



**REQUEST FOR PROPOSAL
RFP_2017_02**

Subject: Call for ROSTER – Consultants for the design, development and delivering of training and learning sessions on Human Security

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 **24 February 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 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
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 and Context

The *Framework for Cooperation for System-wide Application of Human Security* (September 2015) outlines the added value of Human Security as an integrated approach for reinforcing the contribution of the UN system towards the achievement of the Agenda 2030 and the Sustainable Development Goals (SDGs). The Framework makes specific reference to the need to develop and strengthen the capacity of staff in order to initiate comprehensive and multi-stakeholder partnerships and to work differently – i.e. across multiple silos and in an integrated manner, able to adapt to the new landscape as called for in the Agenda 2030.

The United Nations System Staff College (UNSSC) with its headquarters in Turin, Italy, is the UN institution for system-wide knowledge management, learning and training for UN staff. UNSSC is expected to play a pivotal role in contributing to UN reform, the development of a common culture based on effectiveness, expertise and continuous learning through development, coordination and provision of cross-cutting learning programmes which impact on all agencies and staff.

In 2017, UNSSC launched a cross-cutting learning initiative called “Building Capacity in Applying the Human Security Approach”. The goal of the project is to build capacity of UN staff, national counterparts and civil society organisations to apply the Human Security Approach as a people-centred and multidimensional analytical framework suitable to enhance actions taken by the UN and its partners to fully realise the transformative promise of the Agenda 2030 and the SDGs. To achieve this goal, the project entails a series of capacity building events.

Objectives

The UNSSC is establishing a roster of experts who could provide their consultancy services in:

- Design and develop learning and training activities related to Human Security
- Deliver capacity building activities in applying the Human Security Approach

Deliverables

Specific deliverables include, but are not limited to:

- 1) Design and Development phase
 - Participate in telephone conferences with UNSSC staff and HSU (if required) on the overall design of trainings and other learning activities;
 - Contribute to the design with ideas, suggestions and case studies from practice and experience;
 - Contribute to the design and development of training materials (e.g. suggesting background readings and exercises) to be used during the event;
 - Design and prepare outlines for relevant sessions;
 - Tailor material and sessions’ structure to meet the specific needs of participants;
 - Consult with UNSSC staff to align specific objectives each session with the overall project objectives.
- 2) Delivery phase
 - Deliver content sessions during trainings and other learning activities ensuring interactive methodology and adult learning format.
- 3) Final report
 - Provide a short activity report to UNSSC upon completion of each training and learning event, outlining positive elements as well as the challenges experienced and providing feedback and suggestions for improvement.



Requirements and Skills

Consultants should possess the following qualifications:

- Relevant educational background, preferably at Master's Degree level in a Human-Security-related area
- At least 7 years of experience in working in the Human Security field
- Proven experience with adult learning methodologies and participatory training delivery;
- Strong training skills (both design and delivery)
- Strong facilitation skills
- Significant experience in working with the UN system;
- Experience in designing practical exercises/simulations and conducting training for a variety of entities (i.e. multilateral and regional organisations, national institutions, civil society)
- Ability to work with different audiences (UN and non-UN)



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:

PRE-REQUISITE	<u>For individual applicants</u>	<i>Please provide a comprehensive CV or a P11 form (UN CV form) clearly identifying the experiences that demonstrate expertise as described in the requirements above. The P11 form can be found at http://www.unssc.org/sites/unssc.org/files/p11un.doc.</i>
	<u>For companies</u>	<i>Please provide company profile (max 2 pages) clearly identifying the experiences that demonstrate expertise as described in the requirements above.</i>
TECHNICAL PROPOSAL		<i>1. Please provide a brief motivation letter (max 1 page) highlighting your specific expertise in the areas described in the ToRs</i>
		<i>2. Please provide a brief presentation (max 1 page) describing your training delivery methodology</i>
FINANCIAL PROPOSAL		<i>Please provide your daily fee expressed in USD PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</i>

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.

ANNEX C - Evaluation Criteria

Criteria for inclusion in the roster are described in the table below.

PRE-REQUISITE	Relevant academic background Proficiency in English
TECHNICAL PROPOSAL (max 100 points)	Experience in similar adult learning methodologies and participatory training delivery (<i>min. 10 and max. 45 pts</i>)
	Suitability of the methodology proposed (depth, clarity, completeness and techniques to engage participants) (<i>min. 10 and max. 35 pts</i>)
	Experience in working with the United Nations (<i>min. 0 and max. 20 pts</i>)
FINANCIAL PROPOSAL	<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>