

Barcelona, 31<sup>ST</sup> January 2022

**Subject: CALL FOR TENDERS**

Dear Tenderer,

We are pleased to publish an open **call for the provision of an Evaluation of The UCLG Local4Action Hub programme supported by the Swedish International Development Agency (Sida) for the period 2019-2022** with Ref. 01-2022.

All the information related to the purchasing procedure is contained in Annexes 1 and 2. We kindly recommend you read them 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: Terms of Reference
- Annex 2: Contractual Binding Conditions

**UCLG WORLD SECRETARIAT**

## **ANNEX I**

### **TERMS OF REFERENCE**

#### **I. Background**

United Cities and Local Governments (UCLG) is the inheritor of a century-old movement founded in 1913 and renewed in 2004. It gathers subnational spheres of government and their associations worldwide to amplify the voice, develop joint positions and foster commitments of local and regional governments (LRGs) on global development goals and objectives.

UCLG is a membership-based organization structured into seven regional sections and two thematic sections dedicated to regional governments and metropolitan areas. Its governing bodies include: the General Assembly, the supreme body of the organization, which meets every three years at a World Congress and brings together all its members; the World Council, the policymaking body composed of 300+ political representatives nominated by the sections and ratified by the General Assembly; and the Executive Bureau, responsible for policy oversight, composed of 100+ members appointed from among the members of the World Council and ratified by the General Assembly. Day-to-day operations are managed by the World Secretariat based in Barcelona. Additional information on UCLG can be obtained from its website: [www.uclg.org](http://www.uclg.org).

UCLG's 2016-2022 Action Strategy, adopted at the Bogota World Congress, aims to strengthen the role of LRGs and their associations in influencing, implementing and monitoring the global development agendas in order to achieve the Sustainable Development Goals (SDGs) – what UCLG calls 'Localising the global goals'. To this end, the strategy focuses on four main dimensions of work:

- Advocate for increased national and international support for, and recognition of, LRGs in the achievement of the global agendas, and raise awareness of the global goals among LRGs so that they can implement them.
- Facilitate learning, knowledge sharing and peer-to-peer exchanges to strengthen local leaders' and officers' capacities.
- Identify, support and highlight successful implementation efforts at local level, including through decentralised cooperation and city-to-city exchange on the 'localisation' process.
- Bring local monitoring and reporting information to the global fora to voice LRGs' interests, contribute to the "localisation" of indicators, and bring their experiences and visions to complement and inform central government reporting.

The UCLG Local4ActionHub, object of the partnership between UCLG and Sida signed in May 2019, was designed as an action-oriented programme to support and help accelerate the implementation of this strategy. Over a period of 4 years and mobilising financial support from Sida of 3,739,500 Euros, the programme is structured around 4 components:

1. The establishment of a panel of international high-level experts to provide strategic advice to UCLG policy, intelligence and advocacy work

2. The setting up of learning labs to equip LRGs and their associations with innovative gender and pro-poor methodologies tools and ideas and the development of peer-to-peer exchanges and decentralised cooperation initiatives to take action and scale up strategies, in support of local implementation of the SDGs and global agendas.
3. The production of knowledge and the development of a communication hub to showcase and disseminate experiences, policy initiatives and actionable strategies related to the implementation of the SDGs and global agendas by LRGs and their associations.
4. A strengthened coordination with the United Nation System and international community to enhance the voice of LRGs and their associations and promote multi-stakeholder partnerships.

These terms of reference refer to the **end-term evaluation of UCLG4Action Hub Programme**, as stated in the Grant Agreement between Sida and UCLG.

## **II. Objective, purpose and scope of the evaluation**

### Objective

Based on a comprehensive review and analysis of the activities carried out by the Local4Action Hub, the evaluation will **assess the overall relevance and effectiveness of the programme** and the extent to which it has achieved its planned outcomes and results. Recommendations shall provide guidance referring to the topics, approaches, instruments and operating modalities developed as part of the implementation of the programme to help refine the work of the World Organisation towards achieving its strategic objectives.

### Purpose

In this regard, the purpose of the evaluation is two-fold:

- On the one hand, the evaluation aims to help UCLG inform its strategy and practices to achieve greater impact in support of its overall objective of localising the SDGs. The evaluation has thus a **learning** objective both for its governing bodies, responsible for defining and monitoring the organisation's strategic orientations, and for the World Secretariat, responsible for implementing these orientations.
- On the other hand, while assessing UCLG's accountability in delivering on the programme's objectives and expected results, the evaluation should provide UCLG with inputs for the **design of a new phase** of the programme.

