Subject: CURATOR – UCLG COMMITTEE ON CULTURE

Dear Tenderer,

We are pleased to publish an open call for the provision of a consultancy for a Curator for the UNITED CITIES AND LOCAL GOVERNMENTS Committee on Culture, ref. 002-2018. 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,

Emilia Sáiz
Secretary General

Documents attached:
- Annex 1: Technical Terms of Reference
- Annex 2: Contractual References
GLOBAL YOUTH CULTURE FORUM IN JEJU

Background

The second Culture Summit of United Cities and Local Governments (UCLG) was held in Jeju (Jeju-do, Republic of Korea) on 10-13 May 2017, hosted by the Jeju Special Self-Governing Province. Entitled “Commitments and Actions for Culture in Sustainable Cities”, the event focused on knowledge-sharing, peer-learning and networking, illustrating the role of culture in local sustainable development with specific examples and enabling further cooperation at local, regional and global level.

Gathering over 500 participants, this biennial Summit can be seen as the world’s largest gathering of cities for culture, involving local governments, international organisations, national governments, non-governmental organisations, artists, academics and other stakeholders that are committed to the effective implementation of policies and programmes on culture and sustainability.

The second Culture Summit of UCLG responded to the growing importance given to the nexus of culture, cities and sustainable development by international organisations and frameworks. Recent milestones include the UN 2030 Agenda for Sustainable Development (adopted in September 2015), the New Urban Agenda (adopted by the Habitat III Conference in Quito, October 2016) and the Statement of the 2nd World Assembly of Local and Regional Governments (also adopted in Quito, October 2016). The event contributed to broadening and strengthening the constituency of organisations, cities and activists in this area. Discussions, project presentations and stronger networking also pointed to the connection between culture, local development and global agendas, including the Sustainable Development Goals (SDGs) and the New Urban Agenda, as well as their implementation and evaluation at global, national and local level. Partnerships and networking in this area were strengthened and will lead to new initiatives in the near future.

The key document used by participants of the Summit is the “Culture 21 Actions” toolkit. It provides guidance for cities aiming to evaluate, design and implement cultural policies contributing to sustainable development. It had been adopted at the first United Cities and Local Governments’ Culture Summit, held in Bilbao on 18-20 March 2015 under the title “Culture and Sustainable Cities”. The toolkit builds on the work of the Agenda 21 for culture, as well as UCLG’s long-standing work on culture and sustainable development, including the Policy Statement “Culture: Fourth Pillar of Sustainable Development” (November 2010) and the integration of culture in the Global Taskforce of Local and Regional Governments. The toolkit is coherent with the UN 2030 Agenda for Sustainable Development and the Sustainable Development Goals and the New Urban Agenda. But it goes beyond these documents: “Culture 21 Actions” is a complete toolkit that provides coherence, clarity, capacity and agency to the role of culture in sustainable cities.

During this second UCLG Culture Summit, the Special Self-Governing Province of Jeju (Republic of Korea) and UCLG signed a Memorandum of Understanding on the feasibility to organise a GLOBAL YOUTH CULTURE FORUM in 2018 in the island of Jeju.
Concept
The government of Jeju, with the careful support and guidance of the Secretariat of UCLG’s Culture Committee, has developed the concept of a first GLOBAL YOUTH CULTURE FORUM (see PPT presentation attached).

The main relevant elements for UCLG are highlighted here:
- It is conceived as a practical implementation of Culture 21 Actions, the practical toolkit that UCLG uses to promote the place of culture in sustainable development of cities. In fact, in 2018, commitments and actions related to Culture, City Planning and Public Space will be the priorities.
- It explicitly mentions the SDGs and can be used by UCLG as an example of “Localising the SDGs” and the “Local 4 Action HUB”.
- It will allow the UCLG Culture Committee to involve other members of the Committee in the selection of young artists and cultural managers to be present in Jeju’s Forum.
- It will take place in Jeju on the week of 29 October to 4 November 2018.

