



**CALL FOR ROSTER  
RFP\_Roster\_31**

**Subject: Call for ROSTER – Certified Mentoring Skills trainers for the design, development and delivery of a Mentoring Skills Programme (both face-to face and virtual)**

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 **5 November 2021 at 23:59 UTC + 1**. Please note that the evaluation of proposals may occur on an ongoing basis. Applicants are encouraged to submit their application before the 5 November 2021.
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 via email to [procurement@unssc.org](mailto:procurement@unssc.org)
6. **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.**



## **ANNEX A – TERMS OF REFERENCE**

### **Background information**

The **UN System Staff College (UNSSC)**, Based in Turin, Italy, has run courses and delivered learning initiatives to United Nations (UN) personnel for over twenty years. Through its programmes and services, the UNSSC aims to support United Nations organizations and their staff to develop the skills and competencies needed to meet the global challenges faced by the UN.

The course participants are staff employed by UN organizations. They have a broad range of backgrounds, professional levels and expertise. They are also of a wide range of nationalities and serve in different duty stations across the globe.

For more information about UNSSC offerings on the workshops / courses/ programmes, please visit: [www.unssc.org](http://www.unssc.org).

### **Deliverables**

The selected contractor is expected to work in conjunction with UNSSC staff to design, develop, and deliver a Mentoring Skills Programme for online delivery. The Programme should be designed in such a way that the face-to-face delivery could also be possible.

Specific deliverables include, but are not limited to:

1. Designing and developing a Mentoring Skills Programme for UNSSC course participants, revolving around the following learning outcomes:
  - A. Introduction:
    - Explain and clarify what mentoring is
    - Explain the difference between mentoring and coaching
    - Explain the difference between a Mentor and a Supervisor
    - Overview of different types of Mentoring
  - B. The Mentor's role, including:
    - Characteristics and qualities of an effective Mentor
    - The necessary skills, such as active listening, giving feedback, willingness to share expertise, etc.
    - Responsibilities of the Mentor
  - C. The Mentee's role, including:
    - The Mentee's responsibilities
    - The characteristics and qualities of an effective Mentee
  - D. The Mentoring Process, including:
    - Finding/choosing a Mentor
    - Becoming acquainted and establishing goals;
    - The Mentoring Agreement
    - Preparing for the Mentoring sessions
    - Development goals
    - Approaches to check-in with Mentors and Mentees
    - Reflection after the Mentoring process
    - Closure
2. Delivering the Mentoring Skills Programme to the UNSSC's client(s)
3. Delivering the Programme evaluation
4. Providing post-event debriefing and reporting to UNSSC



## **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>	<i>Please provide a <b>comprehensive CV or a P11 form</b> (UN CV form) clearly identifying the experiences that demonstrate expertise in coaching at the executive level. 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></i>
	<u>For companies</u>	<i>Please provide <b>company profile</b> clearly identifying the experiences that demonstrate expertise in coaching at the executive level.</i>
<b>TECHNICAL PROPOSAL</b>		<i>1. Please provide a brief presentation (max 1 page) highlighting you <b>experience at the executive level including any psychometric instruments in which you are certified (e.g. MBTI or others)</b></i>
		<i>2. Please provide a brief presentation (max 1 page) describing your <b>training methodology for a Mentoring Skills Programme (including specific reference to senior level audience)</b></i>
		<i>3. Please provide written <b>reference letters</b> from previous clients in support of the quality of your work (min. 2, max. 10)</i>
<b>FINANCIAL PROPOSAL</b>		<i>Please provide your <b>daily fee</b> expressed in USD</i>  <b>PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</b>

Applicants 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 evaluation, the UNSSC will have the right to retain unsuccessful proposals. It is the applicant'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 UNSSC 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 31, upon the date of reception of UNSSC letter of acknowledgement. The initial period of validity of the Roster 31 for Certified Mentoring Skills trainers for the design, development and delivery of a Mentoring Skills Programme is until the **31 of December 2023**. The UNSSC reserved the right to extend this Roster before the end of the validity period.

#### Conditions of contract

Each specific engagement will be the subject of an individual or separate contract according to the UN Rules and Regulations. Each contract shall be subject to the United Nations Standard Terms and Conditions (UNGCC) for the provision of services can be consulted

here: [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general\\_condition\\_services.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general_condition_services.pdf)

Any reservation or comments concerning the content of the UNGCC under the terms and conditions of this RFP must be included in the proposals. 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.

## **ANNEX C – EVALUATION CRITERIA**

Criteria for inclusion in the roster are described in the table below.

<b>PRE-REQUISITES</b>	Relevant educational background (Minimum at the master level)
	Minimum of 5 years of progressive training experience in the Mentoring Skills area, with a minimum of 2 years at the executive level.
	Excellent speaking and writing skills
	International Mentoring and/or Training certification
<b>TECHNICAL PROPOSAL (100 points)</b>	Suitability of the methodology proposed (max 40 points)
	Quality of references presented including coaching at executive levels (max 15 points)
	Previous experience in similar projects (including 360 debriefs) and certification in psychometric instruments (max 30 points)
	Experience in training with multilateral or bilateral organizations (a higher score shall be allocated for previous experience with the UN system) (max 15 points)
<b>FINANCIAL PROPOSAL</b>	<i>For the purpose of the inclusion in the roster, UNSSC will consider technical proposals only. Financial proposals will be taken into consideration at the time of each specific contractual engagement.</i>

The minimum threshold for inclusion in the Roster is 60% of the available score of the technical proposal.