

The Secretary General

Barcelona, 28th March 2019

Subject: CALL FOR TENDERS

Dear Tenderer,

United Cities and Local Governments, the world local and regional government organization based in Barcelona, is looking for a partner to offer an independent reporting service providing daily coverage of the UCLG World Congress and Second World Assembly and produce written online reports on the main thematic areas, complemented and photos from the event.

We are pleased to publish an open call to **provide event-reporting services for UCLG's World Congress with ref. 001-2019**. 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



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Ref. 001-2019 - Annex 1

Terms of reference for Reporting Services

The 6th UCLG World Congress and Local and Regional Governments Summit will take place in Durban, South Africa, from 11 to 15 November 2019.

The UCLG World Congress is organized every three years and gathers more than 3,000 elected officials and representatives of local and regional authorities from across the world. It is a strong moment for UCLG as a membership-based organization, but also a global event that gathers key international players in development and policy making.

The 2019 Congress will take place following the mid-term review of the Sustainable Development Goals at the High-Level Political Summit in September at the UN General Assembly and will mark the way towards the follow up of the implementation of the 2030 Agenda and the first review of the New Urban Agenda in 2020.

It will consolidate the policies that UCLG has been promoting within its strategic plan, with a strong focus on localizing the Sustainable Development Goals (SDGs), aiming at leaving no one, and no place behind, with a key focus on local governments as representatives *of* communities and *for* communities. **Special attention should be paid to partnerships with civil society, aiming at strengthening democracy, the implementation of the right to the city and the development of an intergenerational agenda for the World Organization of United Cities and Local Governments built around the legacy of the Forum on Urban Violence** and the organization's peace agenda.

A global conversation will take place leading up to the Congress. For the first time, the outcome will not only be a declaration, but a series of integrated policy recommendations resulting from a consultation with several stakeholders and offering both continental and region-specific priorities. This process requires the traditional formats to be complemented with interactive sessions and strong networking hubs.

UCLG wishes to award a contract to an independent reporting service to provide daily coverage of the World Summit and Second World Assembly and produce written online reports on the main thematic areas, complemented with photos from the event.

1. REQUIREMENTS AND WORK METHODOLOGY

The onsite reporting contractor will report on events and announcements made at the World Summit on 11-15 November 2019. The contractor will provide daily written reporting and a summary of the events at the end of the Congress. The daily and post-Congress summary reports should be made available in digital form, hosted by the contractor, with an option for users to print a cleanly-formatted version from the website. All contents could be used by UCLG for any further communication.

➤ **The World Summit of Local and Regional Leaders, the 6th Congress**

Information can be found on dedicated website of the World Summit of Local and Regional Leaders, the 6th Congress of our World Organization: www.durban2019.uclg.org

Sessions to be covered:

The Congress will include plenary sessions and workshop formats paying special attention to participatory formats. Parallel sessions will be also organized by UCLG partners to increase visibility.

The Congress will be a process that will begin in April and will culminate in the World Assembly of Local and Regional Governments. The Congress will see the celebration of three decision-making tracks with specific sessions to be covered by the contractor:

➤ **Town Hall:**

The Town Hall will be the space for dialogue and interaction between different internationally organized communities and the political leadership of the local and regional governments constituency to jointly define our global policies. The Town Hall will have 4 to 6 sessions with different themes.

➤ **Assembly:**

The Assembly will be a non-stop track of the World Congress. The Assembly will be in session during two days with different sittings taking place consequently.

➤ **Summit:**

The Summit track is foreseen to be interactive session through the Congress especially interactive, which will include parallel sessions from the all stakeholders.

➤ **The sessions of the World Assembly November (tbc)**

World Assembly of Local and Regional Governments in Durban date TBC

The 2019 World Summit will also see the celebration of the *World Assembly of Local and Regional Governments*. The World Assembly is convened by the Global Taskforce and is a mechanism through which the local and regional governments constituency deliberate and agree its political voice to the international agenda.

The contractor will also report on major announcements made at the 2nd World Assembly as well as on the highlights of the debates on the assigned motions and on the decisions taken.

Specific sessions may change between now and the World Summit. UCLG will provide contractor advance notice of any changes to this list that occur after the signing of the reporting contract.

The Fifth Global Report on Local Democracy and Decentralization (GOLD IV)

The 5th Global Report on Local Democracy and Decentralization (GOLD IV) will be presented during the 6th UCLG World Congress. This report will provide analysis, examples of local government innovation, and case studies from across the world to support the recommendations of the Global Agenda.

