

## **The Secretary General**

Barcelona, 27 February 2018

Subject: **CALL FOR TENDERS Ref. 001/2018**

Dear Tenderer,

We are pleased to publish an open call to provide services for a **TECHNICAL SUPPORT TO THE 2018 UNITED NATIONS ADVISORY COMMITTEE OF LOCAL AUTHORITIES (UNACLA) ACTIVITIES** with ref. 001/2018. 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.

Documents attached:

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

Yours sincerely,

**Emilia Saiz**  
Secretary General

Ref. 001/2018 - Annex 1

## **TERMS OF REFERENCE FOR TECHNICAL SUPPORT TO THE ACTIVITIES OF UNACLA, UNITED NATIONS ADVISORY COMMITTEE OF LOCAL AUTHORITIES February 2018**

### **Goal**

UCLG suggests hiring a consultant to support the activities of UNACLA the United Nations Advisory Committee of Local Authorities, whose secretariat is jointly held by UCLG and UN-Habitat, to facilitate the participation of local and regional governments in the implementation of global agendas, with special reference to the 2030 and the New Urban Agendas.

### **General background**

United Cities and Local Governments is an umbrella organization of cities, local and regional governments and their associations with its members from over 140 of the 193 United Nations member states. Furthermore, UCLG has over 1000 cities across 95 countries as direct members and 112 Local Government Associations (LGAs) as members representing almost every existing LGA in the world. UCLG is the direct inheritor of the Habitat II World Assembly of Cities and Local Authorities and its 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"*.

Our aim is to represent the century old movement of local governments by being as inclusive as possible while remaining a membership organization. Our work programme focuses on: (a) Increasing the role and influence of local government and its representative organizations in global governance; (b) Becoming the main source of support for democratic, effective, innovative local government close to the citizen; (c) Ensuring an effective and democratic global organization. UCLG supports international cooperation between cities and their associations, and facilitates programs, networks and partnerships to build the capacity of local governments. It promotes the role of women in local decision-making, and is a gateway to relevant information on local government across the world.

Together with UN-Habitat, UCLG holds the Co-Secretariat of the United Nations Committee of Local Authorities - UNACLA. UNACLA is the only representational mechanism approved by a UN resolution to facilitate the engagement of local and regional governments with the UN System. It was established by Resolution 17/18 of the Commission on Human Settlements in 1999 with focus in the implementation of the Habitat Agenda. Following the approval of the New Urban Agenda and the other global agendas with implications for the local level (especially Agenda 2030) UNACLA role is growing as a mechanism for dialogue, consultation and influence.

The UN Advisory Committee of Local Authorities (UNACLA) was constituted as "an advisory body that would serve the purpose of strengthening the international dialogue with local authorities involved in the implementation of the Habitat Agenda" by Resolution 17/18 of the Governing Council in 1999. UNACLA members met in Istanbul (Turkey) in April 2017 to approve the strategic actions to be implemented for the period 2017 – 2019. This Agreement wants to bring synergies with UCLG actions for the common achievement of the goals set by UNACLA members, including the following:

- Targeted dialogue on critical implementation of the global agendas that are direct responsibility of local and regional governments.

- Dialogue with member states about the national implementation of the New Urban Agenda and other global agendas.
- Targeted dialogue with the UN system, at both global and regional levels.
- Channel inputs about on-going UN system policy dialogue, processes and meetings regarding the local implementation of all global development agendas.

Year 2018 is especially important as the High Level Political Forum will assess the state of progress of SDG 11 in July 2018. UN-Habitat, together with UNDP and UCLG has been coordinating the initiative "Localizing the SDG" since the UN Development Group assigned this share responsibility during the "Means of Implementation" consultation in 2014. The consultation gave a series of recommendations about the local dimension of development that were incorporated to the SG Report on "Delivering the post 2015 development agenda: opportunities at national and local level". The Localizing SDG initiative has been since then supporting local government associations in getting to know the SDGs and start the process of local implementation and alignment of local policies and budgets. UCLG has also been supporting national organisations of local governments in their progress reporting, both to their own national governments and directly to the HLPF.

The need to "localise" the SDGs is now widespread amongst the development community. This recognition of the need to take into consideration the local dimension of development is helping to raise the profile of local and regional governments as development actors. Many countries are putting in place strategies for consulting local governments and to bring them on-board both at the implementation and stage as well as in the monitoring mechanisms. The SDGs constitute therefore an excellent opportunity for political dialogue and middle-term planning between different spheres of government.

