

Barcelona, 10th January 2023

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open **call for the production of a new moderated online course on DC and SDGs, based on [SDG Training of Trainers Module 4 “Localizing the SDGs through DC”](#)** with Ref. **01-2023**.

All the 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 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



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ANNEX I

TERMS OF REFERENCE

Moderated Online Course about Decentralized Cooperation (DC) & SDGs, at www.learningwithuclg.org: “Localizing the SDGs through Decentralized Cooperation”

The following Terms of reference (ToR) define the institutional context, objectives, contents, deliverables and schedule for the production of a new moderated online course on DC and SDGs, based on [SDG Training of Trainers Module 4 “Localizing the SDGs through DC”](#), developed by UCLG Learning and Platforma, to be adapted and customized for moderated trainings at the www.learningwith.uclg.org platform.

1. BACKGROUND

THEMATIC BACKGROUND

The work will focus on the designing of a moderated online course, based on the existing materials provided by UCLG Learning & PLATFORMA (guides, videos, statistics, related data and other information) and other appropriate concepts, following the pedagogical approach of the UCLG Learning platform (videos, contents, infographics, podcasts, games and quizzes).

The Moderated Online Course will also require the development of a written pedagogic material and the identification of milestones and student's evaluation mechanisms, tasks and feedback.

The Moderated Online Course will also refer to other learning online courses and contents of the co-organizers (as UCLG Learning & PLATFORMA), related to topics and structure detailed below. The course would be offered in **English, Spanish and French**, with availability of 40 places by language/year (**120 participants** in total, yearly). For 2023, the first year, it would last from **May 1st to August 15th**, with **75 hours** of dedicated time in total.

MAIN OBJECTIVE OF THIS CONSULTANCY

The overall objective is to produce quality Moderated Online Course materials developed on the basis of the review, enlargement and improvement of the available existing materials of the [SDG Training of Trainers Module 4 “Localizing the SDGs through Decentralized Cooperation”](#) produced by UCLG Learning & PLATFORMA, with the support of UN-Habitat, Global Taskforce on Local and Regional Governments, UNDP and the Barcelona Provincial Council.

The specific objectives of this assignment would be:

1. Develop a written pedagogic material based on the Learning Module 4 with a chapter-based structure, to give greater coherence to a moderated online training activity. The curriculum will enable trainers to oversee performance and tasks and to coordinate the learning process in parallel (3 courses in 3 languages) during the time indicated.

2. Review and adapt UCLG's existing materials, structuring the curriculum, the scripts and producing specific materials for a moderated online course. Considering Module 4 as the main reference, the adaptation should consider the online methodology and chapters can vary and will be defined during the assignment phase 1 (see points below).
3. Production of new materials to:
 - a. Adapt existing contents that could be useful, such as the [SDGs Localizing Massive and Open Online Course 4](#), videos, infographics, online exercises and dynamics (as [genially](#) or [mural](#)), and onsite-dynamics.
 - b. Incorporate new content for a Moderated Online Course, as identified and described in the index mentioned in this ToR.
 - c. Incorporate bibliographic references and link the course with other existing UCLG training activities and materials of interest, as well as with other learning opportunities promoted by the organizing partners, which may be useful for UCLG members.
 - d. Produce additional course content, in moderated online course format, and incorporate all materials into the UCLG Learning platform-learningwithuclg.org).
 - e. The online course will be produced in one of the UCLG official languages (English, Spanish and French). The translation of the final materials into the other two official languages will be provided to the consultant by UCLG. The final delivery of all materials in 3 languages should be delivered at the platform by the consultant.

