



REQUEST FOR PROPOSAL (RFP_2017_13)

Subject: Master Class Workshop in Designing and Facilitating Purposeful Learning

1. The United Nations System Staff College (UNSSC) Knowledge Centre for Sustainable Development 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 **21 November 2017**.
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 sufficient information in terms of scope and detail to allow the Staff College to consider whether the bidder 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
5. **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.**
6. **You are kindly requested to acknowledge receipt of this RFP.**

ANNEX A – Terms of Reference

1. Background

The United Nations System Staff College (UNSSC)

The United Nations System Staff College (hereinafter 'UNSSC') was created by the General Assembly to serve 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 to strengthen their capability to meet the global challenges.

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 UNSSC Knowledge Centre for Sustainable Development (UNSSC Knowledge Centre)

The UNSSC Knowledge Centre for Sustainable Development (hereinafter 'UNSSC Knowledge Centre') has been established by the UNSSC to respond to the comprehensive 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 sustainable development agenda demands new approaches to knowledge and skills development for all actors. Sustainable and transformative development progress requires holistic thinking, moving beyond separate mandates and structures and exploring linkages between different thematic issues. The Sustainable Development Goals (SDGs), a results framework, are interdependent, and require coherent efforts at all levels by governments, the UN and all stakeholders. Policy integration is a key component of the agenda. Hence, the 2030 Agenda requires an issue-based modus operandi, fostering new partnerships to identify key problems and opportunities, leveraging diverse means of implementation, and facilitating joint action to ensure progress and maximize results. Life-long learning must therefore be seen as a key component of personal as well as organizational development. The UNSSC Knowledge Centre is committed to facilitating catalytic learning across the UN system and beyond in support of sustainable development results.

2. Rationale

To effectively deliver UNSSC's mandate, UNSSC Knowledge Centre for Sustainable Development aims to enhance, strengthen, and sharpen facilitation and training skills of all its staff and associates for face-to-face and online courses, as well as its various learning events on sustainable development. To achieve this, **a three-day Master Class Workshop in Designing and Facilitating Purposeful Learning** for UNSSC Bonn is envisioned to be implemented in January 2018 in Bonn, Germany.

The overall objective of the learning is intended to ensure that the workshop participants will be able to better design and deliver effective and interactive learning programmes that engage their participants and increase the retention of core messages.

Specific learning objectives of the workshop should include:

- Assessing learning needs thoroughly to deliver agreed learning objectives and using adult learning principles in tailoring courses and other learning opportunities;
- Distinguishing the role of facilitator and trainer in a learning environment and being able to use learning style theories to carry out appropriate learning activities;
- Designing a workshop agenda that considers standard core learning theories and learning up-to-date taxonomy that reflects the most recent research from neuroscience;
- Developing activities that recognise the influence of cognitive and sensory preferences on attention and retention in learning and understanding the impact of stress in memory and recall;
- Writing effective instructions and questions that focus on the learner and encouraging appropriate analysis, reflection, and creativity;
- Reflecting on the application of concepts applied in face-to-face courses as well as online and digital products;
- Establishing positive emotional state for diverse multi-lingual and multi-sectoral groups through appropriate use of icebreakers and expectation-setting exercises;
- Handling and overcoming resistance or conflict through proactive and interactive interventions;
- Using powerful reflections to wrap up and agree on next step actions for learners.

The three-day workshop should adopt a learning approach based on years of experience in education and adult learning, and integrate the most recent findings in neuro-science and cognitive psychology. The first two days of the workshop should focus on presenting up-to-date research on adult learning, identify the clear roles of trainers and facilitators, and present existing models of instructional design for adult learners. It should also include designing effective debriefs, developing appropriate learning activities, creating professional facilitator notes, and acquiring effective delivery skills. The third day of the workshop is envisioned to be allotted for practice sessions for all the participants in the workshop where structured feedback is provided by the consultant and peer learning is fostered.

The training should include real-life examples that are culturally sensitive to different contexts. The brain-friendly content should give each participant a dynamic learning experience. The sessions must be designed to enable learning to happen easily and enjoyably through a variety of interactive activities that allow each participant to use their most effective thinking, learning, and creativity styles.

