

Barcelona, 9<sup>th</sup> March 2022

**Subject: CALL FOR TENDERS**

Dear Tenderer,

We are pleased to publish an open **call for the provision of a Consultancy service to accompany the UCLG 2022 Town Hall process** with **Ref. 02-2022**.

All the information related to the purchasing procedure is contained in Annexes 1 and 2. We kindly recommend you to read it carefully and follow the instructions contained in these documents.

UCLG is the World Organization representing local and regional governments and the contracting party in this tender will be the UCLG World Secretariat, based in Barcelona (Spain). The contract will be governed by Spanish law and the courts of Barcelona.

The principles of transparency, publication and dissemination, free access, equality, competition, economy and fairness will be respected by UCLG in this tender.

Yours sincerely,

Documents

attached:

- Annex 1: Terms of Reference
- Annex 2: Contractual Binding Conditions

**UCLG WORLD SECRETARIAT**



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## **ANNEX I**

### **1. Conceptual Approach for the Town Halls**

#### **1.1. Understanding of the main objectives and purpose of the project**

The 2022 edition of the Town-Hall will renew the structured dialogue between the local and regional governments constituency and internationally organized civil society and will be strengthened by the presence of international partners and 3 cross-cutting caucuses (youth, feminism and accessibility). The subjects of the Town-Hall are directly linked to UCLG's Pact for the Future and its three axes: People, Planet and Government.

#### **From Durban to Daejeon**

Following the outcomes of the Durban Town Hall, continued spaces for dialogue and interaction between different stakeholders and the political leadership of the local and regional governments constituency were created. The Live Learning and the #CitiesAreListening Experiences discovered how to bring about a resilient recovery by including all stakeholders. These dialogues also shaped UCLG's international advocacy and inclusive, sustainable thinking for the future.

The 2022 UCLG Town-Hall will renew the structured dialogue between the local and regional governments constituency and internationally organized civil society and will be strengthened by the presence of international partners and 3 cross-cutting caucuses (youth, feminism and accessibility). The UCLG UBUNTU Advisors will also be contributing and following the discussions. The subjects of the Town-Hall are directly linked to UCLG's Pact for the Future and its three axes: People, Planet and Government.

It will be about defining how we will regain trust in government and the public sector, redefining our institutions and governments, shaping the public services of the future, thinking about what will be part of the global commons for future generations, showing solidarity with youth, moving towards community-led care systems and rethinking just ecosystems.

The process will feed into the GOLD VI report which focuses on pathways to Urban and Territorial Equality and how we can address inequalities through local transformation strategies. The process will also build on the work of the constituency on the localization of the SDGs and on the UCLG Decalogue for the Post-COVID era and aims at facilitating the building blocks of the new social contract built within the framework of the global agendas. Special attention will be given to the United Nations Secretary-General's Common Agenda report and its 12 areas of action which provide a co-created vision on the future of multilateralism and strategies to reinvigorate it in the next 25 years by making it more inclusive, networked and transformative. For this common agenda to be put into action and to truly reinvigorate multilateralism, it is clear to the constituency of local and regional governments that localization must be at the forefront of the agenda and that this can only be done with the full involvement of all spheres of government and all stakeholders.