The aims of the GLOBAL YOUTH CULTURE FORUM are
- To practically implement the UCLG toolkit “Culture 21 Actions”.
- To build public space for SDGs awareness raising through Culture & Arts
- To vitalize Urban regeneration through sustainable Culture and Art (SDG 8, 9)
- To empower Youth engagement with local culture and art job creation
- To create unique local contents related to SDGs
- To develop Jeju as a creative culture platform for global artists

What we require
UCLG, through its Culture Committee, wishes to select a general curator for the GLOBAL YOUTH CULTURE FORUM of JEJU.

Candidates should:
- Be able to work closely with the team of the UCLG Culture Committee and the Jeju Province Culture team in order to prepare the event
- Engage to learn in depth, and use in the preparation of the event, the concepts and the methodologies of the UCLG toolkit “Culture 21 Actions”
- Develop in depth the conceptual curatorial proposal
- Suggest two international mentors for the event
- Participate in the elaboration of the final programme of the event
- Participate in the selection of the 50 artists (mentees) to be invited to the event
- Attend a preparatory meeting in JEJU in July, with visit to art projects and neighborhoods, as well as meetings with key local stakeholders
- Coordinate the conceptual progress of mentors and mentees
- Support the logistics preparation of the event
- Attend the event in JEJU on 29 October – 4 November 2018
- Elaborate a final report of the event

Before 8 June 2018, candidates should send:
- a one-page letter of motivation
- a one-page conceptual curatorial proposal
- a short biographical bio, maximum, 5 pages, including annexes.
# ANNEX 2

## CONTRACTUALLY-BINDING CONDITIONS

**Ref. Tender:** 002-2018  
**Publication date:** 21-05-2018  
**Deadline for submitting tenders:** 08-06-2018 18:00

<table>
<thead>
<tr>
<th>Document:</th>
<th>Consultancy Services</th>
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| **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:** | More information included in Annex 1 |
| **Contract type:** | Services contract |
| **Duration of the contract:** | 6 months (22 June 2018 – 22 December 2018) |
| **Procedure type:** | Open procedure |
| **Budget:** | EUR 13,000.00 (if applicable, VAT not 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.
- Canceling 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.
01 GOALS

- To practically implement the UCLG toolkit “Culture 21 Actions”.
- To build public space for SDGs awareness raising through Culture & Arts
- To vitalize Urban regeneration through sustainable Culture and Art (SDG 8, 9)
- To empower Youth engagement with local culture and art job creation
- To create unique local contents related to SDGs
- To develop Jeju as a creative culture platform for global artists
To provide an opportunity to implement, in a very practical and illustrative way, the UCLG toolkit “Culture 21 Actions” on “culture in sustainable cities”.

To maximize collaborative impact between Urban Regeneration and Culture & Arts.

To involve Youth Artists Participation for sustainable cities through their creative activities.

To establish a culture platform as a global exchange point among Youth Artists to share their experiences and collaboration art works.

To develop a culture platform accumulating and displaying global arts works created in Jeju.

To share Economic and social benefits with local communities through the culture platform.
Event Title: UCLG Global Youth Culture Forum
- 2018 Youth Art Project I-

Period: October 29 – November 4, 2018

Venue: Tamna Culture Square, Jeju City

Theme: Culture, Urban Planning and Public Space

Attendance: 200 persons

Hosted/Organized by: Jeju, UCLG, JITC, JFAC, JURC

* JITC : Jeju International Training Center / JFAC : Jeju Foundation for Arts and Culture / JURC : Jeju Urban Regeneration Center
04 ORGANIZATION

Local Organization
- Jeju
- JFAC
- UNITAR-Cifal Jeju
- JURC
- Local Mentors

Int’l Organizations
- UCLG Culture Committee
- Int’l Mentors

Participants
- Int’l Youth Artists
- Local Youth Artists
- Local Culture & Arts Experts
05 ATTENDANCE

- General Curator:
  - GROUP 1:
    - 1 Local Mentor
    - 1 Int’l Mentor
    - 10 global mentees
    - 10 local mentees
    - 56 persons
  - GROUP 2:
    - 1 Local Mentor
    - 1 Int’l Mentor
    - 10 global mentees
    - 10 local mentees
  - GROUP 3:
    - 1 Local Mentor
    - 10 Local mentees
    - 10 Local mentees
    - 90 persons

