

## The Secretary General

Barcelona, 22 May 2019

### Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open call to **provide services for the layout design for the GOLD V Report and the GOLD V Executive Summary in three languages (English, Spanish and French)\_with ref. 003-2019**. 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

Yours sincerely,

**Emilia Saiz**  
Secretary General



UCLG CONGRESS  
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## **Terms of reference for layout design for the full GOLD V Report and the GOLD V Executive Summary**

### **1. General context: UCLG and the Report of the Global Observatory on Local Democracy and Decentralization (GOLD)**

- 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". UCLG is present in over 140 of the 191 UN Member States in seven world regions, its membership includes over 175 local and regional government associations, eventually representing at least 240,000 local authorities around the world. It comprises 17 committees and working groups.
- In line with our strategic objective to strengthen the voice of local and regional authorities at the international level, every three years UCLG publishes a Global Report facilitated by the Global Observatory on Local Democracy and Decentralization (GOLD). The next GOLD Report, the fifth edition (GOLD V), will explore in detail the process of localization and implementation at the local level of the Sustainable Development Goals (SDGs), part of the 2030 Agenda of the United Nations, as well as the other global development agendas approved by the international community over the past few years.
- The GOLD V Report must be published in time for the 6<sup>th</sup> World Congress of UCLG, which will take place in Durban, South Africa, on November 11-15, 2019. The layout will be based on the final drafts of the report and its components: approximately 360-pages in Word files in its English version. It will be accompanied by a shorter publication, called *Executive Summary*, of around 80-90 pages in draft, that will be published in English, French and Spanish.
- After the Bogotá Congress, UCLG will revise the Report, finalizing its edition and translating it into the two other UCLG working languages, French and Spanish. The new version of the full Report should be published in the three languages during the first semester of 2020. The English version is expected to have around 360 pages. Experience with the previous reports suggests that the French and Spanish versions can be about 10% longer.

### **2. GOLD V: format and modeling**

#### **2.1. The full GOLD V Report**

The GOLD V Report consists of seven regional chapters and thematic chapter on Metropolitan Areas, plus Introduction, Conclusions and Annexes. The structure of the English document as a whole – hereafter regarded as the "contents" of the Report – is as follows (approx. 360 pages, ±10%, in their draft Word version):

- **Introduction** [approx. 10 pages];
- A regional chapter on localization in **Africa** [approx. 50 pages];
- A regional chapter on localization in **Asia-Pacific** [approx. 50 pages];
- A regional chapter on localization in **Eurasia** [approx. 30 pages];
- A regional chapter on localization in **Europe** [approx. 50 pages];
- A regional chapter on localization in **Latin America** [approx. 45 pages];
- A regional chapter on localization in **Middle East and West Asia** [approx. 25 pages];
- A regional chapter on localization in **Northern America** [approx. 25 pages];
- A thematic chapter on localization in **Metropolitan Areas** [approx. 35 pages];
- **Conclusions** [approx. 25 pages]
- **Annexes, bibliography and covers** [approx. 15 pages]

## 2.2. The GOLD V Executive Summary

The Executive Summary of the GOLD V Report, a summarized version for easier dissemination and communication, will also be laid out. It is expected to consist of about 60-70 pages in its draft Word version.

## 3. Objective

The overall objective of this tender is to **design, layout and format both publications: the full GOLD V Report and the Executive Summaries of GOLD V in three languages** (English, French and Spanish). This includes the design and layout of in the following elements of the publication:

- Cover art and full contents (as per Section 2.1 of this tender above);
- Visual aids and graphic elements: maps, charts, graphs, infographics, etc., as agreed on a case by case basis with UCLG, which commits to provide the raw information and data;
- Photos to illustrate the cover and different parts of the book, in agreement with UCLG.

The format of the general style and presentation – i.e., the “graphic identity” – of both texts will have to follow those of the previous GOLD Reports and Executive Summaries, which can be accessed for reference at this link: <https://www.gold.uclg.org/reports>.

The documents will be provided to the awarded designers in Word format (plus occasionally Excel files for the tables and charts, jpeg or other image formats for photos and other visual aids).

## 4. Deliverables

The final publications, the master copies of the Reports (one for each of the three languages), as well as the Executive Summaries in the three languages, should be delivered according to the schedule presented below in Section 5, ready to be printed and published (i.e., in PDF or any other similar format compatible with the requirements of the printers).