This contract is built on the following phases:

Phase 1: Review of current material. Preparation of a proposal for the pedagogical structure of the moderated online course, with the updating and improvement of existing material (from UCLG Learning and Platforma), proposal and agreement of chapter's weight and contents to be adapted and the production of new ones, which will be discussed and approved by the partners, according to the proposed budget – Timeline February 1st to February 15th 2023

Phase 2: Production of texts, references, infographics, videos on cases, quizzes, webinars and group dynamics for the new moderated online course; Development of the training content (revision, expansion and improvement of texts, references, activities, etc.) based on the existing documentation and incorporating of new content based on the agreement of the first phase, proposed by the consultant and approved by the partners – Timeline February 15th to March 30th 2023

Phase 3: Production and final delivery of all the materials at the learningwith.uclg.org platform in one of the three UCLG official languages (preferable English, Spanish and French), available to be provided as a Moderated Online Course – Timeline March 30th to April 15th 2023

Phase 4: Final upload of materials at the learningwith.uclg.org platform in the three UCLG official languages (English, Spanish and French), available to be provided as a moderated online course – Timeline April 15th to April 30th 2023

2. DELIVERABLES TIME LINE:

The consultant will provide the following deliverables:

- February 15th, 2023: Review of current material and proposal of pedagogical structure, and approval of partners
- March 30th, 2023: Production and development of the Online Course contents, videos and infographics and update with existing materials by the consultant, and approval of partners
- April 15th, 2023: Delivery of Moderated Online Course in one of the UCLG official languages at the www.learningwith.uclg.org platform, approved by partners
- April 30th, 2023: Final upload UCLG Moderated Online Course in English, Spanish and French, available at the www.learningwith.uclg.org platform, approved by partners

3. LANGUAGE

All documents should be delivered entirely in one of the three official languages of UCLG, to be defined by the consultant and organizers. After the final version in one of the languages, and the translation provided by UCLG (in one month), the final versions in English, Spanish and French will be delivered.

4. COPYRIGHT AND DIVULGATION

UCLG has the right to use the final text, videos, images and illustrations in future publications as part of the learning agenda.

The final material should respect the criteria set in the European Commission guidelines "[Communication and Visibility in EU-financed external actions](#)".

5. FINANCIAL TERMS

Expected remuneration for the above-mentioned tasks is a maximum of **€ 20.000,00 VAT included** based on 90 days of work for the reviewing, updating and production of online learning materials. Payment installments will be as follows:

- 40% of the contract after the successful approval of consultant proposal of current material and pedagogical structure
- 60% of the contract after the successful final delivery in English, Spanish and French

6. QUALIFICATION AND EVALUATION

Desirable academic qualifications:

- Master's degree on Pedagogy and/or qualifications related to specific online pedagogical methodologies., experience in Project Management, Public Administration, International Relations.
- In lieu of a Master's Degree, more than 5 years-experience in working with Decentralized Cooperation and Online Learning Methodologies could also be considered.

Experience:

- A minimum of 5 years of relevant experience working with Public Administration Training is desirable.
- A minimum of 05 years working on online learning methodologies is required.
- Demonstrated experience in online learning courses will be an asset.
- Prior experience working in UCLG will be an asset.

Language:

- Fluency in written and spoken English is required. Additional UCLG working languages will be considered an asset.

7. GENERAL STRUCTURE AND PROPOSAL FOR THE PRODUCTION OF THE MODERATED ONLINE COURSE ON DECENTRALIZED COOPERATION AND SDGs (UCLG LEARNING AND PLATFORMA) – TO BE EXECUTED BY CONSULTANT AND VALIDATED BY THE PARTNERS:

Presentation (5 hours)

- Course's Objective and Methodology (with video)
- Course Logic
- Webinar "Introducing the participants"

Chapter 1: What is decentralized cooperation? (10 hours)

- What is decentralized cooperation? (with video)
- Introductory exercise
- Lecture: Unpacking DC
- Exercise: Principles underpinning decentralized cooperation
- Lecture: What is the legislative framework that guides decentralized cooperation?
- Lecture: The evolution of DC
- Exercise: Personalize your "decentralised cooperation bicycle" — DC in line with and for the promotion of the SDGs
- Exercise: Group summary and online discussion

Chapter 2: Why is DC important for the LRG Global Policy Agenda? (10 hours)

