

**The Secretary General**

Barcelona, 23<sup>rd</sup> December 2020

**Subject: CALL FOR TENDERS**

Dear Tenderer,

We are pleased to publish an open call for the **production of an input paper that analyses local and regional governments' contribution to facing the impact of and promoting the recovery from COVID-19 with a particular focus on the SDG 3 (health), which will be included in the new edition of 'Towards the localization of the SDGs' Report, ref. 003-2020.** All 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. 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, equal treatment and non-discrimination, proportionality and fair competition, publication and dissemination and free access will be respected by UCLG in this tender.

Yours sincerely,

**Emilia Sáiz**  
Secretary General

Documents attached:

- Annex 1: Technical Terms of Reference
- Annex 2: Contractual References



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## **Ref. 003-2020 - Annex 1**

### **TERMS OF REFERENCES FOR PRODUCTION OF AN INPUT PAPER THAT ANALYSE LOCAL AND REGIONAL GOVERNMENTS' CONTRIBUTION TO FACING THE IMPACT OF AND PROMOTING THE RECOVERY FROM COVID-19 WITH PARTICULAR FOCUS ON THE SDG 3 (HEALTH).**

The following Terms of Reference (ToRs) define the institutional context, the objectives, contents, deliverables and schedule for the production of an input paper for the 5th report to the High-Level Political Forum 'Towards the localization of the SDGs' Report that local and regional governments present every year to the United Nations in the framework of the High Level Political Forum (HLPF).

#### **1. General information on the call for proposals**

##### **Objectives**

- UCLG requires from an external contractor the development of an input paper that analyses **local and regional governments' contribution to facing the impact of and promoting the recovery from COVID-19 with a particular focus on the SDG 3 (health)**, which will be assessed by the High-Level Political Forum of the UN in 2021.
- Complementarily, the paper should also analyse local and regional government contributions to move towards recovery, looking at the interlinkages with poverty (SDG 1), hunger (SDG 2), employment and decent jobs (SDG 8), inequalities (SDG 10), as well as climate change and resilience (SDG 13), sustainable consumption and production patterns (SDG 12), effective institutions (SDG 16) and partnerships for the SDGs (SDG 17), to promote a more inclusive and green recovery.

**Participants:** the call is open to private or public institutions, groups of experts, academics, universities, research groups or individuals. The interested can participate by sending [a technical and financial proposal](#) to develop the input paper in reference. The candidates' technical proposal must demonstrate their understanding of the ToRs, provide evidence of their experience and knowledge of the issues, and provide a record of previous research experience on the subject, as well as the methodology to achieve the expected results within the defined deadlines and ensure as comprehensive worldwide coverage as possible.

#### **2. Background**

United Cities and Local Governments (UCLG) is the largest world organization of local and regional governments. Headquartered in Barcelona, UCLG's mission is 'to be the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests, through cooperation between local governments, and within the wider international community'. Present in 140 of the 193 UN Member States in seven world regions, UCLG's members include over 1,000 cities across 95 countries, as well as 175 Local and Regional Government Associations (LGAs and RGAs), and different committees and working groups – organizations that represent cities and local governments at national level within a given country and at continental level (through Regional Sections in each continent) – meaning that UCLG represents almost every LGA in the world.

United Cities and Local Governments (UCLG), in collaboration with the Global Taskforce of Local and Regional Governments (GTF), which gathers the 25 main global and regional networks of local and regional governments, has developed annual reports of local and regional governments to the United Nations High Level Political Forum (HLFP). As

part of the 'Decade for Action and Delivery', these reports are a lever for mobilizing local and regional governments' networks and promote stronger dialogue among local, national and international institutions to gain true momentum.

These reports are entitled 'Towards the localization of the SDGs' and aim to report on the state of SDG implementation at subnational level around the world. The reports produced have been presented to the HLPF in 2017, 2018, 2019 and 2020, launched in the Local and Regional Government Forum organized every year by the GTF, in partnership with UNDESA and UN-HABITAT. UCLG's Global Observatory of Local Democracy and Decentralization facilitates the elaboration of these reports. The reports are available for consultation [here](#).

### **3. Scope of the work**

For the year 2021, a new edition of 'Towards the Localization of the SDGs' will be produced. Based on the recommendation of UNDESA, it will take into account the tremendous disruptions caused by the COVID-19 pandemic on the achievement of the SDGs at all levels.

Taking in consideration the recommendation of UNDESA for 2021 HLPF, it is proposed to pay particular attention to the impact of COVID-19 pandemic on the SDGs and what kind of measures have been undertaken by local and regional governments to face the pandemic and initiate the recovery process. Therefore, the input paper will develop a stronger focus on local actions to contribute to SDG 3 to guarantee a healthy life and promote well-being for all. The approach 'health in all policies', proposed by the World Health Organization, urges to consider the impact of public policies on the health of the population, showing that other SDGs different to SDG 3 are also related to it. This multi-sectoral and comprehensive approach to health is referred to as SDG3+.

