

Barcelona, 9 March 2022

**Subject: CALL FOR TENDERS**

Dear Tenderer,

We are pleased to publish an open call to **provide services for the layout design for the GOLD VI Report, the GOLD VI Executive Summary in three languages, Infographics and an online navigable version of the report (English, Spanish and French) with ref. 003-2022**. All the information related to the procurement 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.

Documents attached:

- Annex 1: Technical Terms of Reference
- Annex 2: Contractual References
- Annex 3: GOLD VI short description

Yours sincerely,

**UCLG WORLD SECRETARIAT**



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**Ref. 003-2022 - Annex 1**

**Terms of reference for the layout design for the full GOLD VI Report and the GOLD VI Executive Summary in English, Spanish and French (including the elaboration of a given number of infographics); as well as the design and programming of a landing webpage for the GOLD VI report**

**1. General context: UCLG and the Report of the Global Observatory on Local Democracy and Decentralization (GOLD)**

- United Cities and Local Governments (UCLG) is the largest world organization of local and regional governments. Headquartered in Barcelona, UCLG's mission is "to be the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests, through cooperation between local governments, and within the wider international community". UCLG is present in over 140 of the 191 UN Member States in seven world regions, its membership includes over 175 local and regional government associations, eventually representing at least 240,000 local authorities around the world. It comprises 17 committees and working groups.
- In line with our strategic objective to strengthen the voice of local and regional authorities at the international level, since 2006, UCLG has published five Global Observatory on Local Democracy and Decentralisation (GOLD) reports, which seek to be "a major source of information on local self-government, local authorities and international solidarity". Previous GOLD reports can be consulted [here](#). **The sixth version of the GOLD report will be jointly produced by KNOW and UCLG and launched in November 2022, under the title "Pathways to Urban and Territorial Equality: Addressing inequalities through local transformation strategies".** GOLD VI has a series of strategic objectives. Initially, it seeks to reframe the notion of equality, recognising the drivers that perpetuate inequalities across different scales, as well as their context-specificity. It does so by addressing cross-sectorial and spatial performance principles (i.e., distribution, recognition, mutual care, and parity participation). The report also aims to centre equality and justice in the debates on global development agendas, particularly in the context of the COVID-19 pandemic and its aftermath; and to identify current policy and planning actions and co-produced interventions that recognise the agency of local and regional governments and civil society groups. The report is structured around six pathways to urban and territorial equality: Commoning, Caring, Connecting, Re-naturing, Prospering and Democratizing. The GOLD VI Report shall be published in time for the 7<sup>th</sup> World Congress of UCLG, which will take place in Daejeon, South Korea, on October 10-14, 2022. More information on the GOLD VI report can be found in Annex 3: GOLD VI Short Description.
- **This tender has as its objective the layout of the final drafts of the whole report: approximately between 350 and 400-pages in Word files in its three versions, English, Spanish and French. In addition to the report, a shorter publication, called *Executive Summary* (around 90 pages in draft, to be confirmed), will also be published, also in the three UCLG official languages.** While the whole report will need to be published for the 7th World Congress only in English, the Executive Summary will need to be published for that event in English, French and Spanish. The layout of the whole report in French and Spanish is foreseen for the first semester of 2023. **The development of infographics to be included in the full report and the Executive Summaries will also be required.**
- **In addition to the layout of the GOLD VI report and its executive summary, this tender also has as its objective the creation of a landing webpage for the GOLD VI Report, in order to allow for people to access the contents of the report online**

**in a visually engaging manner. For the GOLD VI Report launch at the Congress, the first version of the full Report and the Executive Summaries shall be accessible online. In a second phase, during the first semester of 2023, the final version of the full report, as well as its versions in Spanish and French shall also be accessible online through the landing webpage. The landing webpage will facilitate access to the contents of GOLD VI and will allow to explore the Report at different levels (e.g. overviews, by chapter or key topics, complete version) supported by infographics or other visual tools to make it friendly for different targeted audiences and that will have been developed as part of the layout design for the full report and the Executive Summary.**

- After the UCLG 7th World Congress, UCLG will revise the Report and Executive Summaries, finalize their edition in case there are minor errors together with the successful tenderer, and translate the Report into French and Spanish. The updated/corrected version of the full Report and Executive Summaries shall thus be published in the three languages during the first semester of 2023. Concerning the Report, the English version is expected to have between 350-400 pages. Experience with the previous reports suggests that the French and Spanish versions can be about 10% longer. Translation of the report is not the object of this tender.