- Introductory exercise: The bigger picture
- Getting to grips with the Global Policy Agenda (incorporate policy paper of UCLG)
- Unpacking the 2030 Agenda and the SDGs (with video)
- Exercise: Explaining the SDGs
- Building a common narrative: DC and SDGs
- Insights from the regions (video or text as per publication)
- Exercise: The pathway to development – follow the Ps
- Exercise: Group summary and online discussion

Chapter 3: How does DC work in practice? (10 hours)

- Unpacking DC typologies, modalities and flows (with video)
- New flows of decentralized cooperation, peer learning and networking
- Exercise: Applying typologies of decentralized cooperation
- How to Start: Methodologies and ways in which to engage in DC to promote the SDGs
- Summary and Discussion: Webinar with professors and special partners on “How decentralised cooperation work in practice”

Chapter 4: How can we design DC in line with the SDGs? (15 hours)

- A step by step approach
- Introductory discussion - The importance of a DC policy (with video)
- How to craft an effective DC policy linked to the SDGs
- Exercise: Six steps - Policy in practice
- Exercise: Reading the room: how much collective experience do we have in managing DC projects?
- How to design an impactful SDG-linked DC Project
- Homework: Writing Project proposal: logical framework, (emphasizing gender and climate change)
- Exercise: Engendering SDGs in DC
- How to mobilize funding for DC initiatives: Sharing useful tips
- Exercise: International donor funding for DC initiatives: Tips for José
- Group online discussion – Funding an SDG-linked project
- Summary and conclusion

Chapter 5: Who are we working with? SDG 17: Mobilizing multi-stakeholder territorial partnerships for DC (10 hours)

- Exercise: The importance of SDG 17 for LRGs
- Decentralized cooperation: a playground for SDG 17 (with video)
- Mapping and mobilizing multiple stakeholders for SDG-linked partnerships in the territories
- Government or state-related actors
- Non-state actors
- Exercise: Role Play – Road to a remote village (Stakeholder Cooperation)
- DC’s potential to mobilize territorial multi-stakeholder partnerships for sustainable development
- Summary and conclusion
- Assignment of stakeholder analysis and commitment

- Feedback checklist

Chapter 6: Who is DC aimed at? Communicating, Reporting, Monitoring and Evaluating DC initiatives (15 hours)

- Opening discussion
- An overview of the Communicating, Reporting, Monitoring and Evaluation (CRME) System (with video)
- Homework: design a Communication strategies
- The importance of effective reporting
- Monitoring and Evaluation: how to ensure that SDG-linked DC programs have a greater impact
- Exercise: Head of the Settlement
- Exercise: Group Discussion: Rajkot-Leicester Twinning Case Study
- Exercise: Summary and Discussion
- Closing Session: Final Webinar of presentation of participants DC projects & policies, with professors and special partners

Main references for SDG Moderated Online Course 3:

- **UCLG & PLATFORMA's Localizing SDGs Moderated Online Course 4:** <https://learningwith.uclg.org/p/localizing-sdgs-through-decentralized-cooperation>
- **Localizing the SDGs Training of Trainers' Module 4:** https://learning.uclg.org/wp-content/uploads/2021/09/m4_en_web.pdf
- **Module 4 regional papers:** <https://learning.uclg.org/resources/localizing-the-sdgs-regional-perspectives-on-decentralized-cooperation/>
- **Mural & Genialy current games, infographics and online dynamics** (to be provided by UCLG Learning to the consultant).
- **UCLG policy paper on decentralized cooperation:** https://issuu.com/uclgcglu/docs/eng_book_web
- **Course of Provincial Council Barcelona (DIBA)(complementary)**
- **CEMR/PLATFORMA SDGs report 2022**

*Current version of the SDGs Mooc 4 would be provided by UCLG Learning to the consultant.

*Links and materials from the UCLG network to be linked will be facilitated by the partners to the consultant.

