

The Secretary General

Barcelona, 26th August 2015

Subject: CALL FOR TENDERS / ref. 05-2015

Dear Tenderer,

We are pleased to publish an open call to provide the services of drafting the Policy paper "**The Role of Territories (Regions, small municipalities and rural areas) in the Global Agenda of Local and Regional Governments (GOLD IV chapter)**" with ref. 05-2015. All the information related to the purchasing procedure is contained in Annexes 1 and 2. We kindly recommend you 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: Technical Terms of Reference
- Annex 2: Contractual References

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UCLG Sections

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Middle East-
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North America



Metropolitan Section



Forum of Regions



ANNEX 1 Terms of reference

The Role of Territories (regions, small municipalities and rural areas) in the Global Agenda of Local and Regional Governments (GOLD IV chapter)

Objective:

A 50-60 page paper on the role of territories and small municipalities in the Global Agenda of Local and Regional Governments for the 21st Century. The text should focus on the role of regions as well as small municipalities and rural areas in the international development and Habitat III agendas. It should analyse contributions to economic, social and environmental development, their role to ensure a balanced territorial integration, particularly in strengthening the linkage between rural and urban areas, and their distinct governance and financing challenges to ensure sustainable development.

The final version of this paper will contribute to the chapter on “a territorial approach to development agenda” that will be part of the Fourth Report of the Global Observatory on Local Democracy and Decentralization (GOLD IV). It will serve to support the Global Agenda of Local and Regional Governments, as well as UCLG’s advocacy strategy for Habitat III and beyond.

This paper should also develop key political messages to support the vision of inclusive, integrated, balanced, sustainable and democratic territories, with recommendations supported by on the ground examples from all world regions.

Duration: September 2015 – March 2016

Expert profile: A senior expert or a team of experts with substantial international experience and knowledge in the fields of territorial governance, regional and territorial development, rural-urban linkages, territorial and land management, spatial organization, integration and inclusion issues, social policies, local democracy and participative governance, environment and sustainable economic development.

Fees: 26,000€

General background on UCLG and the Global Agenda:

- 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 191 UN member states in seven world regions, UCLG’s members include over 1000 cities across 95 countries, as well as 112 Local and Regional Government Associations (LGAs and RGAs) (organizations that represent cities and local

governments at national level within a given country) and at continental level (through regional sections in every continent), meaning that UCLG represents almost every existing LGA in the world.

- In line with our strategic objective to strengthen the voice of local and regional authorities at international level, in 2013 UCLG launched the *Global Task Force of Local and Regional Governments on the Post-2015 Agenda and toward Habitat III* (GTF), bringing together other local government organizations members and non-members of UCLG.¹ The main objective of the GTF is to provide a joint response by sub-national governments to the UN Post-2015 Development Agenda, the Sustainable Development Goals (SDG), and the shaping of the "New Urban Agenda" of the United Nations for Habitat III (2016). To this end, the Global Taskforce agreed to develop the *Global Agenda of Local and Regional Governments for the 21st Century* as a contribution to these global agendas.
- The *Global Agenda of Local and Regional Governments for the 21st Century* will have to reflect the vision of local and regional authorities on the key challenges of the new development agenda, contribute to the Post-2015 Agenda and all aspects of the "New Urban Agenda" of the United Nations for Habitat III (2016). The Global Agenda will have to stem from wide debate and consultation processes among local and regional authorities, their representative organisations, at global level and in various regions, including national debates. This Agenda should be finalized for Habitat III and will be presented at the 5th World Congress of UCLG (2016)
- The Global Agenda is being developed in parallel and in collaboration with the UN consultation processes on the Post-2015 Development Agenda and Habitat III.

Deliverable

The paper should explore the following issues related to regions, small municipalities and rural areas in order to support UCLG's overall narrative on territorial development:

1. Introduction

The introduction should stress the growing recognition of the need for integrated, territorial approaches to development. It will stress that territorial units (particularly regions, small municipalities, and rural areas, etc.), can take on unique but mutually reinforcing and interdependent roles in processes of economic growth and sustainable development.

After briefly introducing the notion of a 'territorial approach to development', this section should also introduce a working definition of 'regions' and 'small municipalities'. In doing so it will introduce, define and briefly explore urban-rural linkages, highlighting current approaches (OECD, World Bank, UN Habitat, others...) and their implications for the Post-2015 agenda and Habitat III.