## **2. Objective**

The overall objective of this tender is twofold, as explained hereafter. Firstly, to **design, layout and format through InDesign (hereinafter, “layout”) both types of publications: the full GOLD VI Report and the Executive Summaries of GOLD VI.** While the full GOLD VI Report shall be published in English for the 7th UCLG World Congress, and only later in French and Spanish, the Executive Summaries shall be published in three languages (English, French and Spanish) for the UCLG 7th World Congress (10-14 October 2022).

Secondly, the objective of this tender includes **the design and programming of a landing webpage for the GOLD VI report.**

**An initial visual identity has already been designed for the GOLD VI process and report.**

The successful tenderer shall not create the visual identity of these publications from scratch but build on the already existing visual identity. Proposals should be aligned with this visual identity. The visual identity (logo, grid, chapter colors) can be consulted in the Working Papers that have already been published in the framework of the GOLD VI process, here: <https://gold.uclg.org/reports/gold-vi>. UCLG will provide the elements of the visual identity to the winning tenderer for them to apply such visual identity to the layout of the report, the Executive Summary and the landing webpage.

The files to be the basis for the layout will be provided to the successful tenderers in Word format (plus occasionally Excel files for the tables and charts, jpeg or other image formats for photos and other visual aids).

## **3. GOLD VI: format and modelling**

As said above, this tender includes the layouting of two related publications: the full GOLD VI Report (see 3.1), the GOLD VI Executive Summary (see 3.2) and the online navigable report (see 3.3).

### **3.1. The full GOLD VI Report**

The GOLD VI Report consists of nine chapters, plus Introduction, Conclusions and Annexes. The structure of the English document as a whole is as follows:

- **Cover, acknowledgments, table of contents, preface**

- **Introduction** [approx. 4000 words];
- Chapter 2 - State of Inequalities [approx. 20,000 words];
- Chapter 3 - Governance and Pathways for Urban and Territorial Equality [approx. 9,000 words];
- Chapter 4 - Commoning [approx. 19,000 words];
- Chapter 5 - Caring [approx. 19,000 words];
- Chapter 6 - Connecting [approx. 19,000 words];
- Chapter 7 - Re-naturing [approx. 19,000 words];
- Chapter 8 - Prospering [approx. 19,000 words];
- Chapter 9 - Democratizing [approx. 19,000 words];
- Chapter 10 - Expanding Transformative Change at Scale (approx. 19,000 words)
- **Conclusions** [approx. 15,000 words]
- **Annexes, bibliography and final cover** [approx. 15 pages]

Layout includes the design, layout and formatting of the following elements of the publication:

- Cover and interior design and full contents; page format A4, 21 x 29,7 cm and full colour.
- Visual support and graphic elements: infographics, maps, charts, graphs, etc., as agreed on a case by case basis with UCLG, which commits to provide the raw information and data. This will include an estimate of 8 infographics (to be confirmed) + approximately 25 visualizations/diagrams, plus the re-make of some graphs taken from other publications or materials.
  - Infographics: visual representation of data, e.g. through charts or diagrams.
  - Visualizations: visual representation of ideas, information, processes, contents, mechanisms, e.g. the pathways
- Photos to illustrate the cover and different parts of the book, in agreement with UCLG. Most photographs will be provided by UCLG, and some others might eventually need to be extracted from open source portals such as Unsplash or Pexels. The photos that UCLG will provide have been provided by the contributors to each chapter, often illustrating the concrete cases that the chapter will talk about. Thus, it is important that the tenderer considers how to include the pictures provided by UCLG, and then complements with additional photos from open source portals when necessary. A summary of the photos provided per chapter will be provided by UCLG.
- The editable format of all files in InDesign shall be provided by the successful tenderer in due course.

All contents of the GOLD VI Report, understood as the text that shall be laid out, are provided by UCLG. Tables and graphs will also be provided by UCLG and the successful tenderer shall layout them following the visual identity of the report. Infographics and other visualizations shall also be developed according to the specifications below.

### 3.2 The GOLD VI Executive Summary

The Executive Summary of the GOLD VI Report, an adapted and summarized version of such report that aims for easier dissemination and communication, will also be laid out. It is expected to consist of around 90 pages, including infographics, tables, diagrams and other kinds of visualizations (+ approximately 10% for the Spanish and French versions). All contents of the GOLD VI Executive Summaries, as described above, are provided by UCLG. Traditionally, the Executive Summary has consisted of the report's full Introduction + a five-page summary per chapter + the report's full conclusions, plus cover, acronyms and back cover). For this edition, the tenderer is expected to propose a more visual Executive Summary, potentially drawing on the infographics and visual elements that will have already been developed for the layout of the full Report.