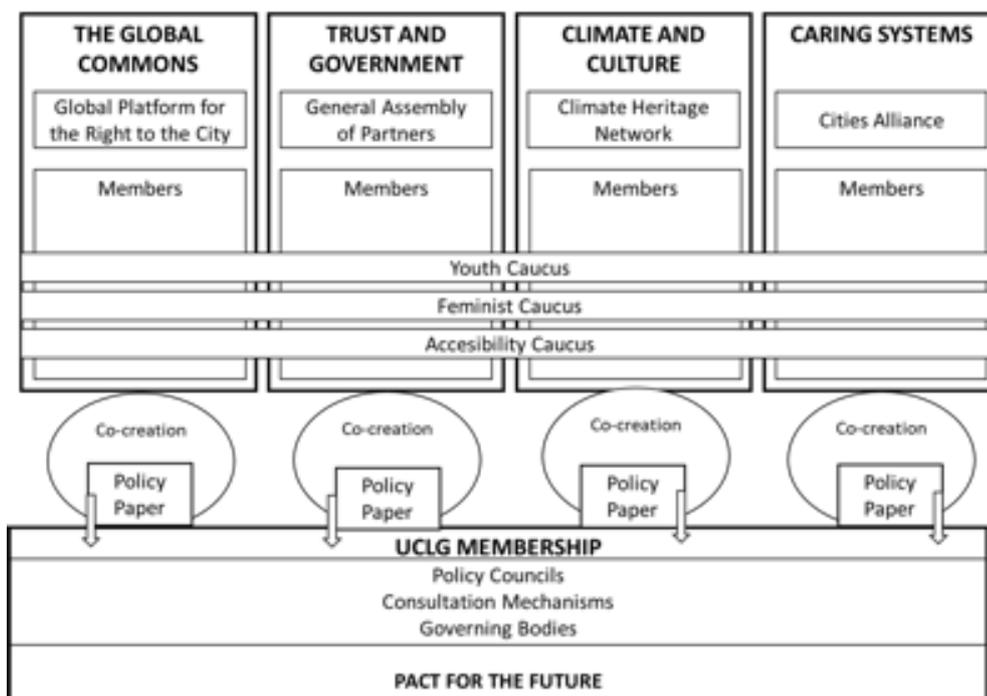
## 1.2. Structure of the Town Halls

As mentioned on the concept note, towards the UCLG World Congress in 2022 there will be 4 Town-Halls:

- **The Global Commons**
- **Trust and Government**
- **Caring Systems**
- **Climate and Culture**

### Structure of the Town Halls

- **Lead Organization:** An international organization that represents one or more constituencies. It will be the organization in charge of leading the conversation. It will propose the questions that will guide the town-hall process and generate debate, the field visits, and finally propose the outlines of the policy paper, its drafting, consultation and final presentation. The Organization will be represented by one or more of its members.
- **Town Hall members:** A diverse set of representatives from civil society organizations specialized in the issues to be discussed in each town-hall and various representatives of international partners of UCLG.
- **The Caucuses:** As part of the members of each Town Hall, there will be one representative from 3 constituencies: the children and youth constituency, the women and girl's constituency and the persons with disabilities constituency. They will form the cross-cutting caucuses on youth, feminism and accessibility (more information can be found below).
- **UCLGMeets:** The process will have an interactive space in the UCLGMeets platform where leading organizations and members will be able to navigate between the different sessions, virtual discussions and online documents organized in the framework of our Town Hall. Participants will be able to visit the page of each session, access the links to participate in the virtual meetings, consult the key documents posted online, and consolidate their policy recommendations.



### 1.2.1. The Global Commons

The COVID-19 pandemic and its related crises have underlined what is essential to our everyday lives and have redefined the notion of what is public and what should be considered as part of the commons. It has never been clearer that basic services such as access to housing, to water and sanitation, to health, to nutritious and sustainable food, and to transport are indispensable to protect the livelihood of people. Over the past two years, the importance of access to green public spaces, the right to clean air and a clean environment, digital rights and the right to connectivity, the right to quality time, among others, has risen.

This Town Hall will explore and think about the local public services of the future and debate around the new essentials to transform the relationship between society and the global commons starting from the voices of the people.

**Lead Organization:**

- Global Platform for the Right to the City

**Members:**

- Cities Coalition for Digital Rights
- Open Society Foundations
- ACCORD
- (Youth, Feminism and Accessibility Caucus)

**International Partner:**

- FAO
- UNICEF

### 1.2.2. Trust and Government

Trust is the backbone of inclusion and peace and the foundation of key elements of democracy such as transparency and integrity in public information, accountability and multi-stakeholder multi-generational dialogue. Fostering trust between people and government will be key to truly reinvigorate multilateralism and ensure that the global agendas are achieved. Trust includes not only listening to others but also learning from others.

This Town Hall will cover how to reinvigorate trust between people and government. It will also cover how to repurpose public institutions to foster solidarity and ensure they co-create with people and their everyday priorities while maintaining a global vision and that the governance of emergencies and international cooperation are strengthened.

**Lead organization:**

- General Assembly of Partners

**Members:**

- Open Government Partnership
- Fixed Africa
- United Nations Association – United Kingdom
- (Youth Caucus, feminism and accessibility)

**International Partner:**

- UN Habitat New York Office

### 1.2.3. Caring Systems

Protecting our communities and enhancing their well-being is a must in the COVID-19 aftermath and this calls for transforming our systems and who is involved in decision-making. The relevance of care work shifted during the pandemic, including by considering the disproportionate impact on women and girls on their uses of time and their full participation in public life. Embracing equality in all parts of life

is essential to transform our societies and develop a new way of doing politics, emphasizing the unique role of women and feminist local leaders and their transformative contribution to decision-making. To develop caring communities means understanding that priorities have changed and that we need to renew our social contract.

