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 work with in developing a broadcasting and audiovisual coverage service for certain Congress and annual meetings.

We are pleased to publish an open **Call to provide Production of the UCLG Massive Open Online Course (MOOC)** with Ref. 02-2021. 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

UCLG WORLD SECRETARIAT

ANNEX I

TERMS OF REFERENCE

Production of the UCLG Massive Open Online Course (MOOC):
"Local Action on Migration and Displacement: territorial perspectives towards the achievement of global agendas"

The following Terms of reference (ToR) define the background, objectives, deliverables, structure, time schedule and specific requirements for the **production of the massive open online course (MOOC) "Local Action on migration and displacement: territorial perspectives towards the achievement of global agendas"**.

1. BACKGROUND & OBJECTIVES

In the past years, positive steps have been made towards acknowledging the role of local and regional governments (LRGs) in ensuring rights-based approaches to migration governance. On their side, LRGs have stepped forward to voice their commitments towards making migration work for all and contribute to the achievement of global agendas, as stated in the Marrakech Mayoral Declaration. Notwithstanding the impact of these innovative and pragmatic solutions building on territorial realities, difficulties remain in providing protection, rights and services to migrant and displaced communities. Limited municipal budgets and mandates burden municipal capacities to protect the lives of all and foster cohesion in their communities. Besides, deficiencies to ensure coordination among different stakeholders and across different levels of government remain major barriers to deliver quick and targeted responses to a changing reality.

Building on local practices and policies from local and regional governments in different regions of the world, this Massive Online Open Course (MOOC) will provide guidance and capacity building tools for local governments to address migration and displacement to promote local development, inclusion and social cohesion in their territories, in line with global agendas. The MOOC will build primarily on the outputs of the Mediterranean City to City Migration (MC2CM) project and on the commitments made by local governments in the Marrakech Mayoral Declaration "Cities Working Together for Migrants and Refugees" to implement the GCM and GCR at unison. It will also leverage on local perspectives shared in the framework of the #CitiesAreListening series and Live Learning Experience #BeyondTheOutbreak hosted by UCLG in collaboration with other international partners.

On the sidelines of the MOOC, the Mayors Mechanism - Call to Local Action that will showcase cities' actions towards these agendas and the UN Network Migration's (UNNM) Migration Network Hub, will also be launched

The MOOC will bring cities and practitioners through a learning process encompassing the commitments of the Marrakech Declaration, as well as the objectives of the Global Compacts. It will provide guidance tools to support local practitioners through key insights, lessons learned, and positive practices with a view to accelerate implementation and strengthen the influence of LRGs in global migration governance

Specifically, this MOOC aims to enhance local governments' capacities to mainstream and strengthen urban migration governance in alignment to global agendas, through the following:

1. Providing tools and guidance to support local contributions towards a **fair and balanced narrative on migration.**

2. Showcasing **local migration practises** with regards to their contributions to global agendas to advocate for full and formal recognition of the crucial role of cities in their implementation, follow-up and review.

3. Providing LRGs and other local practitioners with **tools to monitor their own progress on migration governance** and guided **knowledge to strengthen specific spheres** of local actions.

4. Enhancing and streamlining cities' access into **formal spaces dedicated to the stocktaking and review of the Global Goals** - the Global Forum for Migration and Development (GFMD), the International Migration Review Forum (IMRF) in 2022 and the Global Refugee Forum (GRF) in 2023.

5. Providing a roadmap and tools to **strengthen cities' action and visibility in local, national and global policy-making**, in connection with the Mayors Mechanism (MM) Call to Local Action on Migration.

About this MOOC and its connections with the MC2CM project and the Mayors Mechanism

UCLG, as a global network of cities and local, regional, and metropolitan governments and their associations, is committed to representing, defending, and amplifying the voices of local and regional governments to leave no-one and no place behind. As part of its work to ensure the right to the city for all, UCLG constituency is strongly committed towards building a new narrative on migration, enhancing the capacities and widening the spaces of actions for local governments in partnership with key actors in this area.