¹ The main global networks of local and regional authorities are: UCLG, UCLG's Regional Sections (CEMR, UCLG-ASPAC, UCLG-Euro-Asia, UCLG-MEWA, UCLG-NORAM, UCLG-FLACMA, UCLGA), Metropolis, International Association of Francophone Mayors (AIMF), Arab Towns Organization (ATO), Commonwealth Local Government Forum (CLGF), World Organization of Regions FOGAR, ICLEI and Nrg4SD - Network of Regional Governments for Sustainability, UNACLA. And different partners: DELOG, UN-Habitat, UNDP, Cities Alliance, ILO, European Commission, Millennium Campaign, One UN Secretariat, HLP Post 2015, DeLoG, SUEZ, DCF, Habitat for Humanity, Slum Dwellers International.

The introduction should briefly present key trends in population distribution (particularly in rural areas and migration from rural to urban areas) stressing the great diversity between and within developed and developing countries.

The introduction will introduce the aims of the chapter and provide an overview of the structure of the remainder of the chapter.

2. Governance and territorial approaches to development

This section should address the perceived advantages and challenges of subnational governance (regions, small municipalities and rural areas), stressing the notion that the world is increasingly shaped by subnational territories that together make up territorial systems. It should explore how trends in devolution/decentralisation affect subnational governments, highlighting trends in different areas of the world (e.g. low, middle and high-income countries).

This section will discuss the importance/value of strategic planning as a mechanism for promoting, developing and maintaining better coordination and collaboration both vertically and horizontally (multilevel governance) and more territorially equitable development via territorial approaches.

3. Unique characteristics of local and regional economic development

This section should explore the capacity of regions, small municipalities and rural areas to drive endogenous, economic growth at the local level.

It should stress the need for more inclusive economic growth and explore how policies can be tailored to specific local conditions in the pursuit of equitable growth.

It should present and analyse the social, economic and environmental advantages of locally or regionally driven economic development.

This section should also include the analysis of local policies to promote sustainability (economic, social, and environmental) and to address/mitigate territorial inequalities.

It should offer concrete policy/strategic recommendations based on best practices.

4. Territorial approaches to development and rural-urban linkages

This section should analyse rural and local development, including the role of small municipalities, and present the factors that underpin and impede positive rural-urban development.

It should also discuss the relationship between rural-urban linkages and environmental sustainability.

Issues such as governance and enabling environment should also be included (with mention of practical and innovative experiences).

5. Conclusion

According to the topics analysed and explored in the paper, this last section should identify the **key messages for Habitat III**, for national, regional and local governments, and communities, and present the **main political recommendations** to promote a “territorial approach to development” and effective rural-urban partnerships. This should therefore include a summary of preceding sections; and the provision of policy implications/conclusions/ recommendations (with technical discussion related to operationalization).

ANNEX 2 CONTRACTUAL BINDING CONDITIONS

Ref. Tender: **05 -2015**

Publication date:	26-08-2015	Deadline for submitting tenders:	15-09-2015 18:00
Document:	Contract notice. Policy Paper on “The Role of Territories (Regions, small municipalities and rural areas)”		
Name and address of the Contracting Authority:	ORGANIZACION MUNDIAL DE CIUDADES Y GOBIERNOS LOCALES UNIDOS (UCLG) Avinyó 15 08002 Barcelona (Spain) Tel: +34 933428750 Fax.: +34933428760 e-mail: tender@uclg.org		
Short Description:	<p>A 50-60 page paper on the role of territories and towns in the Global Agenda of Local and Regional Governments for the 21st Century. The text should focus on the role of regions as well as small town and rural municipalities in the development agenda toward Habitat III. Their contribution to economic, social and environmental development, their role to ensure a balanced territorial integration, particularly in strengthening the linkage between rural and urban areas, their distinct and specific governance and financing challenges to ensure a more sustainable development. The paper will contribute to the Fourth Report of the Global Observatory on Local Democracy and Decentralization (GOLD IV), which will serve to support the Global Agenda of Local and Regional Governments, as well as UCLG’s advocacy strategy for Habitat III and beyond.</p> <p><i>More information included in Annex 1</i></p>		
Contract type:	Service Contract		
Duration of the contract:	7 months		
Procedure type:	Open procedure		
Budget:	26,000 € indirect taxes included if applicable		
Language of the services and communication:	English		
Language submission (preference)	English		
Status:	Open		
Notification of award to the successful tenderer:	7-15 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.
 - Intellectual property originated by the awarded 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...) 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. It will not be accepted any tender beyond the submission date, except that otherwise informed in 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. 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) 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.
- 8) 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.

9) 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.

10) 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.

11) 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.

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

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