This Town Hall will bring to light the main elements of a caring society firstly going over the relationship between care and local public service provision. It will also cover the issue of human mobility and building communities that ensure all are cared for and protected. The issue of the future of work will also be key as changes in production and consumption are brought about.

**Lead organization:**

- Cities Alliance

**Members:**

- Public Service International
- IFLA
- Civil Society Action Committee
- (Youth Caucus, Feminism and Accessibility)

**International Partner:**

- UNHC2030

#### **1.2.4. Climate and Culture**

To guarantee that our planet and future generations are protected and able to live decent lives, we will need to acknowledge the turning point in history we find ourselves at. The climate emergency must be mitigated and action is needed from all actors. This action must be one that is rooted in change: a change in production and consumption, a change in our relationship with nature, and a change in priorities to achieve caring systems. This change can be brought about through culture as the backbone of our societies and as our motor for change and sustainable development.

This Town Hall will cover the relationship between climate and culture and focus on the social side of the climate crisis. Issues such as climate justice, displacement, and resilience will be covered in light of the Stockholm +50 process to achieve a healthy planet for the prosperity of all among others.

**Lead organization:**

- Climate Heritage Network

**Members**

- Climate Chance
- Global Alliance for the Rights of Nature
- International Indigenous Women's Network
- (Youth Caucus, Feminism and Accessibility)

**International Partner:**

- MCR2030

### **1.3. The caucuses**

#### **1.3.1. Youth**

There is an imminent need to integrate youth voices into both policy and advocacy co-creation processes. To this end, UCLG will launch an international call together with the United Nations Major Group for Children and Youth (MGCY) to select young councilors (respecting regional and gender balance) who will formally contribute to the recommendations of each of the Town Halls. There will be at least one youth councillor in each of the Town Halls. These youth representatives, in turn, will form the Youth Caucus that will meet periodically to exchange ideas and findings from each of the Town Halls. Finally, the caucus will have to draft a standalone document to be presented to the UCLG World Council in Daejeon in 2022.

#### **1.3.2. Feminism**

In order to ensure that the voices of UCLG Women and the UCLG feminist movement are in each and every Town Hall conversation, a representative of the feminist organizations that the organization works with will be invited to formally contribute to the recommendations of each of the Town Halls. There will be one representative of municipalist feminism in each Town Hall. These 4 representatives, in turn, will form the Feminist Caucus that will meet periodically to exchange ideas and findings of each of the Town Halls. The Huairou Commission will be facilitating this caucus.

#### **1.3.3. Accessibility**

In order to formalize the mainstreaming of the accessibility agenda in all deliberations of our network and building on the work of the UCLG community of practice on accessibility, a representative or partner from the UCLG community of practice will be invited to formally contribute to the recommendations of each of the Town Halls. There will be one community representative in each Town Hall. These 4 representatives will in turn form the Accessibility Caucus that will meet periodically to exchange ideas and findings from each of the Town Halls. World Enabled will be facilitating this caucus.

## **2. Purpose of the tender**

The United Cities and Local Governments World Secretariat is looking for a provider to accompany the UCLG 2022 Town Hall process, including supporting coverage, communication and strategic messaging efforts, throughout its different phases, from March to November 2022.

The purpose of this facilitation is to contribute to amplifying the impact of the outputs from the Town Hall process, in the form of policy papers with political recommendations, towards the UCLG World Congress, to be held in Daejeon (South Korea) in October 2022.

The identified provider will be in charge to report on and identify key messages resulted from the Town Hall process and integrate them into a communication strategy to enhance the political narrative of the process, align it with the process towards Daejeon, and increase outreach and dissemination.

The identified provider will also liaise with leader organizations of the different Town Halls to coordinate and assess in the production of the policy papers to be produced by each of the Town Halls. The provider will advise on the form and the content and will provide a strategic communication and narrative perspective.

The identified provider will be in charge of producing a series of communication materials to showcase and promote some of the voices that will be part of the Town Hall process. These materials will be in line with the overall narrative of the process and will contribute to reinforce it and will be identified by UCLG, in collaboration with the provider, as the Town Hall process evolves.

The identified provider will provide strategic advice to the lead organizations, the caucus, and UCLG, to enhance the messaging and strategic political vision of the overall Town Hall process, including in the production and dissemination of communication materials, the delivery of the policy papers, and the reporting of the different phases of the process.

