

REQUEST FOR PROPOSAL

(RFP 2020 no. 10)

Subject: Circular Economy Action Accelerator Tool

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 submitted to the UNSSC no later than **15 January 2021 at 23:59 (UTC + 1)**.
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. Please note that the terms set forth in this RFP, including the Terms of Reference set forth in Annex A and the United Nations General Conditions will form a part of any contract should the UNSSC accept your proposal.
4. Proposals must be submitted in English and include sufficient information in terms of scope and detail to allow the UNSSC to consider whether the bidder has the necessary capability, experience, knowledge, expertise, and the required capacity to perform the work specified satisfactorily.
5. Your technical and financial proposal must be submitted via email to procurement@unssc.org. Non-compliant offers with the terms stated in this document and its annexes may be rejected without performing technical and financial evaluation.
6. Inquiries and clarifications concerning this RFP, along with changes or modifications to the proposals must be submitted to the UNSSC via email to procurement@unssc.org.
7. **Please note that the UNSSC has VAT exemption status and can provide documentation for the same.**
8. **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 as a distinct, system-wide knowledge management and learning institution. 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 capacity to meet national, regional, and global challenges. The Staff College provides learning to advance the competencies of UN staff and partners in three primary areas: 1) the 2030 Agenda for Sustainable Development, 2) peace and security, and 3) leadership and management. Three UNSSC teams deliver learning in these main areas.

2. Project Rationale

Five years into the implementation of the Agenda, it is evident that 'business as usual' will not help us to achieve the Sustainable Development Goals (SDGs). Systems-based approaches along with a strong commitment to deep rooted transformations and actions are vital to the reduction of humanity's footprint in our planet. Our resources are finite and the principles and practices of the circular economy will be catalytic in creating goods, processes and ecosystems that are restorative and regenerative by design.

To support a systems-based approach to today's development challenges and achieve UNSSC's 'Think Differently, Act Differently' learning approach, UNSSC Knowledge Centre for Sustainable Development launched a free online course on circular economy in the context of the 2030 Agenda which aims to harness circular economy principles and systems-based approaches to explore ways in which we can redesign our systems, products and services to allow us to achieve a sustainable living for all, within planetary limits.

After the successful launch of the [Circular Economy and the 2030 Agenda course](#) in 2020 in partnership with United Nations Environment Programme, UNSSC is raising its ambition to support the 'Act Differently' aspect of its learning approach. UNSSC seeks to develop a methodology that directly links the concepts of circular economy and the 2030 Agenda to personal and organizational goals, and provide an environment where the learning can be turned into actionable commitments, thus achieving behaviour change within the communities created in UNSSC courses.

3. Deliverables

Under the supervision of the Learning Portfolio Manager, the selected Vendor will deliver the following:

1. Conduct an analysis of the Circular Economy and the 2030 Agenda on possible action nodes. The analysis shall be based on:
 - The two editions of the Circular Economy and the 2030 Agenda course;
 - Two meetings with the UNSSC Staff.

The aim of the meetings is to assess what learning objectives will be linked to action-taking. Below are the learning objectives of the online course Circular Economy and the 2030 Agenda.

- Understand the interconnection between Circular Economy and its potential in implementing the 2030 Agenda for Sustainable Development.
- Explain the importance of systems based approaches to identify effective circular transformations.

- Apply different models of circularity to identify opportunities for circular transformations of products and services in real life cases.
 - Understand the opportunities to drive circular value across the life cycles of products and processes and examine business models that could support circularity.
 - Explore the policy environments that support the successful application of circular strategies to cities and examine why citizens can play a crucial role in ensuring circularity.
 - Identify the barriers and enablers to mainstreaming circular strategies.
2. Provide a written report where action and commitment can be linked with the learning goals of the online course on circular economy and the 2030 Agenda . The recommendation will include specific parts of the modules and lessons found in the course where high commitment can be built.
 3. Design, develop, and integrate an action accelerator tool to support achieving different steps and commitments towards achieving concrete aspects of circular economy. The tool should include:
 - An online component that is easily accessible and integratable with UNSSC learning platforms that supports action-taking for each week of the 5-week course;
 - Application of principles of adaptive learning that takes into account the participants' own learning needs and uses gamification techniques to support behavior change throughout the 5-week course;
 - Provision of incentives to participants who support other members of the course cohort to highlight that learning is a social process.

The tool should be compatible with the social learning environment CLANED.