Among these partnerships, the Mayors Mechanism (MM) formally links since 2018 local authorities to the state-led Global Forum on Migration and Development (GFMD), alongside civil society and the private sector. Addressing local and regional authorities and city networks from around the globe, the MM supports cities to influence the GFMD discussions and provides them with opportunities for peer-to-peer learning and exchange. It establishes a platform to interact with States, civil society and the private sector, and provides avenues to bolster innovative solutions.

In 2022, the Mayors Mechanism will launch a Call to Local Action to increase States and multilateral actors' recognition of the transformative impact of cities on migration governance, thereby enhancing the capacity of cities to support migrants, displaced, and the communities where they live. Aligned to the new tools and frameworks established by the review processes of the GCM and GCR, the MM Call to Local Action will engage a phased process, as follows:
1. expanding the number of cities endorsing the global compacts GCM and GCR
2. building and showcasing a repository of local practices to reinforce that cities are key implementers of the Compacts
3. creating a cohort of publicly recognized city leaders engaged in robust GCM and GCR implementation, to inspire replication by other cities and facilitate a peer exchange

This MOOC, which will also map and consolidate the positive migration governance practices documented at the local level by the MM Call to Local Action, amongst other resources will guide LRGs to generate city to city tailored approaches and local strategies to implement the GCM-GCR and to monitor and report their progress at the IMRF in 2022 and other dedicated spaces.

This MOOC will also build on the outputs and learnings from the Mediterranean City to City Migration (MC2CM) project, led by a consortium by ICMPD, UCLG and UN-Habitat, bringing together city leaders, civil servants and local, national and international multi-disciplinary experts to discuss about, learn from and contribute to improved migration governance at urban level through concrete policy recommendations. Since it's onset in 2015, the MC2CM project has conducted 17 peer learning events in diverse thematic areas central for local policies on migration – from social cohesion, employment, access to basic services to intercultural dialogue, developed numerous City Migration Profiles to address migration priorities and implemented strategic pilot projects in targeted cities from the network. Following the COVID-19 outbreak, the MC2CM project released a policy study analyzing how the MC2CM-Cities are realizing the Global Compacts for Migration and Refugees in times of the pandemic.

The outputs of the MOOC would also in turn feed into the UCLG municipalist Pact for the Future agenda, which aims to unite local and regional government leaders, and their core partners, to collaboratively work towards a new generation of rights and renewed inclusive multilateralism.

The MOOC and the Local Call to Action (CTA) - proposed connections

Beyond the online material available to participants, live facilitated sessions will be organized to enhance visibility, collect practices and create a community that shares and updates knowledge and perspectives on the different axes of the Call to Action.

- March 2022 - Proposed Peer Learning Live Session co-organised by UCLG with MM - **Module 2** 'Knowhow - LRGs in Urban Migration Governance (See in table, Module 2, part d, product 10) - local practice sharing towards addressing a challenging issue/topic in local migration governance
- April 2022 - Live Session to Facilitate Capacity Building - **Module 3** - 'Call to Action - Local actions towards Global Agendas', a live session is proposed towards enhancing capacity building towards facilitating localization of global migration agendas (See in table, Module 3, part d, product 15).
- Proposed video to promote MM CTA in MOOC - **Module 4** - 'Call to Action - Local actions towards Global Agendas' (See in table, Module 3, part a-b-c, product 17).

2. MOOC STRUCTURE & DELIVERABLES

Launch date: January 2022 onwards in phased and well-linked Modules

Nature: Technical + Political

Objectives:
1. capacity building and knowledge sharing of good local practices in migration governance
2. capacity building and tools for national and global advocacy in line with global agendas

Target Audience: Municipal staff and local representatives, policy and decision-makers at different levels of government, development practitioners, NGOs who work to implement local policies for refugees and migrants and researchers, students, academicians.

Modules/Packages: 4

Languages: AR*, EN, FR & SP
*to be confirmed

Hosting Platform: https://learningwith.uclg.org/

Duration: The MOOC will have a total duration of approximately 4 hours - no more than 1 hour to finish each module.

Certification: On successful completion of all 4 phased modules with self-assessment surveys and interactive game exercises.

Outline and Deliverables:
The following table describes the main packages of the course, the curriculum structure and the items to be delivered by the selected external consultant (products).

The course will be organised in four blocks, each consisting of 3 to 4 sub-divisions.

