



**REQUEST FOR PROPOSAL
RFP_2019_12**

Subject: Call for ROSTER – Consultants for the design, development and delivery of training and learning activities on conflict-sensitive approaches for peacebuilding and sustaining peace:

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 **Friday, 20 December 2019 (23:59 pm CET)**.
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 in English or French or Spanish via email to procurement@unssc.org



ANNEX A – Terms of reference

Background information

The United Nations System Staff College (UNSSC) is the UN's system-wide knowledge management and learning institution created in 2002 by the General Assembly as a direct response to long-standing perceptions on the need to strengthen the effectiveness of the international civil service and to foster a cohesive organizational culture across the UN system.

Headquartered in Turin (Italy), UNSSC's mission is to contribute to a more effective, results-oriented and agile UN through learning, training and knowledge dissemination.

The twin resolutions on Sustaining Peace, along with the 2030 Agenda for Sustainable Development, represent system-wide frameworks that place prevention as a key priority and shared responsibility. The concept of Sustaining Peace, in particular, puts emphasis on a continuum of preventive actions that cuts across all pillars and work streams of the UN system as a whole – from humanitarian action and peacekeeping to peacebuilding and sustainable development.

Supporting the convergence of these efforts is the overarching goal of the UNSSC Knowledge Centre for Sustaining Peace (KCSP).

Preventing the outbreak, escalation, continuation and recurrence of conflict is a hugely ambitious task, but a more integrated, strategic and coherent approach across and beyond the UN system can achieve and sustain peace. As acknowledged by the latest round of UN reviews, this requires strengthened capacities to conduct sound conflict or context analysis and translate such analysis into conflict-sensitive programming. Failing to do so means not only missing opportunities to contribute directly to sustaining peace, but also risking to impact negatively upon local peace dynamics.

As part of its portfolio, the UNSSC KCSP offers a series of capacity building workshops and training courses related to conflict analysis and conflict-sensitive planning/programming. The main objective of such activities is to equip UN staff and key partners with the required mindset, knowledge and practical skills to systematically apply conflict-sensitive approaches to field-focused planning and programming in order to effectively contribute to preventing violent conflicts and sustaining peace across the humanitarian-development-peace continuum.

Deliverables

Under the supervision of the KCSP Senior Manager and in close collaboration with the KCSP team, consultants are expected to design, develop, deliver and report on face to face and/or online training and learning activities related to **one or more of the following thematic areas:**

- Conflict analysis
- Conflict analysis as part of the UNSDCF (CCA)
- Gender-sensitive and/or age-sensitive conflict analysis
- Conflict sensitivity and Do No Harm
- Conflict-sensitive planning/programming
- Gender-sensitive and/or age-sensitive programming
- Results-focused programming and/or RBM oriented towards peacebuilding and sustaining peace
- Monitoring and evaluation of peacebuilding/sustaining peace activities



- Adaptive management in peacebuilding/sustaining peace programming
- Stakeholder and community engagement on peacebuilding and sustaining peace

Specific deliverables for online trainings and learning activities include, but are not limited to:

- Participate in design meetings and discussions
- Provide ideas on content and training methodologies
- Design, develop and/or revisit content and training materials
- Design and conduct online thematic webinars (resource person)
- Design and conduct online facilitated study sessions (tutor)
- Review participants' assignments and provide individual feedback (tutor)
- Monitor the learning platform and respond to participants' posting and content-related queries in a timely fashion (tutor)
- Raise content-related reflection questions and actively encourage participation
- Contribute to the analysis of the results of the online learning program and provide advice and feedback to the project managers.

Specific deliverables for face-to-face training and learning activities include, but are not limited to:

- Conduct learning needs assessments
- Participate in design meetings and discussions
- Provide ideas on content and training methodologies
- Design, develop and/or revisit content and training materials
- Prepare session outlines and provide recommendations on methodology to deliver the sessions
- Participate as training team in the preparations on-site
- Deliver select sessions (resource person) and act as co-trainer/facilitator or lead trainer/facilitator as required
- Provide suggestions to further improve the curriculum, scope, content, design, objectives, and impact of the overall programme.

Requirements and Skills

Consultants should possess the following qualifications:

- Master's degree (or above) in Peace and Conflict Studies, Political Science or related topics
- Rich experience in designing and delivering online and/or face-to-face training for a variety of audiences (UN and non-UN)
- Proven experience in facilitating multi-cultural group exercises and managing participatory learning workshops
- Experience with multilateral organizations, preferably the UN



- Excellent English or French or Spanish writing and speaking skills. The ability to facilitate and/or deliver training sessions in Arabic or Russian is an asset
- Strong technical and analytical capacities
- Strong interpersonal, communication and presentation skills
- Strong technological skills
- Collaborative working style and ability to work with diverse audiences

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 in the thematic areas outlined 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 a company profile clearly identifying the experiences that demonstrate expertise in the thematic areas outlined above.</i>
TECHNICAL PROPOSAL		<i>1. Please provide a brief presentation (max. 3 pages) describing the specific expertise you have in one or more of the thematic area(s) listed above.</i>
		<i>2. Please provide a brief presentation (max. 2 pages) describing your experience in designing, developing and delivering online and/or face-to-face training activities addressed to multi-cultural and diverse audiences.</i>
		<i>3. Please provide a brief presentation (max. 2 pages) describing your training delivery methodology and facilitation approach</i>
		<i>4. Please provide related references in support of the quality of your work (max. 5)</i>
FINANCIAL PROPOSAL		<i>Please provide your daily fee expressed in USD</i> <i>Since in certain countries the UNSSC has a VAT exemption status, please indicate both the net amount and, separately, the applicable VAT amount.</i> <i>Please also 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	Excellent speaking and writing skills
TECHNICAL PROPOSAL	Previous experience in designing, developing and delivering online and/or face-to-face training activities addressed to multi-cultural groups: 15% of total score
	Level of specific expertise in one or more of the thematic area(s): 30% of total score
	Suitability of the approach proposed: 10% of total score
	Quality of references presented: 5% of total score
FINANCIAL PROPOSAL	40% of total score