### 3.3 The design and programming of a landing webpage for the GOLD VI report

The development of an online navigable version of the report will be required in order to facilitate access and exploration of the report at different levels (e.g. overviews, by chapter or key topics, by types of contributions in each chapter, access the complete version, etc.) supported by infographics or other visual tools to make it friendly for different targeted audiences. Tenderers may find an idea of this output in the website of the *World Cities Report 2020: The Value of Sustainable Urbanization report* here: <https://unhabitat.org/wcr/>, as well as on the Global Taskforce of Local and Regional Governments' platform developed on the occasion of the UN75 anniversary, here: <https://www.un75localandregionalvisionreport.global-taskforce.org/es/>, and on IFAD's *Rural Development Report 2021* here: <https://www.ifad.org/en/rural-development-report/>.

The design of the landing webpage for the GOLD VI Report is a process interrelated with the layout design of the Report itself. This means that the calendar and process proposal of the tenderer needs to reflect both the layout and landing webpage steps. Tenderers shall build upon the infographics and visual elements that will have already been produced for the report's layout. There will be very limited printed copies of the GOLD VI Report at the Congress. Hence, the landing webpage will be the main means through which the GOLD VI Report will be disseminated.

## 4. Deliverables

The final publications, the master copies of the Reports (one for each of the three languages), the Executive Summaries, as well as the online navigable report, shall be delivered according to the schedule presented below in Section 5, ready to be printed and published (i.e., in PDF or any other similar format compatible with the requirements of the printers) and also to be accessible virtually (in a webpage) accordingly.

Infographics, visualizations and other materials shall also be sent separately (in InDesign) so as to be used in other formats beyond the reports and Executive Summaries.

The landing webpage for the GOLD VI report shall be handed over in a way that allows UCLG to apply further changes and carry out the necessary maintenance of the webpage. For this, the use of Wordpress or Drupal type content managers, compatible with a server with a LAMP environment (**L**inux, **A**pache, **M**ySQL/**M**ariaDB, **P**HP/**P**erl/**P**ython)), will be positively valued. Any proposed solution that does not meet these characteristics must be justified and agreed between the development team and UCLG.

## 5. Calendar and important dates

As said above, the successful tenderer shall comply with the submission of document two different moments in time, or phases, that are explained below.

### Phase 1: First version of the full GOLD VI Report and the Executive Summaries + landing webpage for the GOLD VI report

The GOLD VI report will be launched officially at the UCLG World Congress of **Daejeon**, on **October 10-14, 2022**. The timeline for the tasks object of this Tender (including both the full GOLD VI Report in English and the Executive Summaries in three languages; as well as the landing webpage for the GOLD VI report) should be set accordingly and is provisionally defined as follows:

By **April 2022**:

- GOLD VI report: The successful tenderer will begin receiving materials (in Word format) gradually as they have the sign-off of the GOLD VI Steering Committee for design, layout and formatting (in PDF) since 1 April 2022 or as soon as the contract is signed, compatibly with the process of editing of the original drafts. Exchanges between the Steering Committee and the contractor will be needed to correct layout errors and to finalize each of the chapters.
- Infographics shall also be developed once materials are received from UCLG.
- Landing webpage for the GOLD VI report: Exchanges between UCLG and the contractor will start in April.

By **May 2, 2022**:

- The awarded tenderer will present to UCLG an initial proposal of design and layout of the report and Executive Summaries, infographics and visualization as well as of the landing webpage for the GOLD VI report, to be discussed and validated by UCLG.
- Between May and August regular exchange between the successful tenderer and UCLG will take place to further define details of the publications and the online navigable report and to ensure the regular follow-up of the process.

No later than **August 22, 2022**:

- GOLD VI report: Delivery by the tenderer to UCLG of the last batch of proofs in PDF.
- Executive Summaries: Delivery of the Executive Summary in EN
- Landing webpage for the GOLD VI report: delivery of the first complete version of the online report

No later than **September 1, 2022**:

- GOLD VI report: Delivery by UCLG to the tenderer of the last batch of proofread proofs for final adjustments and revisions.
- Executive Summaries: Delivery of the Executive Summary in ES and FR
- Landing webpage for the GOLD VI report: delivery of the pre-final version of the online report

No later than **September 10, 2022**:

- GOLD VI report and Executive Summaries: Delivery by the tenderer of the **finalized proofs** (in PDF) for the full GOLD VI Report and the Executive Summaries, ready for **submission to the printer**. The pdfs also need to be submitted in the necessary pdf format to be uploaded on the UCLG website.
- Landing webpage for the GOLD VI report: delivery of the final version of the online report

**Phase 2: Final version of the Full Report and Executive Summaries + of the landing webpage for the GOLD VI report**

Following the launch of the publication (in English) and the Executive Summaries (in EN/FR/ES) at the UCLG World Congress, Phase 2 will include: a) slight modifications to the contents of the full Report and the Executive Summaries in case there are minor errors; b) layout and formatting of the full Report in FR and ES, which will have been translated in the meantime.