No.	Block/Package	Curriculum - Sub-divisions	Deliverables (Existing + to produce)
1	Introduction - **Territorial Approaches to Migration and displacement** (Definitions & Core concepts block) January 2022	a. **Getting the narrative right & normalising Migration** (Terminologies and definitions pertaining to migration and migrant population) b. **What is Migration Governance?** (Background context and current state of affairs and happenings) c. **Local migration governance** (Background on urban migration and how are municipalities and local authorities managing and governing migration)	Product 1- Podcast ☐ + Transcript ☐ (Module intro + instructions) Product 2- Opening Game exercise ☐ - *Let's talk Migration* Migrant Role-play game REF: MC2CM PLE Grenoble Participatory Workshop - Exploring inclusive citizenship and accessibility of the city through storytelling Product 3- Animated Video 🎬 - What is Migration Governance? LRGs' key role in Migration Governance. Product 4* - Ready Edited video 🎬 - UCLG envisions human mobility as a pillar for a sustainable future and human rights *Already done by UCLG team. Product 5- Game exercise ☐ - *Let's Govern Migration the LRG way*
2	Knowhow - **LRGs in Urban Migration Governance** (LRG Practice related block) February 2022	a. **Where and how are cities acting?** To categorise under **4 spheres** of action for local and regional governments - Organizational-institutional, Delivery, Civic and Political spheres (REF: Forthcoming GOLD VI Report Chapter on Care), and **local actors involved**, cross-referenced with the **8 thematic priorities of the MM CTA** or **IMRF thematic clusters,** encompassing the following practice areas: 01. Information and legal assistance on migration and asylum, administrative and identification procedures 02. Human rights protection (UCLG-CSIPDHR MOOC connections here) 03. Combatting Gender discrimination and violence 04. Humanitarian assistance and food provision 05. Inclusive access to basic services, housing and no discrimination 06. Access to employment 07. Access to healthcare 08. Access to education, qualification recognition and vocational training 09. Local Inclusive Citizenship & Accessibility (UCLG proposed Accessibility Manifesto	Product 6- Podcast ☐ + Transcript ☐ (Module intro + instructions) Here, links to other UCLG MOOCs and partner resources relating to specific sub-themes to be incorporated. Product 7- Edited + Animated Video 🎬 Where & How are cities acting? Quick run through of the 4 Spheres of LRG action

		connection)	
		10. Enhancing diversity among public servants 11. Decriminalization of informality 12. Participation in budgeting, local policy-making, public space (Possible OIDP connections here) 13. Community Approaches - Mentorship, family approaches, guardianship 14. Child protection and care 15. Alternatives to Detention	
		Where, When, How & with whom? b. **How are cities facilitating migration governance in partnership & cooperation with other local actors** (CSOs, PVT Sector, NGOs, INGOs, Migrant associations, sub regional & national governments)**?** c. **How do cities synchronise local Migration strategies with national Migration plans/ agendas?** Infographic Mapping of local practices from the 4 spheres from the previous chapter with linked relevant resources (MC2CM material, MM Call to Local Action, ITAC campaign, local Migration Global Indicators (IOM MGI) study, Cities Are Listening, Live Learning Experiences #BeyondTheOutbreak and other partner resources)	Product 8 - MC2CM + MMC + MM + IOM - Integrated good practices **Case Studies Infographic** ☐ with hyperlinks to concerned webpages
		d. **Collecting further local practices** Guiding Question - In which area is your LRG or municipality acting? In which area is your LRG interested in strengthening their actions?	Product 9 - Game exercise ☐ + **Survey** ☐ (to collect brief insights on municipal actions by participants' cities, referring to MM CTA) or a UNNM submission template Participant's City Profiling Exercise capacity building motive towards peer learning Responses to auto feed into an 1-pager assessment of the city Product 10* - **Peer Learning Live Session - date tbc March 2022** (to be organised by UCLG or MM zoom and then to link MOOC to live-streamed and uploaded video). *To be handled completely by UCLG team.

