



## **REQUEST FOR PROPOSAL (RFP\_2017\_08)**

### **Subject: Political Economy of Sustainable Development – Simulation**

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 August 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](mailto: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.

The UNSSC Knowledge Centre has seventeen (17) full-time staff at present and is expected to grow to eighteen (18) full-time staff by the end of 2017.

## 2. Rationale

### **Political Economy of Sustainable Development – Immersive Learning Simulation**

To foster policy coherence and integration, the UNSSC Knowledge Centre commits to develop an immersive learning simulation (hereinafter '**SD Simulation**') focusing on the political economy of sustainable development. The **SD Simulation** aims to provide a learning environment with highly realistic scenarios of social, environmental and contextual considerations. When formulating strategic policy interventions, the 2030 Agenda for Sustainable Development requires stronger efforts with regard to integrated planning, strategic thinking, policy integration, partnerships building and stakeholder engagement skills as well as more effective approaches to move from funding to financing. It is therefore crucial for the different stakeholders approach policy decisions from a more holistic perspective at the national level.

To enable better policy coherence, a change in conceptual thinking, organizational culture and in working methods will be required. The **SD Simulation** will offer a learning and training opportunity that allows innovative thinking, instantaneous feedback, and a safe space to step out of silo-thinking. The **SD Simulation** is expected to foster self-reflection and consider current practices while helping to cultivate and undertake new approaches. Policy-makers need to assess trade-offs, spin-offs, and synergies in the context of the 2030 Agenda to prioritize accelerators, sequence action for maximum results, and acquire more sophisticated policy integration skills with an understanding that a mere technocratic approach yield ineffective and even harmful results.

Through the **SD Simulation**, the UNSSC Knowledge Centre aims to provide an effective framework that helps determine factors that facilitate or inhibit policy interventions, and helps to identify entry points based on the country's contexts, institutional and governance arrangements that can deliver on the sustainable development agenda. The **SD Simulation** will build capacities for partnership building to foster a strong commitment to partnerships at all levels between governments, private sector, civil society and others. The UNSSC Knowledge Centre's target audience for **SD Simulation** are UN Staff, governments and national stakeholders involved in policy-making processes. The **SD Simulation** will be part of the UNSSC's policy coherence training offerings. The simulation will be embedded in 2-4 day dedicated courses, where several rounds of simulation are alternating with substantive inputs and reflective formats related to the elements of the 2030 Agenda. It will also be used as one 2-4-hour session within existing training offerings that address related topics.

To achieve the objectives of the **SD Simulation**, the UNSSC Knowledge Centre will engage a company that develops an immersive learning simulation to be completed no later than **2 October 2017**.

## 3. SD Simulation Service Requirements and Deliverables

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

### **3.1. Simulation Materials**

- Five (5) sets of boards made of solid, yet light materials with board containers
- Three (3) suggested designs of the board, including a mock-up board
- Five (5) imaginary country profiles reflecting realistic settings with social, economic, environment, and governance indicators and other relevant circumstances that affect development
- A list of policy options reflecting national development plans and strategic frameworks of national and regional governments and UN country offices
- Event cards reflecting realistic scenarios that affect the adoption and implementation of developments
- Tokens and coins to indicate resources and people
- An instruction manual for participants on the simulation
- Scoring tools to calculate results which use algorithms that lead to realistic outcomes based on accumulated effects generated through the combination of choices made
- A handbook and/or workbook for participants
- A container made of aluminum or any other sturdy material for the board and related materials. Such container should be easy to transport during travels

As the UNSSC Knowledge Centre also aims to ‘walk the talk’ in sustainability, the vendor should include in the proposal an option to use materials that follow sustainability standards.

### **3.2. Processes**

The vendor should schedule a pilot session and kick-off **SD Simulation**. The vendor should also schedule feedback meetings to adapt suggestions from the participants of the pilot session participants.

### **3.3. Training of Trainers**

The vendor should provide a training of trainers to the relevant staff of the UNSSC Knowledge Centre no later than **14 October 2017**, which should include a training manual. Travel to the UNSSC Knowledge Centre for Sustainable Development office in Haus Carstanjen at Martin-Luther-King-Str. 8, 53175, Bonn, Germany will be required.

### **3.4. Substantive Requirements**

The vendor must demonstrate comprehension of development policies, international relations, and international financing to capture key concepts in the 2030 Agenda for sustainable development. Content of the simulation must align to national planning processes and must take into account the kinds of questions that different development actors reflect upon in their formulation of strategies and implementation of policies on sustainable development.

## **4. Related branding and communication pieces**

The vendor should develop a specific branding proposal for **SD Simulation** following the branding guidelines of the UN System Staff College. Depending on the final graphic proposal, the vendor may be required to update and align templates used for the handbook and/or workbook, as well as the training manual for the UNSSC Knowledge Centre. Official UNSSC logos will be provided by the UNSSC Knowledge Centre to the vendor.

## ANNEX B – Terms and conditions to submit a proposal

### I. Submission of Proposals

The UNSSC Knowledge Centre for Sustainable Development (hereinafter UNSSC) and the vendor (hereinafter 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:

<b>1. COMPLETED, UPDATED AND SIGNED CV / P11 or COMPANY PROFILE</b>	For individual consultants: provide a comprehensive CV or a P11 form clearly identifying the experiences directly related to the design, development, and production of a simulation ( <a href="http://www.unssc.org/sites/unssc.org/files/p11un.doc">http://www.unssc.org/sites/unssc.org/files/p11un.doc</a> ).  For companies: please provide company profile clearly identifying the experiences directly related to design, development, and production of a simulation.
<b>2. TECHNICAL AND SUBSTANTIVE REQUIREMENTS</b>	Please provide proof of at least 5 years of experience in developing simulations and provide a portfolio of clients and samples of previous work to assess vendor's technical skills.  Please provide a description of the approaches intended to be adopted to develop the simulation exercise and a draft structure of the simulation materials, which includes but is not limited to board design and initial substantive elements for a political economy simulation. This shall enable UNSSC to assess vendor's substantive understanding of the objectives of the simulation.
<b>3. FINANCIAL PROPOSAL</b>	Your financial offer must be expressed in USD, excluding VAT.  The financial proposal must indicate the following separately: <ul style="list-style-type: none"><li>• Simulation materials found in <b>Annex A, Item 3.1</b></li><li>• Processes which include pilot session, kick-off, and feedback meetings found in <b>Annex A, Item 3.2</b></li><li>• Training of Trainers found in <b>Annex A, Item 3.3</b></li></ul> <b>The financial proposal must not exceed USD 30,000.</b>

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:

<p><b>TECHNICAL AND SUBSTANTIVE PROPOSAL</b></p>	<p>Portfolio of simulations developed by the vendor, a list of clients, and samples of previous work to assess vendor's technical skills;</p> <p>Ability to capture the concepts and the objectives of SD Simulation to foster an integrated approach thinking in the context of the 2030 Agenda for sustainable development;</p> <p>At least 5 years of experience in developing simulations;</p> <p>Demonstration of substantive requirements and technical skills to fulfil requirements found in Annex A. This includes description of the approaches intended to be adopted to develop the simulation exercise, which shall be used to assess vendor's substantive understanding of the objectives of the simulation.</p>	<p><b>60% of total score</b></p>
<p><b>FINANCIAL PROPOSAL</b></p>	<p>The financial proposal must not exceed USD 30,000.</p>	<p><b>40% of total score</b></p>