SPECIFIC UPDATE OF CONTENTS:

- a) Review and update the overall contents related to the UCLG & PLATFORMA SDGs Localizing Module 4 to ensure coherence, incorporate new proposals and avoid overlaps.
- b) Design tasks for the students that connect their own reality to the contents of the course.
- c) Foresee the necessary exercises and tasks for each chapter.
- d) Adapt cases and provide a framework for case description and delivery
- e) Develop the entire content of the Moderated Online Course according to the existing references of partners, strengthen complementary effect courses and publications of UCLG and PLATFORMA, such as the "RFSC", Reference Framework for Sustainable cities project.

- f) Develop and incorporate infographics and visual elements (videos, podcasts, graphics, etc.) linked to the thematic content. The inclusion of relevant employment data and indicators will be particularly relevant.
- g) Integrate audiovisual pills (short videos) with practical experiences related to the different thematic areas.
- h) Reference the contents of the other Moocs and courses, linking its contents with other existing materials identified by the partners (other Moocs, live sessions carried out by the UCLG network, learning notes, reference documents, etc.).
- i) According to the proposed structure, validated by partners, define what can be developed by the consultant and what should be developed by other collaborators, according to the budget available.

TRAINING EXPECTED RESULTS (GENERAL AND SPECIFIC RESULTS)

MAIN COURSE OBJECTIVE

Strengthen the institutional and operational capacity of local and regional authorities for the definition and construction of instruments and strategies for designing and implementing the projects and policies of DC aligned to the SDGs.

Enable effective networking around local realities and motivate engagement in global communities (UCLG DC and SDGs Localizing working groups) as well as local communities *in their own territories.

Train public officials of international relations, planning project management on the methodologies and instruments related to international work and cooperation

SPECIFIC COURSE OBJECTIVES:

- To reflect on the process of SDGs localizing, connecting to the own agenda, expectations and opportunities
- To extract transferable tools and experiences based on city-city cooperation and South-South cooperation and working groups.
- To raise awareness among policy-makers of the need for sustainable and inclusive local policies connected to the global agendas.
- To identify potential and limitation of decentralized cooperation.
- Share institutional practices that foster capacities to innovate cooperation, also within the UCLG Learning community.

TARGET GROUP

Preferably aimed at policy makers and technical staff of local and regional government, in particular international relations, project management and planning. Local and regional government associations, multilateral agencies and organizations and individuals interested in the subject. The course would be offered in **English, Spanish and French**, with availability of 40 places by language/year (**120 participants** in total, yearly).

ESTIMATED DURATION AND DIPLOMA

Total duration:

For 2023, the first year, the entire course would last from **May 1st to August 15th**, with **75 hours** of dedicated time in total.

A diploma will be given by UCLG and Platforma at the end of the Moderated Online Course.

ANNEX II

CONTRACTUAL BINDING CONDITIONS

Publication date:	10 th January 2023	Deadline for submitting tenders:	31 st January 2023 24:00 CET
Document:	Call for the production of a new moderated online course on DC and SDGs, based on SDG Training of Trainers Module 4 "Localizing the SDGs through DC"		
Name and address of the Contracting Authority:	ORGANIZACION MUNDIAL DE CIUDADES Y GOBIERNOS LOCALES UNIDOS (UCLG) Avinyó 15 08002 Barcelona (Spain) Tel: +34 933428750 e-mail: tender@uclg.org		
Short Description:	Production of a new moderated online course on DC and SDGs, based on SDG Training of Trainers Module 4 "Localizing the SDGs through DC" <i>More information included in Annex I</i>		
Contract type:	Service Provider Contract		
Duration of the contract:	01 st February 2023 – 31 st August 2023		
Procedure type:	Open procedure		
Budget:	Maximum 20,000 € (VAT included). If VAT is not applicable according to fiscal rules of the tenderer, the maximum budget amounts at 20,000 €.		
Language of the services and communication:	English, French and Spanish		
Language submission (preference)	English or French or Spanish		
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 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. Tenderdocuments 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. 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 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) 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 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.