The revision of the English version, as well as the layout of the French and Spanish versions, of the full GOLD VI Report should be done **throughout the first semester of 2023**. The three finalized versions of the Report, in English, French and Spanish shall be published before May 30, 2023. The same period is applicable to the revision of the Executive Summaries in EN/FR/ES.

The landing webpage for the GOLD VI report shall be created in ES and FR **throughout the first semester of 2023** as well.

## 6. Requirements

This tender is addressed preferably at professionals and/or companies with proven senior expertise in this field of service. Experience with publications in the field of global reports for international institutions, local government, public advocacy and public policy will be strongly considered. Experience in editing and formatting of publications, and in developing online webpages, platforms, and content in ways that enhance the impact of large amounts of data, in – at least – English, French and Spanish will also be valued.

## 7. Budget

Not defined. The most economically advantageous proposal fulfilling the technical requirements will be awarded.

## 8. Payment terms

UCLG will sign a Contract with the successful tenderer covering all the binding conditions governing the relationship and the object of the Tender. Payment terms will be:

- 10% of the accepted budget will be paid after delivering the first proposal of layout and deployment plan of the actions covered in this tender (May 2022)
- 50% of the accepted budget will be paid after the **submission of the final files** (PDF plus whatever other editable formats available) for the full GOLD VI Report in English and the Executive Summaries in English, French and Spanish, in the definitive version **ready for printing** (September 10 2022); **as well as the delivery of the final version of the landing webpage for the GOLD VI report.**
- 40% of the accepted budget will be paid after the **submission of the layout of the revised English version, as well as the French and Spanish versions**, of the full GOLD VI Report (first semester of 2023) and the Spanish and French versions of the GOLD VI landing webpage.

## 9. Starting date of the Contract

The Contract between UCLG and the awarded tenderers will begin on **April 1, 2022**, and will last until **July 1, 2023**.

**ANNEX 2**

**CONTRACTUAL BINDING CONDITIONS**

Ref. Tender: 003-2019

<b>Publication date:</b>	09-03-2022	<b>Deadline for submitting tenders:</b>	27-03-2022, 24:00 CET
<b>Document:</b>	<b>Design, layout and format both publications: the full GOLD VI Report and the Executive Summaries of GOLD VI in three languages (English, French and Spanish) + online navigable version of the report</b>		
<b>Name and address of the Contracting Authority:</b>	ORGANIZACIÓN MUNDIAL DE CIUDADES Y GOBIERNOS LOCALES UNIDOS (UCLG) Avinyó 15 08002 Barcelona (Spain) Tel: +34 933428750 Fax.: +34933428760 e-mail: tender@uclg.org		
<b>Short Description:</b>	Every three years UCLG publishes a Global Report facilitated by the Global Observatory on Local Democracy and Decentralization (GOLD). The next GOLD Report, the sixth edition (GOLD VI), will focus on “Pathways for urban and territorial equality”. The GOLD VI Report must be published in time for the 7 <sup>th</sup> World Congress of UCLG, which will take place in Daejeon, Korea, from 10-14, 2022. The layout will be based on the final drafts of the report and its components: approximately 350-400 pages in Word files in its English version. It will be accompanied by a shorter publication, called Executive Summary, of around 80-100 pages in draft, that will be published in English, French and Spanish. A landing webpage for the GOLD VI report will also be developed. At a second stage, the revision of the materials is expected as well as the layout of the GOLD VI report in French and Spanish. <i>More information included in Annex 1</i>		
<b>Contract type:</b>	Services contract		
<b>Duration of the contract:</b>	15 months		
<b>Procedure type:</b>	Open procedure		
<b>Budget:</b>	Not defined. The most economically advantageous proposal fulfilling the technical requirements will be awarded		
<b>Language of the services and communication:</b>	English, Spanish or French		
<b>Language submission (preference)</b>	English, Spanish or French		
<b>Status:</b>	Open		
<b>Notification of award to the successful tenderer:</b>	Up to 7 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, the 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.
  - Intellectual property originated by the awarded tenderer shall be the sole and exclusive property of UCLG.
- 3) Drafting and content of the tender documents to be submitted by the tenderer. Tender documents must contain the following provisions and information:
  - Description of the Tenderer (Organization, Expert, Consultant, Company...) and the persons having powers of representation, decision making or control.
  - Key experts and CVs, in case individuals involved.
  - Technical offer according to Annex 1 requirements. Including details for 1) layout of the GOLD VI report, 2) layout of the Executive Summaries, 3) development of infographics and visualizations, and 4) development of a landing webpage for the GOLD VI report.
  - 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 tender will be accepted if submitted after the deadline, except that otherwise informed in the web site.
- 5) In case additional information is required to submit the proposal, we kindly invite you to contact UCLG in the e-mail address [tender@uclg.org](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) UCLG might request additional information about 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.
- 8) If UCLG suspects that a candidate, tenderer or applicant does not comply with the rules, it must ask the candidate/tenderer/applicant to provide evidence demonstrating actual compliance with the applicable rules.