4. Conduct beta tests and interviews with five (5) UNSSC KCSD staff or those of partners involved in the development of the original online course who have knowledge of circular economy and five(5) potential course participants. The Beta Testers will be identified by the UNSSC Staff. The aim of the beta tests and interviews is to assess whether the circular economy accelerator tool aligns with and delivers the course learning objectives; and the effectiveness and ease-of-use of the tool. The interview should be a maximum of 3 meetings with different members of the beta test group.

Note: Should there be different versions of the tool, the vendor should conduct an A/B testing.

5. Produce a written report based on the beta tests and interviews of the beta testers identified by the UNSSC Staff. The aim of the written report is to inform decisions on what improvements and changes are needed to adapt the tool to the learners' needs.
6. Implement improvements and changes based on the results of the beta tests and interviews.
7. Integrate the tool into the UNSSC learning platform for Circular Economy and the 2030 Agenda and run bug fixes to ensure that the tool is properly installed.
8. Conduct annual maintenance of the action accelerator tool, as necessary.
9. Design an image and a slide deck that explains the action accelerator tool.

4. Timeframe

The deadline for completion is 15 April 2021. The deadline is indicative, it can be modified by written agreement of the UNSSC and the selected Vendor.

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:

TECHNICAL PROPOSAL	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, including subcontractors, if any</i>
	Proven experience in similar projects Proven experience in learning tool development	To be completed by the Vendor <i>Please provide portfolio and sample project of previous similar works, including samples wherever possible</i>
	References, preferably with international organizations	To be completed by the Vendor <i>Please provide at least two references from previous clients</i>
	Unique selling point to UNSSC	<i>Please provide a presentation of your organization's unique selling point to UNSSC, which can include alignment with UNSSC's conceptual framework on circular economy, creative and engaging visualization, a description of your company culture and working style, a clear understanding of learning methodologies and techniques that support behavior change</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>

Proposal submitters 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 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 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 UNSSC and by an authorized officer of the successful proposer(s).

Should the winning proposal include subcontractors, it shall not relieve the selected Vendor of its obligations undertaken with the UNSSC. The UNSSC reserves the right to request the same level of information provided by the Vendor to its sub-contractor(s) for the purpose of due diligence and evaluating the offers. The UNSSC shall not establish any contractual relation with or be held liable to sub-contractor(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
- v. 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.

Conditions of Contract

The award of the contract pursuant to the terms stated in this proposal, including its annexes, is subject to the United Nations General Conditions of Contracts (UNGCC). The applicable text of the UNGCC is available at the following url:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general_conditions_services.pdf

Any reservation or comments concerning the content of the UNGCC applicable to the contract awarded under the terms and conditions of this proposal must be included in the proposal. The absence of any reservation or comments will be considered by the UNSSC as acceptance of all the terms stated in the applicable UNGCC. Such terms include the regulation of the intellectual property rights, including but not limited to patents, copyrights, and trademarks, which are the result, directly or indirectly of the services provided to the UNSSC by the Vendor specified in this document, including its annexes.

Meeting with proposers

The UNSSC may schedule separate online meetings with selected vendors to enhance the understanding of the requirements of this RFP. Bidders are encouraged to submit questions and comments concerning the requirements that may be discussed with the UNSSC before the award. The online meeting is expected in January 2021.

ANNEX C - Evaluation Criteria

Proposals will be evaluated according the criteria indicated in the table, a minimum score of 60% of the available points is necessary for vendors to qualify.

TECHNICAL PROPOSAL	Project Team Maximum: 30 points	Core Project Team Experience (computed as an average of the years of experience of the members of the core team): 2-5 years: 10 points 6-8 years: 15 points 9-10 years: 20 points More than 10 years: 30 points points
	Proven experience in developing learning tools Maximum: 80 points	Number of Projects: 2 to 4 projects: 20 points 5 to 7 projects: 30 points 8 to 10 projects: 40 points More than 10 projects: 50 points International Organization as client: 1-2 IO: 10 points 3-5 IO: 20 points More than 5 IO: 30 points
	References, preferably with international organizations Maximum: 30 points	Number of References: 2-3 references: 10 points 4-5 references: 20 points More than 5 references: 30 points
	Unique selling point to UNSSC Maximum: 160 points	Based on submitted portfolio and sample works Alignment with UNSSC's conceptual framework on circular economy: 60 points (max) Creative and engaging visualization : 40 points (max) Learning methodologies and techniques that support behavior change: 40 points (max) Description of company culture and working style with clients: 20 points (max)
FINANCIAL PROPOSAL		Maximum 200 points