In this regard, the paper will also complementary assess local and regional government initiatives to recover from the impact of COVID-19 and 'build back better', so the recovery is more inclusive and sustainable. It will analyze the interlinkages with the other SDGs assessed this year, particularly with poverty (SDG 1), hunger (SDG 2), economic growth, employment and decent work (SDG 8), inequalities (SDG 10), as well as climate change and resilience (SDG 13), production and consumption patterns (SDG 12), accountable institutions (SDG 16) and partnerships for the SDGs (SDG 17).

Briefly, the analysis will focus on the concept of the 'localization of the SDGs' assessed in 2021 through the prism of health, reduction of poverty and inequalities and a more inclusive and green recovery, supported by effective and accountable local and regional governments. This analysis requires a profound expertise on health policies, sustainable development, the 2030 Agenda and local and regional governments' context in the different regions of the world.

The study will use a combination of desk research and, when possible, other sources (e.g. surveys, interviews, cases studies, etc). The approach to the articulation of these experiences would be mainly qualitative. In the cases in which indicators and statistical data are available, these will also be incorporated into the reflection to support the arguments being exposed. A detailed overview of the content and sections of the input paper and the methodology to develop the study shall be included in the technical proposal made by the tenderer.

### **4. Deliverables: description of the input paper required**

The study will identify and systematise the measures implemented by LRG to 'build back better' to recover from the impact of COVID-19. The input paper object of these ToR will have approximately 30-35 pages (16,000 to 20,000 words).

The main contents of the input paper required are:

1. Analysis of how the actions adopted by local and regional governments (LRGs) contribute to the advancement of SDG 3 and its targets. Punctuate and contrast this analysis with the impact of COVID-19 on SDG 3 targets and the initiatives of LRGs to recover from the pandemic. This includes an analysis through representative examples

from different countries and regions of the world of concrete policies, programmes, and organizational changes implemented by local and regional governments that contribute to the fulfilment of the 'SDG3+' or 'health in all policies' approach proposed by the World Health Organization.

2. With regard to the impact of COVID-19 on the other SDGs assessed this year, the paper will develop a general approach to local and regional governments' policies and actions to support the recovery from the pandemic. It will then analyze to what extent these actions are linked to poverty (SDG 1), hunger (SDG 2), economic growth, employment and decent work (SDG 8) and inequalities (SDG 10) in what is called 'SDG3+'. Strengthening resilient and green recovery will be also analysed to approach SDGs 12 and 13. The analysis will be supported by concrete examples from different regions to illustrate the report.
3. Moreover, the paper should include a brief analysis of the set-up of institutional frameworks to build effective and accountable institutions (SDG 16) and collaboration between different levels of government (national, regional and local), or multilevel governance and policy coherence (SDG 17.14), as well as access to means of implementation.<sup>1</sup> Examples of initiatives that LRGs are advancing in partnership and alliance with civil society organizations and other local, national and stakeholders will also be considered.

## 6. Time schedule

The contract is expected to be initiated on February 1st, 2021 and the final deliverable shall be presented mid May. Three intermediate deliverables are foreseen for the input paper:

1. Feb 12th, 2021: revised draft outline (proposed structure, contents and sources; 3-4 pages)
2. March 22nd, 2021: first draft (initial proposal of contents developed; 10-15 pages)
3. April 30th, 2021: second draft (revised proposal of contents developed; 30-35 pages)

The final version of the input paper is to be submitted on May 15th, 2021 (30-35 pages, 16,000 to 20,000 words). If the final version is considered to UCLG to not meet these ToR in their integrity, UCLG will be able to provide feedback and ask for changes to be implemented until May 22th, 2021 for a revised version to be submitted until May 30th, 2021.

Estimated start date: the expected date of commencement is February 1st, 2021.

## 7. Requirements for experience and competencies

- i) Years of experience:
  - At least 5 years of professional experience on SDG identification for LRG, with specific emphasis on health sector dynamics and pandemics response.
  - Proven experience in research, evaluation and development of plans and roadmaps, in particular in the elaboration of such documents as: local plans monitoring and final evaluation, SDGs identification and SDGs impact with focus on SDG 3+.
  - Experience in similar initiatives will be an asset.
  - Previous experience in collaborating with UCLG will be an asset.

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<sup>1</sup> Based, for example, on the data facilitated by the OECD UCLG, World Observatory on Subnational Finance and Investments (<http://www.sng-wofi.org/>)

- ii) Competencies:
- Demonstrated ability to rapidly analyse and synthesise LRG data and policies from a wide variety of sources, and present the resulting information in a clear and concise format.

## **8. Main purpose of the tender**

The call is open for private or public institutions, groups of experts, academics, universities, research groups or individuals to submit their proposals to collaborate on the development of an input paper to be included in the 'Towards the localization of the SDGs' Report, in accordance with the instructions and requirements presented in this document.

In order to be awarded the tender, the physical or legal persons applying to the call will have to submit a technical and financial proposal in accordance with the requirements presented in this document and within the deadlines established in it. UCLG's research group will interact at all times with the awarded tenderer throughout the process, providing guidance and recommendations with regard to the object of the analysis.