### Scope

The Local4Action Hub is composed of a specific set of activities designed to advance UCLG's overall action strategy. The components and activities developed in the programme are part of a wider range of actions defined by UCLG governing bodies,

which involve the preparation and development of work plans designed on an annual basis. In particular, the consultation and advocacy work carried out with the UN system and international community goes way beyond what is covered by the programme under Component 4. Similarly, the programme covers only part of the work and resources mobilised in support of the implementation of the first three components.

In light of this, the evaluation will **focus on** the three main components at the core of the programme, namely **component 1, 2 and 3**. These three components form a whole including the production of both strategic (comp.1) and operational (comp.2 - Learning) guidance, the promotion of exchanges and collaborations (comp.2 - Decentralised cooperation) and information and communication (comp.3) which provide a resource, knowledge and evidence base in support of the overall development of UCLG's action strategy. The evaluation will cover the activities and will focus on the assessment of the outputs and deliverables specifically mentioned in the programme document for these three components.

In line with the strategic priorities of Sida's cooperation policy, the evaluation will place particular emphasis on the analysis and results achieved in terms of (i) **gender** mainstreaming and advancing women's public leadership at the local level and (ii) addressing **LDCs'** specific needs and developing pro-poor methodologies, tools and ideas for the local implementation of the SDGs.

The findings and recommendations of the evaluation can cover a broad range of substantive, structural, procedural, instrumental or managerial issues. The recommendations should be prioritised, synthesised and presented in a way to give effective guidance to UCLG and Sida to improve, identify and understand successes to date and challenges to be addressed.

### **III. Evaluation criteria and guiding questions**

The programme is structured according to a **logical framework** that centres around four tiers, tied to the objectives of UCLG Action Strategy. The tiers articulate the outputs, intermediate outcomes, outcome and impact expected from the programme.

Within this logical framework, based on the OECD/DAC evaluation criteria, the evaluation should elaborate on the guiding questions presented below and generate corresponding findings and recommendations.

#### Relevance

To what extent the programme's objectives and activities respond to the needs, priorities and strategies of LRGs and their associations to take ownership and foster the localisation of the SDGs?

Are the specific needs and priorities of LDCs and poor communities properly addressed in the design of the programme's objectives and activities?

#### Coherence

How does the programme align with UCLG's strategic priorities for action – advocacy, learning, implementing and monitoring and reporting?

### Effectiveness

To what extent have the intermediate outcomes and outputs of the programme been achieved or has satisfactory progress been made towards achieving these results? On an aggregated level, what are the main outcomes and outputs achieved by the programme over its 4-year implementation period? What were its most significant successes? Its major weaknesses?

Are the programme's monitoring mechanisms satisfactory to adequately assess progress towards outcomes and results? In particular, do they properly capture the achievement of the programme's objectives with regard to gender mainstreaming and women's increased leadership, and to address LDCs' and poor communities' needs?

### Efficiency

Are the working methodology and the nature of the activities implemented by the programme fit for the expected results?

To what extent has the nature, amount and balance of the different chapters of resources allocated to the programme and its components proved appropriate to deliver on its objectives?

To what extent did the crisis situation related to the Covid-19 pandemic affect the implementation of activities? What was the nature and relevance of the adjustments made in response to the crisis, in relation to the programme's objectives?

### Impact

To what extent has the programme contributed to its intended outcome, namely advancing LRGs' empowerment to take ownership of the implementation of the SDGs?

## **IV. Approach and method**

The **evaluator activities** should include but not be limited to:

- Analysis of the UCLG 2016-2022 Strategy for Action and all relevant strategic documents produced over the period of programme implementation, including those developed in the framework of and following the Durban World Congress (Durban Political Declaration, Manifestos for the Implementation Decade, GOLD IV & V policy recommendations)
- Review of the deliberations and reports of the governing bodies meetings (Executive Bureau and World Council) held during the programme implementation period.
- Review of other monitoring and evaluation exercises of the World Organisation, in particular those conducted under the EU Strategic Partnership and the recent 'Independent assessment of the positioning of UCLG, its activities and governance'.

- Review of the annual activity reports of the Local4Action Hub and their attachments.
- Capture of the perceptions, analyses and assessment of the activities carried out from different constituencies, namely UCLG Presidency and Executive Bureau members, the advisory panel, LRGs and LRG associations involved in the implementation of the Local4Action Hub activities, and the World Secretariat.
- The analysis should be based on **desk studies and interviews** (i.e. of selected interlocutors within the above mentioned constituencies). Such interviews may include telephone, e-mail, video conference communications and personal interviews.