- Local Audience:
  - Opening/Culture Night:
    - 56 persons

- PR Head:
  - 90 persons
  - PR GROUP:
    - 5 local mentees
06 SCHEDULE

1. Select Venue & Budget
   • Set Venue & Budget
   • Organize Mentors & Mentees
   • The first Mentor’s meeting
   • Website Opening

2. Communication
   • Int’l & Local Mentors’ first meeting
   • Group Artwork Proposal
   • Communication with Local people
   • Guideline for Overseas’ Mentees in July
   • Mentors and Mentees’ role

3. Art Project
   • Detailed Logistics Planning
   • Guide for Overseas’ Mentors in July
   • Area Research by Local Mentors/Mentees
   • Communication between Local / Overseas Attendees
   • PR Release

4. Global Youth Culture Forum
   • Opening Session
   • Group Artworks
   • Culture Night
   • etc

5. Evaluation
   • Evaluation by groups
     - Mentors
     - Mentees
     - Local Participants
   • Final Report by UCLG

- 4.1~5.30
- 6.1~7.30
- 8.1~10.27
- 10.28~11.2
- 11.2~12.31

- 1
- 2
- 3
- 4
- 5
07

PROGRAM AT A GLANCE (Tentative)

Day 1
Oct. 31 (Wed)

Day 2
Nov. 1 (Thu)

Day 3
Nov. 2 (Fri)

Day 4
Nov. 3 (Sat)

Day 5
Nov. 4 (Sun)

Date/Time

Room

9

10

11

12

13

14

15

16

17

18

19

Art Work

Art Work

Art Work

Art Work

Art Work

Art Work

Art Work

Art Work

Art Work

Lunch

Lunch

Lunch

Lunch

Opening Session/
Keynote Speech

Welcome Reception

Wrap-up Session

Coffee Break

Evaluation & Discussion

Culture Night
Theme: Culture, City Planning and Public Space

GROUP 1
Replanning of Old Downtown with Art (Namsung Town)

GROUP 2
Space Rebuilding into Culture Center

GROUP 3
Eco-friendly Space for Young Artists
GROUP 1: Replanning of Old Downtown with Art (Namsung Town)

- Recently, Namsung town is selected as the region for Jeju New Deal Project, and various kinds of local maintenance will be proceeded. Through this process, a group of cultural artist will work on the art project that aims to make dark street and public space brighter and more beautiful.

- In the past, it was usual for people in Jeju to bury a corpse, but some people who don’t have enough resources cremated the body in this town. Here is the nameless town located outside Jeju’s old rampart where people from crematorium lived. People were critical of this town due to the crematorium, but decades ago, people went into moving in this town. This town hadn’t had the name for numerous years, but about 20 years ago, residents finally named this town “Namsung Town” meaning ‘newly risen star from north’.
GROUP 2: Space Rebuilding into Culture Center

- This region had been the best business district in Jeju from old days, so naturally, it became the alley full of inns. However, since many kinds of accommodations were constructed and a lot of population was flowed to new town, this region’s commercial supremacy declined and became the slum of downtown. But recently, many local artists are gathering here and recreating inn buildings into galleries and art space. This is the art project that is related to space designing and can perform the role as the station of cultural art.
GROUP 3: Eco-friendly Space for Young Artists

• Art Project that aims to provide new cultural tourism trend to local people and tourists through creating various space for creation and sale to young artists in unused space of old town.
VENUE

- **Opening/Keynote**: Kim Mandeok Hall
- **Group Work**: Sanjitmul Park
- **Lunch/Coffee**: Sanjicheon Gallery
- **Accommodation**: Daedong Hotel
- **Dongmun Traditional Market**

**VENUE Images:**
- Sanjicheon Gallery
- Daedong Hotel
- Sanjitmul Park
- Kim Mandeok Hall
VENUE

Art Container Meeting Room at Sanjitmuel park & Sanjicheon Art Gallery