

## **TALENT OUTREACH AND SOURCING PLATFORMS**

### **SCOPE OF WORK**

#### **1. Introduction and Background**

The United Nations Children’s Fund (UNICEF) works in over 190 countries, areas and territories to ensure the survival, protection and development of children. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

UNICEF’s Staff Selection Policy (CF/AI/2016-005) that came into effect on 1 February 2017 enables a faster, simpler and more streamlined approach to placing the right people in the right place and at the right time. It aims to strengthen talent management, accelerate the talent outreach and acquisition process. These changes will improve UNICEF’s ability to deliver results for children and respond with a more strategic approach to recruitment and talent acquisition.

#### **2. Objectives**

The Division of Human Resources (DHR), New York supports a strategic approach to talent outreach and sourcing globally. DHRs Talent Outreach team is constantly exploring innovative approaches to better attract, engage and recruit top talent. To that end, UNICEF is seeking to engage in a partnership with one or various online talent sourcing and outreach providers to support the Organization’s employer branding and talent sourcing process and position UNICEF as an employer of choice.

#### **3. Description of Assignment**

##### **3.1. Scope**

The RFP covers several solutions or services, hence bidders are invited to submit proposals for services, depending on their expertise and capabilities.

The proposal should include a subscription package, access to multiple users and inclusion of all relevant materials as outlined below. Any account/s will be used globally by various offices, on demand.

##### **3.2. Tasks/Deliverables**

The selected vendor/s will be responsible for the following key tasks:

- Set-up and activation of access to an online talent outreach and sourcing platform which will include a subscription package, access to multiple users and inclusion of all desired documents, videos and materials etc.
- Access to online talent database with advanced search functions (geography, job function, industry, languages).
- Provide multiple recruiter accounts with team collaboration, auditing, network search and candidate messaging capabilities.
- Provide access to a recruiter/job dashboard manager with in-built analytical tools to measure the impact of talent outreach and sourcing activities to optimize the talent engagement.

- Develop and display a UNICEF company page reflecting UNICEF's employer brand and career opportunities, which allows for custom content, careers tab, customizable modules on the careers tab.
- Publish UNICEF job posts, preferably automatically, on provider's job board. The ability to post specific recruitment campaigns is highly desirable.
- Ability to feature personalized job recommendations to candidates is considered an asset.
- Ability to engage UNICEF current and previous staff and generate high-quality employee referrals.
- Provide comprehensive and regular monitoring and performance reports to demonstrate the success in organizational talent acquisition efforts using the services provided.
- Provide insightful global talent trends, recruitment benchmarking reports and competitor intelligence data.
- Provide tailored training materials and programs on the platforms/products for UNICEF staff and various divisions/duty stations
- 24/7 customer support availability is highly desired.

Valid proposals should provide all breakdowns of pricing relative to the key tasks/deliverables listed below, as well as the total cost that will be used to determine reasonableness and realism of the RFQ. All pricing quotes must be listed in the table under the Expected Deliverables & Pricing section of this Terms of Reference, or if necessary in a separate document referencing all the key deliverables listed.

Activity	Unit	Price in USD
Access to online talent outreach and sourcing platform/database	Annual lumpsum	
Recruiter account (including active sourcing)	10 accounts - annual lumpsum	
	20 accounts - annual lumpsum	
	50 accounts - annual lumpsum	
Job postings	20 job posts per month	
	30 job posts per month	
	50 job posts per month	
Company page	Annual lumpsum	
Other fees	Annual lumpsum	

#### 4. Location and timeframe of Assignment

- Location: Virtual (online), available globally, including in low bandwidth environments.
- Duration of assignment: 2 year LTA, with option of renewal of one year.