The identified provided will act as a focal point between the leader organizations of each of the Town Halls and UCLG World Secretariat to facilitate the overall coordination of the Town Hall process and ensure that the quality and punctuality of the outputs produced.

## **2.2 Detailed Tasks and Deliverables**

The identified provider will be in charge of developing the following tasks:

### **Task 1 - Report on key messages from the Town Hall**

The identified provider will be in charge of reporting to identify strategic messaging throughout the phases of the four Town Halls and their respective processes.

<b>Deliverable 1</b>	1.1. Report with strategic messaging adapted to the respective moments and sessions of the Town Hall
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### **Task 2 – Communication strategy of the Town Hall ahead of the World Congress**

The identified provider will recommend a communication strategy before, during and after the World Congress. It will include communication-related assessment concerning the outputs of the Town Hall, in order to i) consolidate the political narrative connected to the process and its outputs, and ii) increase outreach and dissemination. The report will contemplate all the needed considerations for the communication management.

<b>Deliverable 2</b>	Communication strategic report to support narrative and outreach Deadline for the strategy report before the World Congress: 6 May 2022
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### **Task 3 – Coordination of the policy papers per each one of the Town Hall themes**

The identified provider will coordinate the production of the policy papers managing a consultation process and supporting the leaders of the thematic groups to present an outline to councilors and two consequent drafts in order to validate in a participatory manner the four policy papers that will be presented during the Daejeon Congress.

<b>Deliverable 3</b>	Coordinate four policy papers from outline to final validation to be presented at Daejeon Deadline: 8 July 2022
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#### **Task 4 – Showcasing the voices behind the Town Hall - Production of communication materials**

The identified provider will lead the production of communication materials of the Town Hall process within the framework of the Town Hall timeline ahead of the World Congress. The identified provider will hence deliver two communication products that will focus on highlighting some of the stories behind the Town Hall to contribute amplifying its impact and invigorate the narrative of the process. The products will be proposed by the UCLG World Secretariat in collaboration with the consultants.

##### **Deliverable 4**

Communication product 1 to showcase the voices of the Town Hall  
Deadline to be agreed within the Town Hall timeframe period

##### **Deliverable 5**

Communication product 2 to showcase the voices of the Town Hall  
Deadline to be agreed within the Town Hall timeframe period

#### **Task 5 – Participation at the World Congress**

The identified provider will take part in the UCLG World Congress at Daejeon, South Korea, in October 2022, to provide assistance to the different communication and narrative-related as required

##### **Deliverable 6**

Report from the World Congress with products and support provided

### 3. Resources

The maximum budget available for this accomplishment is **43,000 Euros (VAT NOT included)**. This amount does not include travels, accommodation or DSA which would be covered directly by UCLG in case direct meeting are organised.

Payments will be made in three phases:

- 30% upon completion of task 2
- 35% after completion of task 3
- 35% final payment after completion of the work

### 4. Qualification and Evaluation

The proposal must indicate how candidates meet the criteria. For Individual candidates a CV should be attached. For Organisations, a list of the organisation's activities relevant for the tasks to be performed should be attached, as well as the CV's of the professionals who will be involved in the project, referring to the experience related to the tender's tasks.

References should also be provided.

The Consultant should have the following background experience and qualifications. The contract will be awarded to the tenderer whose offer comply with:

- Strong understanding of global development agendas and their implementation framework.
- Experience in project management and development with civil society organizations, notably at the international level, paired with experience interacting with local and regional governments and public sector officials.
- Proven knowledge of multi-level governance issues and the role of local and regional governments in public action.
- Proven experience in supporting and facilitating the production of policy papers.
- Strong analytical and communication skills.
- Reading skills in the three working languages of UCLG (English, French and Spanish); excellent writing skills in English.