**9)** Evaluation Criteria: UCLG will take care that the awarded tenderer does not have a potential conflict of interest with the organization and will decide whether or not the submitted proposals:

- Comply with the essential requirements of the tender dossier: technical, administrative and financial.
- Satisfy the requirements set in the tender dossier
- Contains the complete documentation
- Language required by the tender dossier has been used.

The selection criteria concern the tenderer's capacity to execute the contract. The successful tenderer will be the one submitting the least expensive tender classified as 'technically compliant' during the evaluation.

**10)** The tenders will be assessed according to the eligibility and the financial, economic, technical and professional capacity of the tenderers. Tenders will be compared and the contract awarded. The decision of who is the successful tenderer will be final.

**11)** Choice of contractor:

As a result of its deliberations, UCLG will decide on the following recommendations:

- Award the contract to the tenderer which has submitted the least expensive offer and complies with the formal, technical, administrative and financial requirements
- Cancel the tender procedure

Once awarded the contract the successful tenderer will be notified.

**12)** Once the tenders have been analysed, they are compared and the successful tenderer is chosen. No negotiation is allowed.

**13)** UCLG must ensure equal treatment of tenderers and keep the tenders confidential.

### **ANNEX 3: GOLD VI SHORT DESCRIPTION**

GOLD VI is a collective effort to understand the ways in which local and regional governments (LRGs) can address current inequalities and the critical threats they mean to our future. Even if addressing inequalities requires effective interventions at multiple scales, which sometimes go beyond the realm of LRGs, local policies and actions can have a key role tackling the territorial manifestations of inequalities, propelling bottom-up transformations, while also dealing with some of the underlying causes of inequities. GOLD VI does this by building what we have called 'pathways to urban and territorial equality'.

The Report acknowledges that advancing urban and territorial equalities requires addressing inequalities in four different dimensions: equitable distribution of material conditions for a dignified quality of life, reciprocal recognition of identities and claims, parity political participation in decision making, and fostering solidarity and mutual care. In embracing this multifaceted understanding of equality and its links to the environmental defies, GOLD VI proposes that, for LRGs, equality challenges should be understood as questions of governance, building upon existing frameworks such as the 2030 Agenda for Sustainable Development, the NUA, Paris Agreement on Climate Change or the UCLG Pact for the Future, and relying on human rights-based approaches.

Urban and territorial inequalities cannot be addressed exclusively with sectorial or siloed approaches, or only at one level of governance. The choice to focus on pathways in GOLD VI responds to the recognition that addressing structural inequalities and current unsustainable development trends requires building alternative trajectories of action. In the face of the housing crisis and the financialization of housing, land, and services, **commoning** emerges as a pathway to enhancing collective practices and guaranteeing access to decent housing and basic services for all. As we witness a generalized crisis in social protection, **caring** becomes a response to prioritising the provision of care for different groups and for those who care for others. Confronting a growing digital divide and the evident gaps in terms of mobility and access to infrastructure, **connecting** becomes a pathway to ensure adequate physical and digital connectivity for all. In the face of the undeniable climate emergency and environmental degradation, **re-naturing** emerges as an approach for creating a renewed and sustainable relationship with the ecosystem and natural resources. As urban and territorial economies become more precarious and increasingly unequal between territories, **prospering** is a response to create decent and sustainable livelihoods that are adequate for the diverse conditions of different social identities. And as we encounter global and local threats against democracy and growing calls for the improvement of existing mechanisms of representation, **democratizing** is a vehicle that ensures inclusive principles of governance that recognise everyone's voice, especially those historically marginalised. Finally, it is in the incremental and cumulative effect of co-created actions across these different agendas where pathways to equality emerge and consolidate to reach tipping points to propel radical transformations, with appropriate policies in place to expand these transformative changes at scale.