

The Secretary General

Barcelona, 22nd December 2016

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open call to **provide services for elaboration of a training module on the localization of the SDGs with ref. 006-2016**. 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

Yours sincerely,

Josep Roig
Secretary General



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Ref. 006-2016 - Annex 1

TERMS OF REFERENCE FOR A TRAINING MODULE ON THE TERRITORIAL DIMENSION OF THE 2030 AGENDA – December 2016

Goal: UCLG, UNDP and UN-Habitat suggest hiring an expert or institution to develop an initial training module on the Localization of the SDGs. The module would include pedagogical tools and resources for administrative and political representatives from local and regional governments. The contents would be based on the 2030 Agenda and provide the participants with the instruments needed to deploy the Agenda and its goals in their territories, in a way which is compatible with their local needs.

Duration: January–May 2016

Expert/Institution profile: A senior expert/institution with: a deep knowledge of the 2030 Agenda, as well as the other global agendas (New Urban Agenda, Climate Change Agreements, Addis Ababa Action Agenda, Sendai Framework for Disaster Risk Reduction); substantial international experience in the field of urban and territorial governance and the design of training and capacity-building tools for public officials.

Fees: 16,000 €

General background:

Engaging local and regional governments (LRGs) in the Sustainable Development Goals' (SDGs) implementation, monitoring and reporting processes requires making the development agenda more accessible to LRGs political and administrative representatives, whose priorities have generally been unaffected by this kind of global conversation. In this regard, it is essential to improve their knowledge of the 2030 Agenda so that they can play a proactive role in its implementation. Similarly, they could also contribute to shaping this process in accordance with the actual interests and needs of their territory and all the actors that operate in it.

As affirmed in the [Roadmap for Localizing the SDGs](#), devised by the Global Taskforce of Local and regional Governments, UNDP and UN-Habitat, the link between LRGs and the 2030 Agenda need to be approached through a number of different perspectives.

Firstly, it is important for local and regional governments to **own the Agenda**, to see clearly what challenges it poses and how these affect their territories. It is a universal agenda with a strong local impact. It will inevitably affect territorial development strategies and the way these will have to be funded in the coming years.

Secondly, LRGs also must have access to effective tools to **participate in the definition of national plans** for the implementation of the 2030 Agenda. These resources must be consistent with the needs and interests of the territories. LRGs must also **take part in the monitoring and evaluation** of the initiatives that will be taken, so that these are accountable to their citizens at all times.

The implementation of SDGs at the territorial level requires **compatibility between development plans at both the national and local levels** (thereby including sectorial plans) **and the goals set by the 2030 Agenda**. This requires a *needs assessment*; an effort to identify valuable participation programmes for the involvement of the citizenship; the definition of goals and priority guidelines within the SDGs at sub-national level (i.e., not all SDGs affect the territory to the same extent); mobilizing financial resources; and define monitoring and evaluation mechanisms that are compatible with those already set up at the national and international levels.

In this context, the engagement of local and regional governments and actors (e.g., citizens, the private sector, academia, etc.) is key to deploy the Agenda with consistent results for the involved territories. LRGs can play a crucial role in the definition of such participation mechanisms, while also eliciting the commitment of territorial actors to apply both local and national sustainable development plans.

Deliverable:

Against this backdrop, UCLG, UNDP and UN-Habitat suggest hiring an expert or institution to develop an initial training module. The module would include pedagogical tools and resources for administrative and political representatives from local and regional governments. The contents would be based on the 2030 Agenda and provide the participants with the instruments needed to deploy the Agenda and its goals in their territories, in a way which is compatible with their local needs.

[Target groups] The module is addressed primarily at officials and experts from local governments' associations and networks, as well as to professionals who are able to replicate this training with LRGs' representatives (i.e., *training of trainers*).

[General features of the training module] The expert will design an open and evolutionary module to include all the main contents, a walkthrough about how presenting these topics in a more accessible way to the target groups (together with the necessary pedagogical resources as based on a core of practical experiences).

The module requires a flexible design that can be adapted to the diverse political, economic, social and cultural contexts within which local and regional governments act around the world.

Our recommendation is to design a highly pedagogical module with a strong practical orientation, collecting information on the experiences that are blossoming in different world regions. It should be adapted to the specific needs and expectations of its users. The module should be tested through training activities, in the framework of international fora, elaborated either by local and regional governments themselves or other organizations (multilateral institutions, agencies, etc.).

[Contents of the module] The module will be centred around the dialogue between the territory and the 2030 Agenda. It will put into practice, from a training vantage point, the five key points included in the *Roadmap for Localizing the SDGs* in four steps:

Introduction:

- What are the SDGs for? Presentation of the SDGs (an *SDGs at a glance* type), especially from the [point of view of local and regional governments](#), and the development of the '[localization](#)' concept (a short introduction to the topic).

Key chapter on advocacy and dialogues for the localization of the SDGs

- Citizenship-local governments dialogue: how to make citizens and territorial actors aware of the relevance of the 2030 Agenda? How to make them aware that they need to regain the Agenda's ownership and take active part in its implementation?
- Multilevel dialogue with different layers of governments; mobilize resources and capabilities; promote co-ownership and co-responsibility; create spaces for learning and experience-sharing; foster cooperative governance for the definition of programmatic priorities.

