

Roster of facilitators for People Management training:

Emotional Intelligence, Communication, Managerial/Leadership Skills, Conflict Management

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

Purpose of the assignment

UNICEF Yemen Country Office has gone through various major change exercises through the past years resulting in new team compositions who have to adapt and deliver in response to the evolving programme and operations strategies and shifts. Staff operate in a fast-paced environment meeting demands from external and internal stakeholders.

As part of the follow up of the Yemen Country Office Pulse and All Staff Survey, the office seeks to engage facilitators to further promote the UNICEF Core Values (care, respect, integrity, trust, and accountability), strengthen skills in team collaboration, communication, emotional intelligence, conflict management and change management.

The duration of the assignment may vary depending on the need and the nature of the event. They can either take place face to face, blended or online with groups of around 20 staff. The consultant is expected to conduct a pre-assessment, design, organize, manage and evaluate the event and offer optional follow up services, such as team-coaching.

For every child, a Champion...

The aim of this vacancy announcement is to build a roster of national and international training facilitators in the area of People Management skills who are ready to provide online and face to face trainings in Yemen. Once included in the roster, the facilitators may be contacted/contracted on a demand basis.

How can you make a difference?

Under the supervision of the Human Resources Officer and in consultation:

- Familiarize yourself with UNICEF YCO organizational culture and current context
- Conduct a pre-assessment (e.g. survey) of expectations that would help design the activities and gauge YCO culture

- Conduct assessment to support self-assessment and team-coaching (Optional)
- Based on the assessment, propose the content, design and delivery of the activities and built-in sessions and prepare an agenda that reflects the proposed structure
- Deliver one or two-day or hourly training activities on selected topics to staff.
- Present a final report to highlight the areas worked on and what type of recommendations can the country office implement to encourage diversity within its culture;
- Offer team and individual coaching to managers.

Deliverables and schedules

Item No.	Description	Deliverables	Deliverables Time frame	Payment %
1	Pre-Assessment & Agenda	<ul style="list-style-type: none"> • Familiarize yourself with UNICEF YCO organizational culture and current programmes in Yemen • Conduct a pre-assessment to identify key areas of focus. • Present an analysis on the pre-assessment findings. <p>Present an agenda/training programme to be tailored to meet the requirements of the theme and the expectations of staff taking into consideration UNICEF Yemen organizational culture and current context</p>	Within 15 days from starting date	20%

2	Thinking Style Preferences Assessment (Optional)	<ul style="list-style-type: none"> · Conduct assessment on thinking style preferences / or strength based assessment to support self-assessment and · Debrief 	Within 30 days from starting date	10%
3	Delivery	<ul style="list-style-type: none"> · Organize, prepare, manage and facilitate an integrated and interactive programme of activities extending over 1-2 days or hourly online. 	1-2 days in the designated location Online: hourly	50%
4	Evaluation/ Recommendation	<ul style="list-style-type: none"> · Present a draft report for discussion with feedback on the event highlighting findings and recommendations · Be available for any revisions, reviews and questions on the final report · Provide the final version of the report 	Upon Receipt of the final report (Within 5 Days of the end of the retreat)	10%
5	Team- and individual coaching (optional)	<ul style="list-style-type: none"> · Offer team individual coaching sessions to senior management and their respective teams. 	Up to 3 months following the retreat	10%

To qualify as an advocate for every child you will have...

- Degree in social sciences, Human Resources Management, Psychology, Business Administration, Hospitality and Event Management or relevant areas.
- At least 5 years of proven experience in design, delivery and facilitation of corporate events and training events at local, regional and international level.
- Excellent command of written and spoken English. Arabic is an asset.
- Experience in team coaching and individual coaching; certification is an asset.
- Previous experience working with non-profit organizations and UN agencies is an asset.

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

View our competency framework

at http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

Remarks:

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

Technical and Financial Evaluation Criteria

Technical: 70% / Financial: 30%

The following criteria must be part of the submission, with a total score over 70:

1. Provide an outline of:
 1. A training programme on one of the topics mentioned above (20 points)
 2. A teambuilding package of activities and report samples (20 points)

Quality and creativity of proposed activities, report samples and infographics

2. Experience working on similar projects with UN agencies or similar large scale organizations, clients' references (30 points)

Only bidders obtaining the minimum pass mark in the technical evaluation (49 points) will be considered for the financial evaluation.

Financial evaluation is composed of 30 points. The lowest financial offer will obtain 30 points.

Please indicate your ability, availability and a detailed cost proposal [Annex 1 - Price Proposal.xlsx](#) to undertake the terms of reference above (including travel and daily subsistence allowance, if applicable). Applications submitted without a [Annex 1 - Price Proposal.xlsx](#) will

not be considered. For the purpose of the financial evaluation score, the daily fee for retreat facilitation will be considered primarily.