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 contract an Expert for Resource Curation and Written Output Creation for Contents of Massive Online Open Course (MOOC)** with Ref. 03-2021. 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

TERMS OF REFERENCE

Expert To Provide Resource Curation & Written Output Creation for UCLG Migration Massive Open Online Course (Mooc) On :

"LOCAL ACTION ON MIGRATION AND DISPLACEMENT: TERRITORIAL PERSPECTIVES TOWARDS THE ACHIEVEMENT OF GLOBAL AGENDAS"

in the framework of the *UCLG Learning*

The following Terms of reference (ToR) define the background, objectives, scope of work, time schedule and specific requirements for the **resource curation and written output creation for the contents of the massive open online course (MOOC) "Local Action on migration and displacement: territorial perspectives towards the achievement of global agendas"**.

I.   BACKGROUND INFORMATION

a) MOOC on "Local Action on Migration and Displacement: territorial perspectives towards the achievement of global agendas"

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.

The MOOC will be launched side by side with 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.

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.

The MOOC will be launched in phases in the following 4 modules (detailed document will be further shared with expert by UCLG team):

1. January 2022 - **Introduction - Territorial Approaches to Migration and displacement** (Definitions & Core concepts block)
2. February 2022 - **Knowhow - LRGs in Urban Migration Governance** (LRG Practice related block)
3. March 2022 - **Call to Action - Local actions towards Global Agendas** (Localising Global agendas block)
4. June 2022 - **Enhance - IMRF 2022 & Way Forward** (Forward Looking block)

b) About UCLG:

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". Present in 140 of the 191 UN Member States in seven world regions, UCLG's members include over 1000 cities across 95 countries, as well as 112 Local and Regional Government Associations (LGAs and RGAs) –organizations that represent cities and local governments at national level within a given country and at continental level (through Regional Sections in each continent)–, meaning that UCLG represents almost every LGA in the world.

c) MOOCs by UCLG Learning:

The UCLG Learning team has developed so far, a MOOC on the Localisation of SDGs, hosted on their Learning Platform and has 3 more in the pipeline with the UCLG Local Finance, Accessibility and UCLG Committee on Social Inclusion, Participatory Democracy and Human Rights (UCLG-CSIPDHR) teams.

d) 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 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.

e) 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.

II. WORK OBJECTIVE AND EXPECTED RESULTS

The overall objective of the contract is to support the UCLG Migration team in the provision of the phased delivery packages to the final consultants(s) producing the MOOC, by curating resources into info packages and the MOOC contents - providing the scripts for podcasts, videos, 1 survey exercise and infographics and ensuring the consistency of these materials.

In particular, it is expected the expert undertakes the following activities:
  i. Map and organise the resources provided by UCLG and concerned partners into curated and comprehensive info packages and an overall strategy plan for approval by the UCLG team and for the reference of the MOOC producing consultant(s), categorised by the 4 Modules of the MOOC.
  ii. Draft the scripts in English for the MOOC contents - podcasts, videos, 1 survey exercise and infographics.

UCLG, in coordination with Mayors Mechanism (MM), MMC and IOM, will provide feedback to the expert's contributions.

III. SCOPE OF WORK

The expert provides scientific support & curation for the deliverable packages to be provided to the final consultant(s) producing the MOOC. The Expert will be responsible for the following tasks:

Activity 1: Prepare a resource mapping and strategic resource planning with regards to the MOOC proposed outline.
- ▪ To thoroughly organise the existing resources provided by UCLG and other partners, to propose and furnish further resources to fill any gaps and to categorize them into 4 module-wise documents, each structured as per the module outlines that will be provided by UCLG.

Output:
- – 1 resource mapping and MOOC strategy Google document, structured as per the MOOC proposed outline of modules that will be provided by UCLG.

Activity 2: Prepare 4 Module-wise resource packages:
- ▪ To categorize the resources as per the approved mapping and strategy document into 4 module-wise documents, each structured as per the MOOC proposed outline of modules that will be provided by UCLG.

Output:
- – 4 Google documents, (1 for each module) with reference resources, structured as per the MOOC outline.

Activity 3: Draft the scripts for the MOOC content material:
- ▪ Draft the scripts in English for the MOOC contents - podcasts, videos and infographics.

Output:
- – **Podcasts (5 nos.)**: Transcripts for podcasts of 3-5 minutes duration to introduce each module, its core concepts and instructions for the following products of the module - games, infographics, surveys and/or videos. Transcript to be drafted in English .
- – **Animated videos (4 nos.)**: Video script text to be drafted in English .
- – **Editing of recorded videos (1 no.)**: Video script text and tentative cut markers - timestamps for clips to be edited from existing partner videos to be provided in English.
- – **Infographics (3 nos.)**: A brief of requisites, information package and reference infographics to be provided to UCLG by the expert, in order for the final graphic consultant to design the infographic. The info package - a document containing the brief of requisites and reference resources to be provided by the expert, after curating UCLG and other partner resources.
- – **1 Survey Exercise (Self assessment) component of a Game**: the game product no. 9(further information will be provided by UCLG Migration team) of course will include 1 survey exercise, 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 the UCLG team, a script of the Questions and answers of this exercise.

IV. TIME SCHEDULE

The working calendar will be as follows:
  i.   **22 nd of November - 6th of December 2021:** Expert studies and curates the resources provided by UCLG and other MOOC partners and prepares the structured resource mapping and an overall strategy for the MOOC.
  ii. **6th of December 2021:** Submission of the MOOC outline and overall strategy document to UCLG Migration team.
  iii. **17th of January 2022:** For Module 1, Final Submission of written text - in English - wrt outputs needed - podcasts, videos and information packages.
  iv. **7th of February 2022:** For Module 2, Final Submission of written text - in English - wrt outputs needed - podcasts, videos, infographic and resource information packages.
  v.   **28th of February 2022:** For Module 3, Submission of written text - in English - wrt outputs needed - podcasts, videos, infographic and resource information packages.
  vi. **7th of June 2022:** For Module 4, Submission of written text - in English - wrt outputs needed - podcasts, videos, infographic and resource information packages.
  vii. Date tbc March 2022: Participation at MOOC Live Session 1 for self-notes.
  viii. Date tbc April 2022: Participation at MOOC Live Session 2 for self-notes.
  ix. Date tbc May 2022: Participation at IMRF selected sessions for self-notes.

V. 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.

VI. REQUIREMENTS

This tender is addressed preferably to an expert with sound knowledge in the fields of human mobility in the Mediterranean and local inclusion.
The total budget for the above mentioned tasks may not exceed 9,600 Euros (VAT not included).

VII. STARTING DATE OF THE CONTRACT

The Contract between UCLG and the awarded tenderer will begin on **22 November 2021**, and will last until **7 June 2022**.

ANNEX 2   CONTRACTUAL BINDING CONDITIONS

Publication date:	8th November 2021	**Deadline for submitting tenders:**	15th November 2021
Document:	Terms of Reference. **Expert for Resource Curation and Written Output Creation for Contents of Massive Online Open Course (MOOC)**		
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 support the UCLG Migration team in the provision of the phased delivery packages to the final consultants(s) producing the MOOC, by curating resources into info packages and the MOOC contents - providing the scripts for podcasts, videos, 1 survey exercise and infographics and ensuring the consistency of these materials.** *More information included in Annex I*		
Contract type:	Service Provider Contract		
Duration of the contract:	November 2021-June 2022 (7 months)		
Procedure type:	Open procedure		
Budget:	€ 9,600		
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.