#### 5. Qualification Requirements

The vendor will meet the following technical and business/professional requirements:

- A world-leading provider with more than 5 years of experience in global of online talent outreach and sourcing services.
- Demonstrated in-depth knowledge of current global human capital trends and use of best practice strategies and/or relevant pedagogies in employer branding, talent outreach and sourcing.
- In-house online talent database with more than 1 Mio profiles worldwide with advanced search functions (geography, job function, industry, languages).
- Global online job board simultaneously targeting prospective talent communities for UNICEF's emerging functional areas in multiple regions/countries/locations.
- Previous satisfactory experience working on similar projects at an international level as evidenced through references.
- The online/digital tool/s should respond to UNICEF's global and local requirements.

- Ability to provide access to multiple recruiters globally with team collaboration, auditing, network search and candidate messaging capabilities.
- Provision of advanced analytical tools/dashboard to measure the impact of talent outreach and sourcing activities.

## **6. Administrative Requirements**

**6.1. Supervision of contract:** Jill Osborn/Liyuan Xiao, New Talent Team, MSS, DHR, NYHQ

**6.2. Payment:** quarterly payment based on services rendered.

**APPENDIX I****Summary of Technical Proposal**

Please provide a detailed outline on the approach your organization would take to provide the services outlined in this Request for Proposal and describe to the extent possible the output of the services you propose to deliver in case of award of a contract.

**Evaluation Criteria**

To satisfy this RFP, tendering supplier/organisations should describe the following:

1. **Approach:** A section that adequately describes the methods, theories, practices, and/or pedagogies that guide the tendering organization's overall approach to projects of the type described in the Scope of Work.
2. **Delivery:** A section that adequately describes how the proposed on-demand platform and/or tools for selection/recruitment will meet the specifications as provided in the attached Scope of Work.
3. **Credentials:** Relevant information about the company profile including its experience, a list of private sector companies or public/international organizations where similar activities & delivery of similar projects have been conducted, and backgrounds of the people who will be directly involved in all facets of this undertaking.

**APPENDIX II****Summary of Financial Proposal**

Bidders are requested to provide a financial proposal covering all costs related to the technical proposal submitted, including the following cost indications:

1. Overall lump-sum cost for the works and services described in Annex I of this document.
2. Breakdown of work and services described in Annex I. To facilitate breakdown interpretation, please provide, amongst other costs,

<b>Activity</b>	<b>Unit</b>	<b>Price in USD</b>
Access to online talent outreach and sourcing platform/database	Annual lumpsum	
Recruiter account (including active sourcing)	10 accounts - annual lumpsum	
	20 accounts - annual lumpsum	
	50 accounts - annual lumpsum	
Job postings	20 job posts per month	
	30 job posts per month	
	50 job posts per month	
Company page	Annual lumpsum	
Other fees	Annual lumpsum	

3. Amounts to be indicated in USD only.

**NOTE:**

All breakdowns of fixed lump sums will be used to determine reasonableness and realism of the cost proposal and also to facilitate any changes which may be necessary.

## APPENDIX III

## PROPOSAL EVALUATION PROCESS AND METHOD:

## 1. PROPOSAL EVALUATION PROCESS AND METHOD

- 1.1 UNICEF will set up an evaluation/selection team. Following the submission of the proposals by bidders, an evaluation will be conducted to assess the merits of each proposal.
- 1.2 Each response will first be evaluated by UNICEF with the technical evaluation criteria as outlined in this RFP and according to the relative weighting that UNICEF ascribes to each criterion.
- 1.3 For the proposal to be considered as initially technically compliant, the bidder must fulfil the following **minimum requirements; if the following are not met, the proposal will not be considered further:**
- A global leader with more than 5 years of experience in global of online talent outreach and sourcing.
  - In-house online talent database with more than 200,000 profiles worldwide with advanced search functions (geography, job function, industry, languages).
  - Global online job board targeting UNICEFs business areas.
  - Previous satisfactory experience working on similar projects at an international level.
  - Ability to provide access to multiple recruiters globally with team collaboration, auditing, network search and candidate messaging capabilities.
  - Ability to display customized company page.
  - Provision of advanced analytical tools/dashboard to measure the impact of talent outreach and sourcing activities.
- 1.4 In addition, for the proposal to be considered further for technical compliance, the bidder must achieve a minimum score of 70 points out of a possible 100, as illustrated in Table 1 below. Proposals not meeting the minimum score will be considered technically non-compliant and will be given no further consideration.
- 1.5 Only at this stage will price be considered. The price/cost of each of the technically compliant proposals will be considered using the same methodology. The bidders should ensure that all pricing information is provided in accordance with the RFP.
- 1.6 At this point, the most favourable proposals will be selected for short-listing. The bidders on the short list may be given the opportunity to give UNICEF an oral presentation in order to be asked detailed questions for clarification of their proposals.
- 1.7 Finally, the overall score for each of the proposals is calculated based on a ratio of 70% - 30% between the technical and commercial proposal.