			Intent - **Practice sharing** Aligned to the UCLG Learning Peer Learning formats, on either one of the following proposed topics: • Unaccompanied Minors and youth • Financing Local Migration Actions • Informality for migrant populations (Housing-Labour) • Local Resilience and preparedness for climate change and Migration • Gender in Migration ![video call icon]
3	Call to Action - **Local actions towards Global Agendas** (Localising Global agendas block) March 2022 - Prior to Call to Action	a. **What are the Global Agendas?** (SDGs, GCM - GCR, Marrakesh Mayors Declaration) b. **What is to localise ? Why localise?** c. **How does migration governance contribute to Global goals?**	Product 11- Podcast ☐ + Transcript ☐ (Module intro + instructions) Product 12- Animated video ![video icon] - Crash course explaining all agenda objectives quickly Product 13: Game exercise ☐ *Know how much GCM-GCR-MMR Migration points you collected from your local action* To make this block action-oriented, with starting points to localise. Participants will be asked to communicate, network, monitor and report their situation, through the game.

		d. **Existing blocks and processes** (ITAC - shifting the narrative, others UNNM-IMRF, GFMD on global governance of migration)
		
		  i. Localising global agendas (Link back to Block 3.b. Chapter 'What is to Localise?Why Localise?')
		  ii. Actively participating & reporting at the Global Spaces (GFMD, GRF, IMRF May 2022)
		  iii. Join the Calls to Actions and Campaigns and endorse Charters.
			Product 14 - **Infographic Roadmap** ☐
			REF: #BeyondtheOutbreak portal. Provider to integrate via hyperlinks, relevant resources (tbc), among which:
			
			1. 2030 Agenda
			2. Global Compact on Refugees GCR
			3. Global Compact on Migration GCM
			4. UNNM Migration Network hub GCM Objectives
			5. Marrakech Mayors Declaration
			6. Migration4Development portal
			7. Migration4Development Migration and 2030 Agenda guide for practicioners
			8. ODI Migration & the 2030 Agenda flash cards
			9. UNNM videos (REF here)
			10. Mobilising Action component of MC2CM by adding factors that have been financed - materials

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Which global Migration events can cities participate in, with registration links, if any and call to actions they can join.

Portal to potentially linked to MM webpage; with the option to be updated consistently

<u>Relevant links to join the calls to action, charters and campaigns:</u>
1. <u>MM Call for action</u>
2. <u>IT Takes A Community campaign</u>
3. Lampedusa Charter
4. <u>Global ACT4SDGs week</u>

Product 15* - **Capacity Building Live Session** - **date tbc April 2022** (to be organised by UCLG or MM zoom and then to link MOOC to live-streamed and uploaded video).
*To be handled completely by UCLG team.

Proposed theme: Linkages between global agendas and local migration governance
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<td>Enhance -
Lessons from the IMRF 2022

(Forward Looking block)

June 2022</td>
<td>a. **Lessons from the IMRF 2022**

b. **Intersectionality** - Migration is intersectional and needs to be considered everywhere
HOW TO INCLUDE MIGRATION?
  i. In Urban Planning
  ii. Managing Informality
  iii. Climate Change Agenda
  iv. Migration Detention
  v. Unaccompanied Minors
  vi. Trafficking victims
  vii. GBV victims
  viii. Tending to vulnerable groups - disabled (Accessibility MOOC), senior citizens, children and women
How to include these all in practice?

This block could be tentatively developed with UCLG-CSIPDHR MOOC Module 3</td>
<td>Product 16- Podcast ☐ + Transcript ☐ (Module intro + instructions) - Technical Element - IMRF 2022 Key highlights + intersectionality & accessibility wrt migration + promote MM CTA

*Possibility to share too, the public access link to the MM CTA survey, if already open.

Product 17 - Edited + Animated Video
Promoting the MM CTA

REF:
MM CTA Concept Note April 2021 - <u>Cities catalysing Global Action on Migration and Development</u>

Product 18 - Migration Multidimensional aspect - Intersectionality Infographic ☐
Link to - **Super *Policy in Practice*** Case Studies resource links - Practices already tackling migration in both policy and practice.
REF - <u>MMC Freetown waste management project</u>

