Subject: Call for Roster – Consultants for the design, development, delivery, reporting, and/or evaluation of activities and assignments related to UN transformation; UN 2.0; and the Quintet of Change.

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. Please submit your proposal in response to this Call for Roster by **1 April 2024 at 23:59 CET.**

2. This Call for Roster 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 vendor's additional information regarding their commercial activities, history and resources.

5. Your technical and financial proposal must be submitted via email to **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.**

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ANNEX A – Terms of Reference

Background Information
The **United Nations System Staff College (UNSSC)** has a mandate to provide high-quality learning and training programmes, and advisory services to the staff of the United Nations System and its partners. The primary goal is to foster a cohesive, knowledgeable, and skilled UN workforce that can effectively support the UN's principles, goals, and operational activities across the globe. In addition, the College works towards enhancing the effectiveness of the UN through learning and training, promoting a culture of continuous learning and knowledge sharing, and supporting the UN's efforts in achieving its mandates.

This Call for Roster aims to establish a pool of qualified vendors (experts, trainers, facilitators, content creators, consultants, instructional designers) with expertise in the themes and topics of UN transformation, including those incorporated within UN 2.0 and the Quintet of Change, to support the modernization and skill enhancement of the UN family.

Our interest is to identify vendors that are committed to the UN's values and are focused on the development of a modern UN family, rejuvenated by a forward-thinking culture and empowered by cutting-edge skills for the twenty-first century – to turbocharge the systems support to people and planet.

Deliverables
Vendors included in this Roster can be expected to collaborate with UNSSC personnel and teams across a variety of functions examining UN transformation, including those related to the building of capacity; the development of knowledge, skills, and attitudes; and the amplification of good practice related to any or all of the following thematic areas of UN 2.0/Quintet of Change:
- **Data:** Demonstrate proficiency in building impactful data ecosystems, by enhancing competencies in data collection, handling, governance, utilization, visualization, and storytelling to facilitate deeper insights through evidence-based decision-making.
- **Digital:** Illustrate fluency in digital impact by enhancing modern digital capabilities to bolster organisational connectivity, service delivery, stakeholder collaboration, engagement, and decision-making securely, responsibly, and inclusively.
- **Innovation:** Apply learning methodologies to further effectively identify, design, test, pitch and scale new solutions.
- **Foresight:** Utilize structured methods and tools to navigate uncertainty, explore potential futures, and cultivate a foresight mindset.
- **Behavioural Science:** Extend knowledge of end-user behaviour, their decision-making processes and reactions to further inform and drive better choices.

Vendors are required to specify the thematic area(s) they are responding to in their submission under this Call for Roster and should clearly outline their expertise in one or more UN 2.0/Quintet of Change thematic areas, or those related to broader UN transformation, demonstrating their capacity to deliver impactful and relevant outputs.

In particular, the UNSSC is seeking vendors with deep experience working with and for the United Nations, and able to work with the College on translating insights into effective, scoped, relevant, and useable outputs. This collaboration may include any or all of the following elements:

Experts, Trainers, Facilitators, Content Creators, Consultants:
- **Analysis**:
  - **Potential Deliverables:** Development; delivery; and/or analysis of detailed Learning Needs Assessments; learner profiles/personas; and/or environmental/landscape/ organisational readiness assessments related to any or all thematic areas of UN 2.0;
- **Design:**

- o **Potential Deliverables:** Structured, modular training outlines, session plans, learning objectives, and content blueprints that incorporate inclusive, accessible, relevant, and scoped learning strategies suitable for a global UN audience.
- **Development:**
  - o **Potential Deliverables:** Creation of engaging, scoped, relevant, and informative training/capacity-building materials, including digital content, simulations, case-studies and participant guides, ensuring relevance to UN 2.0 themes, and aligned to UNSSC templates.
- **Implementation:**
  - o **Potential Deliverables:** Effective delivery of training/capacity-building sessions using a blend of methodologies (e.g., workshops, e-learning, webinars, moderated fora) tailored to a global UN audience, with support for technology integration; participant engagement; and knowledge retention.
- **Evaluation:**
  - o **Deliverables:** Comprehensive quantitative and qualitative evaluation plans and reports assessing the impact of training/capacity-building on learner performance and programme outcomes, with feedback mechanisms for continuous iteration and improvement.