2. SPECIFIC TASKS

The contractor will be required to conduct the following specific tasks:

- Be well-versed in advance of the Summit in the issues to be covered listed in the programme;
- Attend daily assignment meetings during the Congress with the UCLG communications team to verify and update the list of events to be covered that day;
- Report on the topics and other assignments with written and photographic content;
- Host daily and post-Congress summary reports online and photos;
- Distribute daily and post-Congress summary reports with photos to an established audience relevant to UCLG but beyond UCLG's established reach, including through website, non UCLG social media accounts, email and other electronic means;
- Conduct follow-up interviews with key experts as specified by UCLG, speakers or others to ensure accurate and robust coverage of each topic;
- Work with UCLG to develop strategies for covering the most relevant events and announcements related to each issue.
- Provide advice to UCLG on how to best reach its targeted audiences with this information.

3. EXPECTED DELIVERABLES

The contractor will be required to deliver the following results and products in close coordination with the Congress communications, World Summit and World Assembly teams:

- Provide personnel to attend the meeting
- Summary reports written in English, Spanish and French including photographs, on each issue to be covered, posted online and made available for print, email and social media distribution at the end of each day of the Congress;
- Create a unique webpage that includes links to the official Summit website and information for participants and other websites as requested;
- Distribution of daily and summary reports via email, social media and other channels, which can be photocopied and distributed to each of the participants and distributed through electronic mail networks; Post daily digital photos from the event;
- Updates at the end of each meeting for the website
- Social media updates and posts throughout each day
- Final summary report of approx. 4 pages drawing from and synthesizing reports on decisions taken and major announcements from the Congress to be provided in a well-designed and easy to read PDF document
- Copies of all photos for UCLG
- Translations of all reports and summaries into French and Spanish
- Distribute copies of the summary report policy makers and stakeholders, and post the report on social media;

- Create a prominent link to coverage of this meeting

4. PREFERRED COMPETENCIES

In addition to the above requirements, UCLG prefers proposals, which are:

- Able to cover the topics with adequate but not excessive numbers of on-site reporting staff (of tenderer);
- Credible sources of reporting for UCLG's audiences, including demonstrated prior knowledge of the issues to be covered;
- Able to host the daily and post-Congress summary reports online on the site provided by tenderer;
- Able to distribute the daily and post-Congress summary reports to an established audience relevant to UCLG but beyond UCLG's established reach, including through social media, email and other electronic means;
- Able to drive web traffic to the reports; and
- Able to capture photographs to augment the written daily and post-Congress summary reports.

5. DURATION OF THE ASSIGNMENT

The duration of the reporting assignment is estimated over the period of 11 to 15 November 2019. The assignment also includes working days for meetings with the Congress Communications Team and other stakeholders to discuss background on the topics to be covered and to discuss specific editorial assignments and to complete the deliverables.

6. TRAVEL TO AND FROM MEETINGS

All related travel, lodging and subsistence costs to, from and during the stay in Durban will be covered by the tenderer as described in the Pricing Information section of this document.

7. LANGUAGE

All materials shall be produced in English, and the contractor will be responsible for translating them into French and Spanish. English will be the working language during the consultation meetings.

8. ADDITIONAL SERVICES

Additional, related services offered by the contractor that would enhance the overall presentation and distribution of the reporting will be considered at UCLG's discretion upon receipt of Proposals.

9. LOGO PLACEMENT

The contractor will be required to allow UCLG's logo visibility on the web space created to house the reports from the UCLG Congress.

10. INFORMATION TO BE PROVIDED BY PROPOSERS

By participating in this Tender, Proposers are indicating their acceptance to be bound by the conditions set out in this Tender.

This Part details all the information Proposers are required to provide to UCLG. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

11. TECHNICAL INFORMATION/SERVICE PROPOSAL

Proposers are required to submit the following details in their technical proposal:

- Website of the Proposer;
- General approach to reporting on international political or global development events, including relevant examples of past experience, an assessment of anticipated challenges and potential solutions, and an outline of the team the contractor will send to the event including the number of people, total anticipated number of work days, hotel nights and rest days in Durban.
- Relevant examples demonstrating the capacity of the Proposer to produce quality digital reports and communications tools that are comparable to what it would provide for the UCLG Congress. Please note any differences between the examples and what the Proposer would provide for UCLG;
- One relevant example or description demonstrating the online distribution capacity of the Proposer and a description of the type of distribution UCLG can expect for the reporting from the UCLG Congress event;
- Additional Services – details of additional, related services that the Proposer considers would enhance the overall presentation and distribution of the reporting. Please note that these will not form part of the evaluation of Proposals and will only be used in the final contract negotiations with the selected Proposer.

12. PRICING INFORMATION

13.

Proposers are required to submit a fixed and firm price for the core services. Please provide separate fixed and firm prices for each additional service relating to section specific tasks and expected deliverables of this document.

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement, including charges for any rest and travel days. Any charge not stated in the Proposal as being additional, will not be allowed as a charge under the resultant Contract.

Proposals must be submitted in Euros.

- 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.