

The Secretary General

Barcelona, 2nd May 2017

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open call for the provision of **consultancy and recruitment services for the position of Secretary General of UNITED CITIES AND LOCAL GOVERNMENTS (UCLG), ref. 001-2017**. 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, publication and dissemination, free access, equality, competition, economy and fairness will be respected by UCLG in this tender.

Yours sincerely,

Josep Roig
Secretary General

Documents attached:

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



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Ref. 001-2017 - Annex 1

TERMS OF REFERENCE FOR THE SELECTION OF A RECRUITMENT COMPANY

ABOUT UNITED CITIES AND LOCAL GOVERNMENTS (UCLG)

Formed in May 2004, United Cities and Local Governments (UCLG) is a global network of cities, and local, metropolitan and regional governments, and the largest organization of local governments in the world.

UCLG is the result of an international movement of local and regional governments and their national associations dating back to 1913. This international municipal movement was initiated on the basis that there is a unique perspective that local and regional governments can provide to global challenges, and that responsibilities cannot be faced by one city, nation or actor alone. With this mandate, UCLG represents and defends the interests of local and regional governments on the world stage, regardless of their size or affiliation.

Representing over half of the world's population with a membership that includes more than 240,000 local governments, metropolises and regions and 175 national associations of local governments in over 140 United Nations Member States and all world regions, UCLG is 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 has a unique convening role as a network of networks and facilitates the representation of local and regional governments in major international events, including UN conferences on climate change and disaster risk reduction, forums on local economic development and international events on peer learning, among many others.

ABOUT UCLG'S GOVERNANCE STRUCTURE

PRESIDENCY: The Presidential team of UCLG is elected by the World Council every three years on the basis of a simple majority, to ensure they have a full democratic mandate conferred to them by local elected officials from across the world. According to the UCLG Constitution, the members of the Presidency shall hold a local electoral mandate; they must also be at the head of a) a local government or b) a national association of local governments.

The **WORLD COUNCIL** is the principal policy-making body of the World Organization. It decides the World Organization's policies and ensures that general policies decided by the General Assembly are implemented.

The **EXECUTIVE BUREAU** is responsible for initiating proposals and carrying out the decisions of the World Council. It is in charge of the World Organization's administrative and financial management. Composed of 115 members, it meets twice a year. Among other functions, the Executive Bureau appoints and dismisses the Secretary General.

The **COMMITTEE ON STATUTORY AFFAIRS** is an advisory body, and makes recommendations to the Executive Bureau. This Committee will interview final candidates and select a candidate for recommendation.

THE SECRETARY GENERAL

The Secretary General is the chief executive officer of the World Organization. She/he directs the daily activities of the World Organization and carries out the decisions of the General Assembly, the World Council and the Executive Bureau. The Secretary General manages the General Secretariat and the activities, programmes and finances of the organization, under the guidance of the Presidency and the responsibility of the Executive Bureau.

The Secretary General is appointed by the Executive Bureau for a period of three years. A renewal of a new three-year period may occur if members renew the mandate.

The current Secretary General was appointed in 2011 and will retire by the end of the year. The Executive Bureau in Madrid in April 2017 launched the recruitment process to cover the vacancy.

Additional information of UCLG can be found at www.uclg.org

CANDIDATE SPECIFICATIONS

A complete profile and the Terms of Reference for the Secretary General recruitment will be delivered to the company granted with this tender. As a reference, the basic specifications are:

1. Capacity to manage and improve a complex organization within a fast-moving political environment.
2. The ideal candidate should have demonstrated experience in the field of local governments.
3. Experience of engaging with international organizations and donor institutions.
4. Experience of working within a local or regional government environment and/or international organization is an advantage.
5. Excellent knowledge (oral and written) of at least one of the official working languages of UCLG (English, French, Spanish) and high level of competence in one other. Knowledge of additional languages is an advantage.

SCHEDULE FOR RECRUITMENT

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|---------------------------|--|
| March 2017 | - Consultation on the Job Description and process with the Committee on Statutory Affairs |
| April 2017 | - Adoption at the Executive Bureau |
| May - June 2017 | - Appointment of an agency to gather, evaluate and shortlist candidates |
| May 2017 | - Advertising of the post |
| 1 st July 2017 | - Deadline for submission of candidacies |
| July-August 2017 | - Evaluation and shortlisting of candidates |
| September 2017 | - Interviews by the Selection panel - Recommendation to the Committee on Statutory Affairs |
| October 2017 | - Presentation to the Executive Bureau - Appointment of the Secretary General by the Executive Bureau |

MISSION TO BE ASSIGNED TO THE TENDERER AWARDED THE PROJECT

The company awarded with the tender will receive a complete file including the profile required for the ideal candidate, as well as all additional information they might require for the selection process. At least two meetings with the World Secretariat will be held to fine-tune the mission and provide as much information as needed. A first meeting will be required to assign the mission and launch the process, and a second meeting to present the final candidates.

The main tasks of the company awarded the tender will be:

1. Review the candidacies submitted.
2. Analyze the candidacies and shortlist those candidates that fulfill the criteria.
3. Get in contact with shortlisted candidates to assess and validate their skills and availability.
4. Shortlist up to 10 final candidates.
5. Deliver an individual file for each candidate expressing its professional view on each candidate, for final interviews with the selection panel.

In case the candidate fails in his/her mission in the first six months of starting the job, the company awarded the tender will restart the selection process described above without any additional charges for UCLG.

FINANCIAL TERMS

Expected remuneration for the above-mentioned tasks is a maximum of €20,000 (if applicable, VAT included).

A contract will be signed with the successful company. A duly-issued invoice will be required for payment in three tranches: 20% upon the signature of the contract; 20% 15 days after the submission deadline; and 60% 15 days after the delivery of the individual files for final candidates.

ANNEX 2 CONTRACTUALLY-BINDING CONDITIONS

Ref. Tender: 001-2017

| | | | |
|--|---|---|------------------|
| Publication date: | 02-05-2017 | Deadline for submitting tenders: | 22-05-2017 18:00 |
| Document: | SELECTION OF THE POSITION OF SECRETARY GENERAL | | |
| 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: | <i>More information included in Annex 1</i> | | |
| Contract type: | Services contract | | |
| Duration of the contract: | 6 months (May-October 2017) | | |
| Procedure type: | Open procedure | | |
| Budget: | EUR 20,000.00 (if applicable, VAT included) | | |
| Language of the services and communication: | English | | |
| Language submission (preference) | English | | |
| Status: | Open | | |
| Notification of award to the successful Tenderer: | 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 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.
 - 4) The set of tender documents need to be sent to UCLG by e-mail to 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.
 - 5) 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. 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 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.
 - 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 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.

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:

- 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.

12) Once the tenders have been analyzed, 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.