### **Duties and responsibilities**

The expert's main responsibility will be to support UCLG in the implementation of UNACLA activities and research regarding the involvement of local and regional governments in the UN global agendas.

The ultimate result of services is as follows:

- 1) To support UNACLA activities in 2018, especially focusing in the participation of local and regional governments in the High Level Political Forum (New York, July 2018) and create opportunities of dialogue between UNACLA members and the UN system;
- 2) To support UNACLA members in SDG implementation, monitoring and reporting;
- 3) To generate knowledge, best practices and gather information about experiences of local and regional governments implementing the SDGs to be included in UNACLA documents and the Platform [www.localizingtheSDGs.org](http://www.localizingtheSDGs.org) co-ordinated by UCLG, UNDP and UN-Habitat;
- 4) To support the content development and coordination of the GOLD V report linked to the New Urban Agenda and the local dimension of the SDGs.

## Deliverables

- 1) Report of the recommendations of the Sustainable Cities Day in Strasbourg (May 2018) in English and French, produced as a political joint output by local and central governments and to be brought to the HLPF.
- 2) Collection and capitalization of experiences and methodologies on implementation and monitoring of the SDGs at local level, with special focus on SDGs 11 (sustainable cities) and 16 (efficient institutions at all levels), to be used in UNACLA and UCLG knowledge and advocacy documents (GOLD, LocalizingtheSDGs.org online platform, LocalHub4action).
- 3) Content development and ad-hoc research for the GOLD V Report linked to the New Urban Agenda and the local dimension and, particularly, collaborate with the chapter on Metropolis and the localization of the SDGs for Asia Pacific Region.

## Duration

1<sup>st</sup> June – 15<sup>th</sup> December 2018

## Working modalities and schedule

### Partners

The consultant will support UCLG in implementing the UNACLA activities in close cooperation with UN-Habitat's Local Government and Decentralization Unit, the UNACLA members, the Global Taskforce of local and regional governments and other partners such as UNDP Art for activities related to the Localizing SDG platform.

### Schedule

Deliverable		
1	Report on Sustainable Cities Days in English and French (expected to be presented at the HLPF in NYC in July)	June 2018
2	Contribution to the preliminary version of Metropolitan chapter of GOLD from the Asia Pacific region (outline, 2 cases)	September 2018
3	Capitalization of experiences and methodologies on localizing, urban governance, SDGs, New Urban Agenda.	December 2018
4	Report on GOLD V support, specifically on the region Asia Pacific for the Metropolitan chapter	December 2018 Final version

## Expected Costs

Expected remuneration for the abovementioned tasks is a maximum of 20,660 US\$. This compensation does not include travel costs and management costs for the events and activities in which the expert is expected to participate.

## **Expert profile**

*Education:* Master Degree focusing on Political Science, Social Sciences, Urban Development, Urban Studies or other relevant area.

*Work experience:* Substantial international experience undertaking research and projects in the field of urban and territorial governance, public management and a good knowledge of the global agendas (2030 Agenda, New Urban Agenda), metropolitan governance. Minimum of (8) eight years of relevant experience of which three (3) years at international level will be required. Experience in the United Nations and multilateral environment is essential. Experience in working with local governments associations and issues related to the localization of SDGs is a strong advantage.

*Languages* - Fluency in written and oral English and French is required. Knowledge of other languages (Spanish, Arabic, Chinese) is an advantage.

## ANNEX 2 CONTRACTUAL BINDING CONDITIONS

**Ref. Tender: 001-2018**

<b>Publication date:</b>	27/02/2018	<b>Deadline for submitting tenders:</b>	25-03-2018 18:00
<b>Document:</b>	<b>TECHNICAL SUPPORT TO THE 2018 UNITED NATIONS ADVISORY COMMITTEE OF LOCAL AUTHORITIES (UNACLA) ACTIVITIES</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>	June 2018 – December 2018		
<b>Procedure type:</b>	Open procedure		
<b>Budget:</b>	20,660 US\$ All taxes 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>	Approximately 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, specifying the chapter (or chapters) to which the proposal refers.
  - Financial offer including indirect tax if applicable (for either the chapter or each of the chapters covered by the tenderer's proposal).
  - 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](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.
- 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](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 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.