Once the awarded tenderer and UCLG agree on a definitive version of the contents, UCLG remains free to expand, reduce, edit, alter or modify the contents according to the outcomes and input of consultations with the political and statutory membership of UCLG. In this regard, UCLG cannot guarantee that the contents definitively submitted by the tenderer will ultimately be published within the 'Towards the localization of the SDGs' Report in their integral and exact form.

On the other hand, the 'Towards the localization of the SDGs' Report will state the authorship of the input paper clearly and unequivocally – including mentions of the physical and legal persons that have partaken in the drafting and development of the input paper, alongside a clear statement or disclaimer that the opinions expressed in the 'Towards the localization of the SDGs' report do not necessarily correspond to the authors' as expressed in their submitted materials.

**Annex 2 CONTRACTUALLY-BINDING CONDITIONS**

**Ref. Tender: 003-2020**

<b>Publication date:</b>	23-12-2020	<b>Deadline for submitting tenders:</b>	15-01-2021 midnight GMT+1
<b>Document:</b>	<b>Production of an input paper that analyses local and regional governments' contribution to facing the impact of and promoting the recovery from COVID-19 with a particular focus on the SDG 3 (health), which will be included in the new edition of 'Towards the localization of the SDGs' Report</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 Fax.: +34933428760 e-mail: tender@uclg.org		
<b>Short Description:</b>	<i>More information included in Annex 1</i>		
<b>Contract type:</b>	Services contract		
<b>Duration of the contract:</b>	4 months (February-May 2021)		
<b>Procedure type:</b>	Open procedure		
<b>Budget:</b>	EUR 25,000.00 (if applicable, VAT included)		
<b>Language of the services and communication:</b>	English		
<b>Language submission (preference)</b>	English		
<b>Status:</b>	Open		
<b>Notification of award to the successful Tenderer:</b>	Not more than 10 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 comply 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 the successful bid, the Tenderer(s) to which the contract is to be awarded must supply evidence about fiscal residence in their 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 Organization conventions.
  - Intellectual property originated by the successful Tenderer shall be the sole and exclusive property of UCLG.
- 3) Drafting and content of the tender documents to be submitted by the Tenderer. Tender documents must contain the following provisions and information:
- Description of the Tenderer (Organization, Expert, Consultant, Company, etc.) and the persons having powers of representation, decision-making or control.
  - Key experts and CVs, in the case of individuals involved.
  - Technical offer according to the requirements outlined in Annex 1.
  - Financial offer including indirect tax if applicable.
  - All financial identification information including the financial identification number. In a later phase of the contract drafting, the bank account details should be provided to UCLG.
  - Declaration that the Tenderer possess the economic, financial, professional and technical capacity in accordance with the mandatory requirements laid down in the tender documents.
- 4) The tenderer must certify on honour in their tenders that they are not in the following situations: bankrupt, subject to insolvency or winding-up procedures, established by a final judgment or administrative decision for misconduct, fraud, corruption terrorist financing or any other illegal activity.
- 5) The set of tender documents need to be sent to UCLG by e-mail to [tender@uclg.org](mailto:tender@uclg.org) no later than the date and time indicated in the deadline above. No Tenders will be accepted beyond the submission date, unless informed otherwise on the website.
- 6) In case additional information is required to submit the proposal, we kindly invite you to contact UCLG by writing to the e-mail address [tender@uclg.org](mailto:tender@uclg.org). Only relevant questions in writing concerning clarifications of the Tender will be answered.
- 7) Tenderers are entitled to withdraw their offer at any time.
- 8) UCLG might request additional information with relation to the proposal in the case of 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 ensure 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 out in the tender dossier.
- Contain the complete documentation.
- Use the correct language required in the tender dossier.

The selection criteria concern the Tenderer's capacity to execute the contract. The successful tenderer will be the applicant 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:

- Awarding the contract to the tenderer that has submitted the least expensive offer and complies with the formal, technical, administrative and financial requirements.
- Cancelling the tender procedure.

Once the contract has been awarded, the successful tenderer will be notified.

**13)** Once the tenders have been analyzed, 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.

**15)** Candidates or tenderers must certify on honour in their tenders that they are not in any of the following situations: bankrupt, a final judgment or a final administrative decision that the tenderer is guilty of grave professional misconduct, that the information provided in the tender is not fraudulently or negligently misrepresenting, the tenderer is not entering into agreement with other economic operators with the aim of distorting competition, violating intellectual property rights; attempting to influence the decision-making process by UCLG, attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure, the tenderer fulfills its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law, that the tenderer is not guilty of any of fraud, corruption, involvement in a criminal organisation, money laundering, terrorist financing, child labour (or any other forms of trafficking in human beings) or any other illegal activity, that the tenderer is not in the lists of persons, groups, entities subject to the EU restrictive measures published on the following website: [www.sanctionsmap.eu](http://www.sanctionsmap.eu)