- **Page Format:** A4, 21 x 29,7 cm;
- **Pages:** full color;
- **Covers:** full color

## 5. Calendar and important dates

### Phase 1: First version of the full GOLD V Report and the Executive Summaries

The GOLD V report will be launched officially at the UCLG World Congress of **Durban, South Africa**, on **November 11-15, 2019**. The timeline for the tasks object of this Tender (including both the full GOLD V Report in English and the Executive Summaries in three languages) should be set accordingly and is provisionally defined as follows:

#### By **June 2019:**

- The awarded tenderer will begin receiving materials (in Word format) for design, layout and formatting (in PDF) since late June 2019, compatibly with the process of editing of the original drafts.

#### No later than **September 30, 2019:**

- Delivery by the tenderer to UCLG of the last batch of proofs in PDF.

#### No later than **October 7, 2019:**

- Delivery by UCLG to the tenderer of the last batch of proofread proofs for final adjustments and revisions.

#### No later than **October 14, 2019:**

- Delivery by the tenderer of the **finalized proofs** (in PDF) for the full GOLD V Report and the Executive Summaries, ready for **submission to the printer**.

## **Phase 2: Final version of the Full Report**

Following the launch of the publication (in English) and the Executive Summaries (in the three UCLG languages) at the UCLG World Congress, Phase 2 will include: a) slight modifications to the contents of the full Report and the Executive Summaries following feedback from the presentation events and dissemination; b) layout and formatting of the full Report in the other UCLG languages (i.e., French and Spanish).

The layout and formatting of the revised English version, as well as the French and Spanish versions, of the full GOLD V Report should be done **throughout the first semester of 2020**. The three finalized versions of the Report, in English, French and Spanish must be published before July 1, 2020.

## **6. Requirements**

This tender is addressed preferably at professionals and/or companies with proven senior expertise in this field of service. Experience with publications in the field of local government, public advocacy and public policy will be strongly considered. Experience in editing and formatting of publications in – at least – English, French and Spanish will also be valued.

## **7. Budget**

The maximum available budget for the abovementioned tasks is EUR 25,000.00.

## **8. Payment terms**

UCLG will sign a Contract with the awarded tenderer covering all the binding conditions governing the relationship and the object of the Tender. Payment terms will be:

- 10% of the accepted budget will be paid at the **signature of the contract** (approx. June 2019)
- 40% of the accepted budget will be paid at the **reception of the last batch of laid-out proofs** in PDF ready for proofreading (approx. late September 2019)
- 30% of the accepted budget will be paid after the submission of the **final files** (PDF plus whatever other editable formats available) for the full GOLD V Report and the Executive Summaries, in the definitive version **ready for printing** (approx. mid-October 2019)
- 20% of the accepted budget will be paid after the **submission of the layout of the revised English version, as well as the French and Spanish versions**, of the full GOLD V Report (first semester of 2020).

## **9. Starting date of the Contract**

The Contract between UCLG and the awarded tenderers will begin on **June 1, 2019**, and will last until **July 1, 2020**.

**ANNEX 2****CONTRACTUAL BINDING CONDITIONS****Ref. Tender: 003-2019**

<b>Publication date:</b>	22-05-2019	<b>Deadline for submitting tenders:</b>	05-06-2019 18:00
<b>Document:</b>	<b>Design, layout and format both publications: the full GOLD V Report and the Executive Summaries of GOLD V in three languages</b> (English, French and Spanish)		
<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>	Every three years UCLG publishes a Global Report facilitated by the Global Observatory on Local Democracy and Decentralization (GOLD). The next GOLD Report, the fifth edition (GOLD V), will explore in detail the process of localization and implementation at the local level of the Sustainable Development Goals (SDGs), part of the 2030 Agenda of the United Nations, as well as the other global development agendas approved by the international community over the past few years. The GOLD V Report must be published in time for the 6 <sup>th</sup> World Congress of UCLG, which will take place in Durban, South Africa, on November 11-15, 2019. The layout will be based on the final drafts of the report and its components: approximately 360-pages in Word files in its English version. It will be accompanied by a shorter publication, called Executive Summary, of around 80-90 pages in draft, that will be published in English, French and Spanish. <i>More information included in Annex 1</i>		
<b>Contract type:</b>	Services contract		
<b>Duration of the contract:</b>	13 months		
<b>Procedure type:</b>	Open procedure		
<b>Budget:</b>	Up to EUR 25,000.00		
<b>Language of the services and communication:</b>	English, Spanish, French		
<b>Language submission (preference)</b>	English, Spanish, French		
<b>Status:</b>	Open		
<b>Notification of award to the successful tenderer:</b>	Up to 7 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](mailto: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](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) 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.