

The Secretary General

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open call to provide the services of drafting the Policy paper "**The Role of Intermediary Cities in the Global Agenda of Local and Regional Governments (GOLD IV chapter)**" with ref. 01-2015. 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

Josep Roig

100 YEARS OF ACTION
100 LEANNIS OF UNITY

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UCLG Sections

Africa



Asia-Pacific



Euro-Asia



Europe



Latin America



Middle East-
West Asia



North America



Metropolitan Section



Forum of Regions



ANNEX 1 Terms of reference

The Role of Intermediary Cities in the Global Agenda of Local and Regional Governments (GOLD IV chapter)

Objective:

A 40-50 page paper on the role of intermediary cities in the Global Agenda of Local and Regional Governments for the 21st Century. The text should construct a strong narrative about the identity, current situation, and future potential of intermediary cities. It should explore the main challenges and opportunities of these cities in contributing to sustainable development, with recommendations supported by on the ground examples from all world regions. The paper will serve to support the Global Agenda of Local and Regional Governments and the Fourth Report of the Global Observatory on Local Democracy and Decentralization (GOLD IV), as well as UCLG’s advocacy strategy for Habitat III and beyond.

Duration: June 2015 – January 2016

Expert profile: A senior expert with substantial international experience in the fields of urban, territorial and metropolitan governance and the governance of intermediary cities in particular, social inclusion and spatial inequalities, local democracy and decentralization, and sustainable development.

Fees: 19,000 euros

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

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 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.

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 intermediary cities in order to support UCLG's overall narrative:

1 Introducing

Definition of Intermediary Cities, framework for presentation of the report. Why Focus on Intermediary Cities

This subsection explores the historic and new economic geography of intermediary cities, the changing role and functions of intermediary cities, the significant disparities that emerge between intermediary cities in the different geographic regions of the world.

2 Proximity and Human Scale

This section covers the challenges and opportunities of the 'human scale' of intermediary cities in the following areas: governance, planning (spatial, social and economic mix), infrastructures (basic and strategic), distance and scale, social inclusion / migration, gender, culture and heritage, local economic development, environmental sustainability and resilience, rural, urban linkages

3 National Systems of Intermediary Cities

This section should analyze sub-national typologies of intermediary cities in different regions of the world (Africa, Asia, Europe, Latin America, North America), the challenges and opportunities based on an urban systems approach with key examples from all continents.

4 Global Systems of Secondary Cities

This section will talk about intermediary cities moving beyond the local and national to engaging more at a national, regional and global level (eg: economic trade corridors, globally networked intermediary cities).

5 Shaping the Agenda for Intermediary Cities

This section of the report seeks to shape an agenda for UCLG to work with its partners to give higher prominent and support to the development of intermediary cities. Four key strategic directions can be developed:

- Advocating the importance Role and support for the Development of Intermediary Cities
- Development of national policies for intermediate cities: decentralization , competitive and collaboration cities, investments
- Development choices: dispersal versus agglomeration policies, integrated local strategies, strengthening rural-urban linkages , governance , developing dynamic and resilient local economies, smart logistics and services, engaging and inclusive communities, green cities
- Integration of Regional Global Systems Intermediary Cities : cross border trade development corridors, strategic Infrastructure for intermediary cities in trade development corridors, value-adding to Intermediary cities in trade development corridors, from sister cities relationships to trading city development partnerships, global knowledge network of intermediary cities

6 Conclusion

Key Messages for Habitat III, national and local governments, and communities.

ANNEX 2 CONTRACTUAL BINDING CONDITIONS

Ref. Tender: 01-2015

Publication date:	06-05-2015	Deadline for submitting tenders:	31-05-2015 18:00
Document:	Contract notice. Policy Paper on “Intermediary Cities”		
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 40-50 page paper on the role of intermediary cities in the Global Agenda of Local and Regional Governments for the 21st Century. The text should construct a strong narrative about the identity, current situation, and future potential of intermediary cities. It should explore the main challenges and opportunities of these cities in contributing to sustainable development, with recommendations supported by on the ground examples from all world regions. The paper will serve to support the Global Agenda of Local and Regional Governments and the Fourth Report of the Global Observatory on Local Democracy and Decentralization (GOLD IV), 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:	19,000 € 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.
- 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) Tenderers will received 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 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.