REF resources:
Voluntary <u>Local</u> and <u>National</u> Reviews of
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			the 2030 Agenda, Local MGI by IOM, Outcomes from The Haque Academy - Migration and Local Authorities course **Product 19 -** Intersectionality Infographic ☐ + Game exercise ☐ The Intersectionality Migration Puzzle Game
		c. FORWARD LOOKING PERSPECTIVE - **Accessible Citizenship** ACCESSIBLE IS THE NEW INCLUSIVE **How accessible is your city to Migrant populations?** (W.r.t. Livelihood, food, health, education, childcare, guardianship, legal procedures, housing, etc)	**Product 20** - PLE Grenoble - Inclusive Citizenship Edited Video 🎦 - taking MC2CM focal point voices **Product 21 -** Game exercise ☐ +(Automatic output to 1-pager assessment ☐) *How accessible is your city to Migrant populations?* This game will continue from the **Product 2 Game** - Let's talk Migration and conclude the game and the MOOC as well in **Live Session**. **Word cloud creation:** ● What is your definition of accessible citizenship? ● How accessible is your city to migrant populations? Character Assumed - Migrant/Refugee/Asylum Seeker (from MC2CM PLE Grenoble Participatory Workshop - Exploring inclusive citizenship and accessibility of the city through storytelling) Product 22* - **Post MOOC completion Debriefing Live Session - Date tbc Aug-Sept 2022** (to be organised by UCLG or MM via zoom). *To be handled completely by UCLG team.

Other concurrent MOOCs /knowledge hubs for reference:
1. https://thehagueacademy.com/blog/2020/03/migration-and-local-authorities-2/
2. https://migrationnetwork.un.org/hub?gcm_objectives=All&cross_cutting_theme=740&region=All&country=All&text=

With regards to Deliverables*, as mentioned in the table above, the consultant is required to produce four types of outputs that will lead to the production of a massive open online course (consultant will provide the 3 different versions in English, Spanish and French, based on multilingual texts provided by UCLG Migration team) on:

- **Podcasts** (4 nos.)**:** Podcasts of 3-5 minutes duration and accompanying transcript to introduce each module, its core concepts and instructions for the following products of the module - games-surveys, infographics, and/or videos. Script will be provided by UCLG Migration Team.
- **Animated videos** (4 nos.): Videos of 4-5 minutes duration (See sample of desired outcome) based on multilingual texts that will be provided to the consultant beforehand by UCLG Migration-Learning.
- **Editing of recorded videos** (1 no.): to be edited and compiled from existing MC2CM, UCLG and other partner organisation videos that will be provided to the consultant with tentative cut markers - timestamps and provided script texts in English, Spanish and French.
- **Infographics** (3 nos.): to be produced in a vector graphic and scalable format that will highlight the key takeaways or compile key webpage resources and timelines relevant to the MOOC. The infographics should be delivered in English, Spanish and French, according to international publishing standards. A brief of requisites, information package and reference infographics will be provided to the consultant by UCLG Migration-Learning teams.
- **Games** (6 nos.): to be developed by provider, as guided on the concepts and methodology by the UCLG Migration and Learning teams. Game product no. 9 to incorporate also 1 Survey Exercise (Self assessment), allowing participants enrolled in the course to self-assess their level of efficiency in migration governance, local actions and practices. The consultant is expected to provide support to the UCLG team in the formulation and layout of these games and final test.

The consultant will be hired by UCLG World Secretariat, which will be responsible for the overall supervision of the expected outputs.
All materials should be delivered entirely in good English, Spanish and French, in 3 separate versions, based on the translated texts provided by UCLG.
*Regarding the deliverables, the quantity would remain as stated above but the content could be subject to change. In either case, the producer would receive compiled packages of written outputs and resources for each module for the UCLG team on the dates stated in the time schedule below.

3. TIME SCHEDULE

The provisional schedule* is as follows:

1. No Later than 20 December 2021: Consultant to share a visual strategy/preview of MOOC style
2. On 17 January 2022: For **Module 1, Reception by consultant(s)** of written text wrt outputs needed - podcasts, videos, games, information packages, brief of deliverables from UCLG Migration-Learning teams.
3. Starting from 17 January 2022: Materials received for **Module 1 of the MOOC to be adapted** into spoken versions for the podcasts, animated videos and the recorded videos to be edited, game exercises and to be analysed to produce the infographics.
4. No later than 24 January 2022: **First delivery on Module 1** - of advanced material for the podcasts, animated videos and the editing of the recorded videos, infographics, and game exercises.
5. No later than 31 January 2022: **Final delivery on Module 1** - of advanced material for the podcasts, animated videos and the editing of the recorded videos, infographics, and game exercises.
6. On 7 February 2022: For **Module 2, Reception by consultant(s)** of written text wrt outputs needed - podcasts, videos, games, information packages, brief of deliverables from UCLG Migration-Learning teams.
7. Starting from 7 February 2022: Materials received for **Module 2 of the MOOC to be adapted** into spoken versions for the podcasts, animated videos and the recorded videos to be edited, game exercises and to be analysed to produce the infographics.

8. <u>No later than 14 February 2022</u>: **First delivery on Module 2** - of advanced material for the podcasts, animated videos and the editing of the recorded videos, infographics, and game-survey exercises.

9. <u>No later than 21 February 2022</u>: **Final delivery on Module 2** - of advanced material for the podcasts, animated videos and the editing of the recorded videos, infographics, and game exercises.

10. <u>On 28 February 2022</u>: For **Module 3, Reception by consultant(s)** of written text wrt outputs needed - podcasts, videos, games, information packages, brief of deliverables from UCLG Migration-Learning teams.

11. <u>Starting from 28 February 2022</u>: Materials received for **Module 3 of the MOOC to be adapted** into spoken versions for the podcasts, animated videos and the recorded videos to be edited, game exercises and to be analysed to produce the infographics.

12. <u>No later than 7 March 2022</u>: **First delivery on Module 3** - of advanced material for the podcasts, animated videos and the editing of the recorded videos, infographics, and game exercises.

13. <u>No later than 14 March 2022</u>: **Final delivery on Module 3** - of advanced material for the podcasts, animated videos and the editing of the recorded videos, infographics, and game exercises.

14. <u>On 7 June 2022</u>: For **Module 4, Reception by consultant(s)** of written text wrt outputs needed - podcasts, videos, games, information packages, brief of deliverables from UCLG Migration-Learning teams.

15. <u>Starting from 7 June 2022</u>: Materials received for **Module 4 of the MOOC to be adapted** into spoken versions for the podcasts, animated videos and the recorded videos to be edited, game exercises and to be analysed to produce the infographics.

16. <u>No later than 14 June 2022</u>: **First delivery on Module 4** - of advanced material for the podcasts, animated videos and the editing of the recorded videos, infographics, and game exercises.

17. <u>No later than 20 June 2022</u>: **Final delivery on Module 4** - of advanced material for the podcasts, animated videos and the editing of the recorded videos, infographics, and game exercises.

*Time schedule could be subject to readjustments subject to related processes.

18. COPYRIGHT AND DIVULGATION

UCLG holds intellectual property and has the right to use the final videos, texts, images and illustrations in future courses and publications as part of its learning agenda.

19. REQUIREMENTS

This tender is addressed preferably at professionals and/or companies with proven senior expertise in this field of service. Experience with the production of learning materials on local migration governance and the migration issue in general will be strongly considered.
The total budget for the above-mentioned tasks may not exceed 25,000 Euros.

20. STARTING DATE OF THE CONTRACT

The Contract between UCLG and the awarded tenderer will begin on **17 December 2021**, and will last until **20 June 2022**.

ANNEX 2   CONTRACTUAL BINDING CONDITIONS

Publication date:	24th November 2021	Deadline for submitting tenders:	12th December 2021 24:00 CET
Document:	Terms of Reference (ToR). **Massive Online Open Course (MOOC) Production.**		
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:	**To produce UCLG Massive Open Online Course:** **"Local Action on Migration and Displacement: territorial perspectives towards the achievement of global agendas"** *More information included in Annex I*		
Contract type:	Service Provider Contract		
Duration of the contract:	December 2021- June 2022 (6.5 months)		
Procedure type:	Open procedure		
Budget:	€ 25,000		
Language of the services and communication:	English, Spanish and French		
Language submission (preference)	English, Spanish or French		
Status:	Open		
Notification of award to the successful tenderer:	5-10 days after deadline for tenders		

1) The contractor is responsible for implementing the task entrusted to it in the Terms ofReference (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…) andthe 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 beprovided 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.