Advisory Service Consultants
- **Define Project Scope:**
  - o **Potential Deliverables:** Development; delivery; and/or analysis of detailed inception reports and presentation of the same.
- **Design:**
  - o **Potential Deliverables:** Design and deployment of a comprehensive, team/unit/organisational readiness assessments related to any or all thematic areas of UN 2.0.
- **Development:**
  - o **Potential Deliverables:** Primary and secondary research, data needs identification, collection and preliminary analysis through quantitative and qualitative collection methods
- **Preliminary Observations and Findings:**
  - o **Potential Deliverables:** Develop and iterate as necessary a presentation of preliminary observations, findings and actionable recommendations.
- **Assessment Report and Presentation:**
  - o **Deliverables:** Develop a draft organisational readiness assessment report related to any or all thematic areas of UN 2.0. Incorporate feedback from various stakeholders and create a final organisational readiness assessment report related to any or all thematic areas of UN 2.0.

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	For individual applicants	*Please provide a **comprehensive CV or a P11 form** (UN CV form) clearly identifying the experiences that demonstrate expertise in the thematic areas described above.* *The P11 form can be found at (http://www.unssc.org/home/sites/unssc.org/files/p11un.doc)*
	For companies	*Please provide **company profile (max 2 pages)** clearly identifying the experiences that demonstrate expertise in the areas described above.* *Please submit **3 – 5 CVs of** personnel that meet the profile and experience criteria.*
TECHNICAL PROPOSAL		*1. Please provide a brief outline (max 1 page per thematic area) highlighting the thematic areas of UN 2.0/Quintet of Change in which you have **specific expertise**, including relevant examples (as per the skills and deliverables outlined above)*
		*2. Please provide a brief presentation (max 1 page) describing your relevant **experience and methodologies in designing and delivering training activities***
		*3. Please provide **related assignment references** in support of the quality of your work (min 3 - max. 10)*
FINANCIAL PROPOSAL		*Please provide your **daily fee** expressed in USD without VAT* ***PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.***

Proposers must provide all information required under this Call for Roster and clearly and concisely respond to all points set out in this document. Any proposal which does not fully and comprehensively address this Call for Roster may be rejected without evaluation. 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 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 Call for Roster 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 document 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 representative of the successful proposer(s).

<u>Criteria for inclusion in the Roster</u>
All proposals will be evaluated in accordance with the evaluation criteria specified in Annex C. The successful vendors (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 limited for three years. Vendors are allowed to modify aspects of their proposal during the period of validity of the Roster, such modifications may be evaluated according to the original evaluation criteria set up for inclusion in the Roster. The UNSSC reserves the right to extend the duration of the Roster.

<u>Conditions of contract</u>
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

Any reservation or comments concerning the content of the UNGCC under the terms and conditions of this Call for Roster 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.

ANNEX C - Evaluation Criteria

Criteria for inclusion in the Roster are described in the table below. Proposals must score a minimum of 60 points out of 100 to be accepted in this Call for Roster.

PRE-REQUISITE	<u>For individual applicants</u>	• University degree at Masters Level (or above) in organizational design, public administration, business administration, social sciences or other disciplines related to UN 2.0/Quintet of Change; • Minimum 10 years of relevant work experience • Excellent English writing and speaking skills; • Excellent writing skills.
	<u>For companies</u>	• Relevant experience and insight; • Valid certificate of incorporation; • At least 10 years of operations in areas relevant to this Call for Roster, or for those with less than 10 years, personnel with at least 10 years of experience.
TECHNICAL PROPOSAL (max 100 points)		Expertise and insight related to the specifics of UN 2.0/Quintet of Change themes (max 50 points)
		Previous experience in similar projects, including iterated participatory methodologies (max 20 points)
		Experience in the UN system / advising UN entities (max 20 points)
		Quality of references presented (min 3 references) (max 10 points)
FINANCIAL PROPOSAL		*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.*