



REQUEST FOR PROPOSAL RFP_2019_04

Subject: Development of a customized Moodle theme and course format.

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 **06 May 2019 by close of business.**

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.

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6. Your technical and financial proposal must be submitted via email to procurement@unssc.org

7. 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.

8. You are kindly requested to acknowledge receipt of this RFP.



ANNEX A – Terms of reference

A. Development of a customized UNSSC Moodle theme and course format

1. Background

The United Nations System Staff College was created by the General Assembly to serve as a distinct, system-wide knowledge-management and learning institution. The mission of the UN System Staff College (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 faced by the UN.

The goal of the Staff College 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.

2. Rationale

UNSSC uses Moodle (<http://www.moodle.org>) as Learning Management System to build its main virtual campus for UN staff.

UNSSC is looking for a vendor to develop a responsive Moodle theme and course format (Moodle 3.6) for the following training initiatives:

1. E-Management Certificate Programme. A self-paced modular programme on management for UN staff. Participants in the programme can access all modules in the platform and autonomously create their own learning paths. Learning paths can also pre-determined by UNSSC team based on specific request from other UN agencies and partners. Each module is a course on Moodle; navigation is self-directed and non-linear. Participants can complete modules at their own pace. A final certificate of completion is released upon completion of a certain number of modules. URL: emc.unssc.org
2. UN System Executive Management Programme. A blended tutored programme on management for UN staff. The training programme is blended and includes a modular online learning programme, followed by a face-to-face workshop. Participants in the programme are guided through a predetermined learning path by UNSSC team. Each module is a course on Moodle; navigation is directed and linear. The platform should accommodate different cohorts of learners. A final certificate of completion is released upon completion of the online modules and face-to-face workshop. URL: management.unssc.org

ANNEX B – Terms and conditions to submit a proposal
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Submission of Proposals

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

PRE-REQUISITE	Duly completed, updated and signed CV/ P11 or Company profile	To be completed by the Vendor <u>For individual consultants:</u> please provide a comprehensive CV or a P11 form (http://www.unssc.org/home/sites/unssc.org/files/p11un.doc) <u>For companies:</u> please provide a detailed company profile, including key areas of expertise, experience in learning and development, office locations, other relevant experience
	Description of Project Team	To be completed by the Vendor <i>Please provide a list of the human resources that you will make available for this project</i>
TECHNICAL PROPOSAL	Proven experience in similar projects	To be completed by the Vendor <i>Please provide reference to a portfolio of previous similar works, including samples wherever possible</i>
	Proposed solution	To be completed by the Vendor <i>Please provide a brief explanation of the envisaged technologies and solutions being proposed. Please also include a proposed schedule for the project realization.</i>
FINANCIAL PROPOSAL		To be completed by the Vendor <i>Please provide an all-inclusive lump sum offer expressed in EURO The total amount shall be expressed net (excluding VAT)</i>

After evaluating the proposals received (see evaluation criteria in annex C), UNSSC might invite top scoring vendors for a clarification meeting to be held in the month of May 2019. The scope of the meeting is to allow interested vendors to submit an offer review, if necessary.

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.

The UNSSC reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the proposers 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 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 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 proposers) upon satisfactory delivery of goods or performance of services, acceptance thereof by the UNSSC and certification by the UNSSC of the contractor's invoice. Proposers 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. Proposers 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 not otherwise 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



The UNSSC shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the vendor.

At the request of the United Nations, the vendor shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

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 service will be awarded to the vendor obtaining the highest score in a weighted evaluation following the criteria set in the table below:

TECHNICAL PROPOSAL	Experience in similar projects	Max 300 points
	Proposed solution	Max 300 points
FINANCIAL PROPOSAL		Max 400 points