## 2. EVALUATION CRITERIA

2.1 Technical evaluation criteria - The technical proposal will be evaluated for technical compliance based on the table below.

**TABLE 1**  
**Evaluation Criteria**

Category		Max. Points for full compliance
1.	<b>Approach</b>	<b>10</b>
	Overall concord between ToR requirements and proposal – how proposed design/delivery will meet objectives.	5
	In-depth knowledge of current trends and use of best practice strategies and/or relevant pedagogies in employer branding, talent outreach and sourcing.	5
2.	<b>Delivery</b>	<b>75</b>
	Ability to provide access to online talent outreach and sourcing platform responding to UNICEF needs.	10
	Size of global talent database with advanced search functions 6: 1 Mio profiles 10: 5 Mio profiles 12: 10 Mio profiles 14: 20 Mio profiles 15: more than 20 Mio profiles	15
	Ability to provide access to multiple recruiters globally with team collaboration, auditing, network search and candidate messaging capabilities.	10
	Access to recruiter dashboard with in-built analytical tools to measure the impact of talent outreach and sourcing activities.	5
	Ability to develop and display customized company page, which can be updated on demand.	10
	Ability to publish job posts on provider's job board to a global audience. 5: 200 candidates reached per job posting 10: 500 candidates reached per job posting 15: 1000 candidates reached per job posting	15
	Provision of training to dedicated UNICEF users on the use of the on-demand system and interpretation of results, including knowledge management portal.	5
	Provides full service implementation of on-demand platform and follow-up/support as needed.	5
3.	<b>Credentials</b>	<b>15</b>
	Minimum of 5 years of experience in online talent sourcing and outreach to support talent acquisition process through innovative methods, preferably in the public or non-profit sectors, with international and multilateral institutions and candidates from diverse backgrounds. 2: 5 years 4: 6-9 years 6: 10 years and more	6
	At least two satisfactory references	4
	Audited financial statement for last financial year.	5
<b>Total Points Possible</b>		<b>100</b>

### 3.0 TECHNICAL SCORE

3.1 The minimum score required for technical compliance is 70 (seventy) points. The Maximum technical score possible is 100 points.

## 4. PROPOSED METHOD OF COMMERCIAL (FINANCIAL) EVALUATION

### 4.1 FINANCIAL EVALUATION CRITERIA

The total amount of points allocated for the financial component is 100. The maximum number of points will be allotted to the lowest priced proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

**Financial Score (%) for Proposal "A" = {Maximum Score Financial Proposal (i.e. 30 points out of 100) x Lowest Priced Proposal} / Proposal "A's price**

A sample is shown below in Table 2 with fictitious consultant names & scores for technical and financial proposals. This is for illustration purpose only.

**TABLE 2**  
**Sample Evaluation Matrix**

PROPOSAL TYPE	TECHNICAL		FINANCIAL			Total Combined Score
WEIGHT (%)	70%		30%			
OFFEROR'S NAME	Total Technical Score for each proposal out of 100 points	%	Price	%	Total Financial Score for each proposal out of maximum 100 points	≥100%
Consultant A	82	57.40%	156,000.00	16.92%	56	74.32%
Consultant B	84	58.80%	121,000.00	21.82%	73	80.62%
Consultant C	91	63.70%	88,000.00	30.00%	100	93.70%

4.2 The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria. The bidders should ensure that all pricing information is provided in accordance with the instructions provided in this RFP.

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End