## ANNEX II

### CONTRACTUAL BINDING CONDITIONS

<b>Publication date:</b>	9 <sup>th</sup> March 2022	<b>Deadline for submitting tenders:</b>	24 <sup>th</sup> March 2022 24:00 CET
<b>Document:</b>	<b>Call for the provision of a Consultancy to accompany the UCLG 2022 Town Hall process</b>		
<b>Name and address of the Contracting Authority:</b>	ORGANIZACION MUNDIAL DE CIUDADES Y GOBIERNOS LOCALES UNIDOS (UCLG) Avinyó 15 08002 Barcelona (Spain)  Tel: +34 933428750 e-mail: tender@uclg.org		
<b>Short Description:</b>	<b>Consultancy to accompany the UCLG 2022 Town Hall process towards the World Congress in October 2022.</b> <i>More information included in Annex I</i>		
<b>Contract type:</b>	Service Provider Contract		
<b>Duration of the contract:</b>	1 <sup>st</sup> April 2022 – 31 <sup>st</sup> December 2022		
<b>Procedure type:</b>	Open procedure		
<b>Budget:</b>	<b>43,000 € (VAT not included).</b> <b>If VAT is not applicable according to fiscal rules of the tenderer, the maximum budget amounts at 43,000 €.</b>		
<b>Language of the services and communication:</b>	English, French and Spanish		
<b>Language submission (preference)</b>	English or French or Spanish		
<b>Status:</b>	Open		
<b>Notification of award to the successful tenderer:</b>	15 days after deadline for tenders		

- 1) The contractor is responsible for implementing the task entrusted to it in the Terms of Reference (see Annex 1)
- 2) Legal aspects:
  - UCLG may require information on the Tenderer to be in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of its country.

- Following the notification of award, tenderer(s) to which the contract is to be awarded, must supply evidence about fiscal residence in its country.
  - The Tenderer and its staff must comply with human rights and undertake not to offend the political, cultural and religious mores of the country(ies) where the action is implemented. In particular, and in accordance with the applicable basic act, tenderers who have been awarded contracts must comply with core labour standards as applicable and as defined in the relevant International Labour Organisation conventions.
- 3) Drafting and content of the tender documents to be submitted by the tenderer. Tenderdocuments must contain the following provisions and information:**
- Description of the Tenderer (Organization, Expert, Consultant, Company...) and the persons having powers of representation, decision making or control.
  - Key experts and CVs, in case individuals involved.
  - Technical offer according to Annex 1 requirements.
  - Financial offer including indirect tax if applicable.
  - All the financial identification information including the financial identification number. In a later phase of the contract drafting, the bank account details will be provided to UCLG.
- 4) The Tender set of documents need to be sent to UCLG no later than the date and time indicated at the deadline set up above by e-mail to: [tender@uclg.org](mailto:tender@uclg.org). No tenders will be accepted beyond the submission date, except when otherwise informed on the web site.**
- 5) In case additional information is required to submit the proposal, we kindly invite you to contact UCLG in the e-mail address [tender@uclg.org](mailto:tender@uclg.org). Only relevant questions in writing concerning clarifications of the Tender will be answered.**
- 6) Tenderers are entitled to withdraw their offer at any time.**
- 7) Tenderers will receive an automatic answer from the system informing of the reception of the Tender documents.**
- 8) UCLG might request additional information of the proposal in case unclear concepts raised to UCLG. If this is the case, the tenderers whose submissions require clarification, will be asked to reply within a reasonable deadline set by the assessment team. If the tenderer submits a self-declaration/statement as documentary proof, the contracting authority reserves the right to ask for further documentary evidence.**
- 9) If UCLG suspects that a candidate, tenderer or applicant does not comply with the rules, it must ask the candidate/tenderer/applicant to provide evidence demonstrating actual compliance with the applicable rules.**

**10) Evaluation Criteria:** UCLG will take care that the awarded tenderer does not have a potential conflict of interest with the organization and will decide whether or not the submitted proposals:

- Comply with the essential requirements of the tender dossier: technical, administrative and financial.
- Satisfy the requirements set in the tender dossier
- Contains the complete documentation
- Language required by the tender dossier has been used

The selection criteria concern the tenderer's capacity to execute the contract. The successful tenderer will be the one submitting the least expensive tender classified as 'technically compliant' during the evaluation.

**11)** The tenders will be assessed according to the eligibility and the financial, economic, technical and professional capacity of the tenderers. Tenders will be compared and the contract awarded. The decision of who is the successful tenderer will be final.

**12)** Choice of contractor:

**As a result of its deliberations, UCLG will decide on the following recommendations:**

- Award the contract to the tenderer which has submitted the least expensive offer and complies with the formal, technical, administrative and financial requirements
- Cancel the tender procedure:

**Once award of the contract the successful tenderer will be notified.**

**13)** Once the tenders have been analysed, they are compared and the successful tenderer is chosen. No negotiation is allowed.

**14)** UCLG must ensure equal treatment of tenderers and keep the tenders confidential.