At the end of the workshop, participants will know how to and have had experience in:

- Assessing needs and articulating robust learning objectives;
- Designing an appropriate agenda that will deliver on agreed outcomes or product;
- Setting a positive workshop culture that encourages transparent collaboration and joint learning;
- Using a variety of tools and templates to create activities that deliver on the learning objectives;
- Applying facilitation and purposeful learning concepts to a variety of contexts;
- Facilitating learning and demonstrating the difference from didactic delivery;
- Practicing a 30-minute facilitated session where participants can receive, as well as provide feedback to colleagues;

To achieve these objectives, the UNSSC Knowledge Centre will engage a consultant who will deliver the workshop in designing and facilitating purpose learning from **10 to 12 January 2018** in Haus Carstanjen at **Martin-Luther-King-Str. 8, 53175, Bonn, Germany**.

3. Service Requirements and Deliverables

Under the **supervision of the Head of Office of the UNSSC Knowledge Centre for Sustainable Development**, the selected consultant shall deliver the following products and services:

- Preparation and production of a manual on the core principles of facilitating learning with additional material facilitating group decision-making
- On-line Learning Styles questionnaire
- Delivery of the three-day workshop
- A5 laminated reminder cards of the models and concepts
- Video recording of each co-facilitated practice session and individual feedback from the consultant

ANNEX B – Terms and conditions to submit a proposal

I. Submission of Proposals

The UNSSC and the vendor shall be guided by these terms and conditions in the submission of proposals:

Proposals must be submitted in English and shall be expressed in the form described in the table below:

1. COMPLETED, UPDATED AND SIGNED CV / P11 or COMPANY PROFILE	<u>For individual consultants:</u> provide a comprehensive CV or a P11 form clearly identifying the experiences directly related to providing a workshop in designing and facilitating purposeful learning. http://www.unssc.org/sites/unssc.org/files/p11un.doc . <u>For companies:</u> please provide company profile clearly identifying the experiences directly related to providing a workshop in designing and facilitating purposeful learning.
2. TECHNICAL AND SUBSTANTIVE REQUIREMENTS	Please provide proof of at least 5 years of experience in providing a workshop in designing and facilitating purposeful learning and other documents or links that can show the same. Experience in providing workshops to UN staff will be an advantage. Please provide a description of the approaches intended to be adopted in implementing the workshop to allow UNSSC to assess consultant's understanding of the learning needs indicated herein.
3. FINANCIAL PROPOSAL	Your financial offer must be expressed in USD, excluding VAT. The financial proposal must indicate: <ul style="list-style-type: none">• fees for the workshop for a maximum of 15 persons, which should already include the deliverables provided in Annex A, Section 3 of this RFP.• It should also include travel costs to Bonn and accommodation expenses.

Vendors 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 discouraged.

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 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 vendors 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 vendor and not as an acceptance by the vendor 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 UNSSC and by an authorized officer of the successful vendor(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 vendors) upon satisfactory performance of services, acceptance thereof by the UNSSC and certification by the UNSSC of the contractor's invoice. Vendors 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. Vendors 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. are unsolicited;
- iv. contain an alternate proposal; or
- vii. are otherwise not 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.

Copyright

Except as is otherwise expressly provided in writing in the Contract, the United Nations shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the United Nations under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the United Nations.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the United Nations does not and shall not claim any ownership interest thereto, and the Contractor grants to the United Nations a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

At the request of the United Nations, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the United Nations in compliance with the requirements of the applicable law and of the Contract.

By submitting an offer to this request of proposal, the vendor accepts the copyright conditions set in the paragraph above.

ANNEX C - Evaluation Criteria

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

TECHNICAL AND SUBSTANTIVE PROPOSAL	Experience (at least 5 years) in providing a workshop in designing and facilitating purposeful learning Experience in providing workshops for UN staff will be an advantage. Description of the approaches intended to be adopted in implementing the workshop to allow UNSSC to assess consultant's understanding of the learning needs of the workshop participants.	30% of total score 30% of total score
FINANCIAL PROPOSAL	The financial proposal must include items enumerated in Annex B, Section 3.	40% of total score