The evaluators will be requested to present the basic methodology in their proposals for the selection process. The quality of the methodology will be object of a significant part of the selection criteria. After selecting the evaluator, the methodology will be further developed by the evaluator and presented in an **inception report**. The inception report will present the evaluation design, methodology and methods for data collection and analysis as well as how the intended users of the evaluation should participate in and contribute to the evaluation process. Upon approval of the inception report, the evaluator will proceed with the evaluation.

The written **final report** should be in English, digital format, and must not exceed 50 pages, excluding appendices. It should include an executive summary and a comprehensive narrative of evidence, findings, methodology and recommendations. The appendices should provide an adequate level of documentation to sustain the findings and recommendations.

## V. Evaluation management

A **Steering Committee** will be set up to manage the evaluation. It will be composed of a representative of Sida, 2 staff members of UCLG, the Secretary General of UCLG and an Ubuntu adviser. The Steering Committee will be chaired by the Secretary General of UCLG.

The Steering Committee will be **responsible for the oversight of the evaluation process**. It will assess the proposals received from the bidders to the evaluation tender and make the decision on the selection of the evaluator. It will review and approve all reports produced by the evaluator. It will hold at least two meetings with the evaluator – for the presentation and discussion of 1. the inception report and 2. the draft final report. Following the finalisation of the evaluation report, the evaluator might be requested to present the findings and recommendations to a wider UCLG constituency.

The **UCLG Secretariat** will provide all necessary support for the successful completion of the evaluators' work. It will make time available to cooperate with the evaluator, provide all programme related information and key documents, facilitate contacts with UCLG constituents and partners, facilitate the organisation of meetings with the Steering Committee, and ensure independence of the evaluation.

## VI. Indicative time schedule

1 March 2022	Targeted start of contract
1 April 2022	Inception report from selected evaluator, including the detailed work plan, to be reviewed by the Steering Committee
11-12 April 2022	1 <sup>st</sup> meeting of the evaluator with the Steering Committee to discuss the inception report
Mid-April – Mid-June 2022	Conduction of the evaluation
17 June 2022	Draft final report from the evaluator, to be reviewed by the Steering Committee
28-29 June 2022	2 <sup>nd</sup> meeting of the evaluator with the Steering Committee to discuss the draft final report
Mid-July 2022	Submission of final report by the evaluator

## VII. Resources

The budget available for this evaluation is **50,000 Euros (VAT included)**. The evaluators' financial proposals, including all costs incurred by the evaluator to carry out the assignment, may not exceed this amount.

## VIII. Evaluation team qualifications

- Strong understanding of global development agendas and their implementation framework.
- Proven knowledge of multi-level governance issues and the role of local and regional governments in public action.
- In-depth experience in evaluation of development programmes and public policies.
- Strong analytical and written communication skills.
- Reading skills in the three working languages of UCLG (English, French and Spanish); excellent writing skills in English.

## ANNEX II

### CONTRACTUAL BINDING CONDITIONS

<b>Publication date:</b>	31 <sup>st</sup> January 2022	<b>Deadline for submitting tenders:</b>	20 February 2022 24:00 CET
<b>Document:</b>	<b>Terms of Reference for the evaluation of The UCLG Local4Action Hub</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 e-mail: tender@uclg.org		
<b>Short Description:</b>	<b>Evaluation of the 4-year programme “The UCLG Local4Action Hub” granted with € 3,739,50 from the Swedish International Development Agency (Sida).</b> <i>More information included in Annex I</i>		
<b>Contract type:</b>	Service Provider Contract		
<b>Duration of the contract:</b>	1 March 2022 – 31 July 2022		
<b>Procedure type:</b>	Open procedure		
<b>Budget:</b>	<b>50,000 € (VAT Included).</b> <b>If VAT is not applicable according to fiscal rules of the tenderer, the maximum budget amounts at 41,322 €.</b>		
<b>Language of the services and communication:</b>	English		
<b>Language submission</b>	English		
<b>Status:</b>	Open		
<b>Notification of award to the successful tenderer:</b>	5-10 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](mailto:tender@uclg.org). No tenders will be accepted beyond the submission date, except when otherwise informed on the web site.**
- 5) In case additional information is required to submit the proposal, we kindly invite you to contact UCLG at 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) Tenderers will receive 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 are 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 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.