



**REQUEST FOR PROPOSAL  
RFP\_2019\_17**

**Subject: Call for ROSTER – Consultants for the and delivery of training and learning activities on road safety**

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 **Sunday, 5 January 2020** (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 via email to [procurement@unssc.org](mailto: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. Since 2015, all of the Staff College's learning and training activities are geared towards enabling the UN system and its partners to address the challenges posed by the adoption of Agenda 2030 for Sustainable Development.

UNSSC's programmes range from leadership and management development, to the development of those sectoral and functional competences that are needed to effectively serve as an international civil servant. UNSSC also provides learning interventions to increase technical and substantive knowledge spanning the three pillars of the UN's work: peace and security, human rights and development.

In recognition of the fact that road crashes are a leading cause of death and serious injury to United Nations (UN) personnel and other road users, the UN committed to curb road crashes among its staff through a single, mutually supporting approach. The [UN Road Safety Strategy](#) is designed to prevent serious and fatal crashes through a combination of safer vehicles and drivers, effective governance, better survivability and safer infrastructure. Together these pillars form a 'safe system' designed with the assumption in mind that mistakes will happen. Each pillar is designed to compensate for the others should one or more fail.

In recognition that high quality, sustainable and cost-effective driver training options are not readily available globally, the UNSSC aims to create sustainable capacity within UN and partner organizations to plan and deliver standardized, high-quality training and post-training evaluation.

In 2018, the UNSSC established a Road Safety Programme to support activities under the Strategy's Safer Road Users Pillar, with a specific focus on building capacity within UN organizations to deliver standardized, sustainable and cost-effective driver training. UNSSC also chairs the UN Safer Road Users Working Group and is recognized by the Royal Society for the Prevention of Accidents (RoSPA) as an International Training Centre.

As part of its portfolio, the Staff College offers a series of capacity building training courses related to road safety. These include a 3-day Defensive Driver Training (DDT), a 5-day Advanced Safe Driver Training (ASDT), and a 12-day Driver Training of Trainers (ToT) course that enables successful participants to deliver the DDT and ASDT based on their organization's specific needs. Both the DDT and ASDT courses have been independently assessed and approved by RoSPA.

### Deliverables

Under the supervision of the Road Safety Portfolio Manager, consultants are expected to deliver sessions and report on the following face to face training and learning activities:

- Defensive Driver Training (as a lead or co-trainer);
- Advanced Safe Driver Training (as a lead or co-trainer);
- Driver ToT (as a co-trainer under the direct supervision of the Road Safety Portfolio Manager);



- Road Safety Management workshops (as a co-trainer under the direct supervision of the Road Safety Portfolio Manager);

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.
- Provide administrative support related to the organization of the training activities mentioned above.

### **Requirements and Skills**

Consultants should possess the following qualifications:

- Valid certification as a Driver Trainer through the UNSSC Road Safety Program; or equivalent valid certification, e.g. RoSPA Level 3 Trainer qualification or similar.
- Rich experience in and delivering face-to-face training for a variety of audiences (UN and non-UN)
- Experience with multilateral organizations, preferably the UN
- Excellent English writing and speaking skills. The ability to facilitate and/or deliver training sessions in Arabic, French, Spanish 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:

<b>PRE-REQUISITE</b>	<u>For individual applicants</u>	Please provide a <b>comprehensive CV or a P11 form</b> (UN CV form) clearly identifying the experiences that demonstrate expertise in the thematic areas outlined above. The P11 form can be found at <a href="http://www.unssc.org/sites/unssc.org/files/p11un.doc">http://www.unssc.org/sites/unssc.org/files/p11un.doc</a>
	<u>For companies</u>	Please provide a <b>company profile</b> clearly identifying the experiences that demonstrate expertise in the thematic areas outlined above.
<b>TECHNICAL PROPOSAL</b>		1. Please provide a brief presentation (max. 1 page) describing the <b>specific expertise</b> you have as a Driver Trainer
		2. Please provide a brief presentation (max. 1 page) describing <b>your experience in delivering face-to-face training activities</b> addressed to multi-cultural and diverse audiences.
		43. Please provide <b>related references</b> in support of the quality of your work (max. 5)
<b>FINANCIAL PROPOSAL</b>		Please provide your <b>daily fee</b> expressed in USD  Since in certain countries the UNSSC has a VAT exemption status, please indicate both the net amount and, separately, the applicable VAT amount.  Please also specify the validity of your financial offer.

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.

<b>PRE-REQUISITE</b>	Excellent speaking and writing skills
<b>TECHNICAL PROPOSAL</b>	Previous experience in delivering face-to-face training activities addressed to multi-cultural groups: <b>15% of total score</b>
	Level of expertise as a Driver Trainer: <b>40% of total score</b>
	Quality of references presented: <b>5% of total score</b>
<b>FINANCIAL PROPOSAL</b>	<b>40% of total score</b>