harvesting</i>	<ul style="list-style-type: none"> • When and why outcome harvesting can be useful • Basic steps and guiding principles; • Planning a harvest • Organizational readiness for outcome harvesting