Key chapter on territorial agenda – localization:

- How to include the territorial perspective – its needs, interests and expectations – in national SDG implementation strategies?
- *SDGs go local!* Developing local strategies for the implementation of the Agenda: mapping of actors and related responsibilities, definition of local needs; alignment of development (and sectorial) plans;

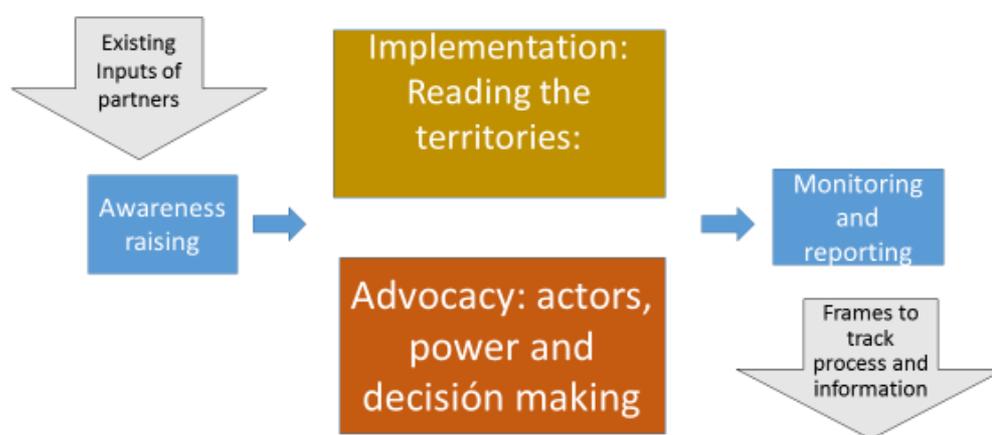
mobilization of resources and capabilities; promotion of co-ownership and co-responsibility; creation of learning and experience-sharing spaces.

- *Action and agreement training*: real-time local commitment

Monitoring and follow-up:

- Definition of a monitoring, evaluation and reporting system; localization of certified indicators and data collection and systematization methods.

Learning localizing on SDG – structure of Module 1



[Duration of the module] The module will allow participants to interact and participate more, especially through work in groups (approx. 4-6 hours).

[Modus operandi] The experts will elaborate in detail the contents of the module – in accordance with a structure previously negotiated among UCLG, UNDP and UN-Habitat –.

Special attention will be devoted in the proposal to the elaboration of pedagogical materials. The experts should identify and propose adequate didactic resources and tools, and select those relevant experiences that can help strengthen the learning process. These should provide the module with those dynamic and more attractive teaching instruments that can guarantee its effectiveness.

The module should also take into consideration any observations or suggestions coming from local and regional governments networks from various regions around the world. The module will be tested in ad hoc meetings organized by UCLG – namely, the UCLG Retreat that is organized yearly in February in Barcelona, and the Executive Bureau of April 2017, in Madrid. The module will be ultimately refined thanks to the feedback obtained from the participants in both such sessions.

[Final output] The expert/institution will have to deliver a guide or textbook (in Word format), including observations and remarks on key learning points that may highlight what the involved actors may be willing to learn in the future. This will be processed into didactic learning materials:

- **Instructor guides** with a methodology and all the content divided into smaller modules and a clear iconography to run a step-by-step training programme;
- **Instructor presentations**, visually accessible and evidence-rich;
- **Handouts** with infographics and activities;
- **Social learning activities** guides;
- **Case studies/scenario-based** learning activities;
- **Pit stops** to review understanding upon completion of the modules;
- **Student guides** with additional documents and/or resources;
- **Simplifiers**, i.e., guides to structure and report outcomes ad hoc.

Together with the definition of this introductory module on SDG localization, we also recommend working on the elaboration of the contents for a second module. This would be centered on territorial development plans' alignment with the SDGs and their targets. This has emerged as a key issue that has been recently taken up by many local and regional governments.

Similarly, the experts will be collaborating with UCLG, UNDP and UN-Habitat in the definition of additional training modules focused on other key themes. These should be aiming at improving the position of local and regional governments in the process of implementation of the 2030 Agenda: modules on the localization of certain SDGs, technically-oriented modules on reporting, monitoring, accountability, funding, or the improvement of management systems.

Working schedule

- **Draft training module outline:** by mid-February 2017 (expected to be presented at the UCGL Retreat in Barcelona)
- **Advanced module outline:** by the end of March 2017 (expected to be presented at the UCLG Executive Bureau in Madrid, in April 2017)
- **Final version of the module:** May 2017

Expected Costs

Expected remuneration for the abovementioned tasks is a maximum of 16,000€. This compensation does not include travel costs and management costs for the events in which the module is expected to be tested and/or presented.

ANNEX 2 CONTRACTUAL BINDING CONDITIONS

Ref. Tender: 006 -2016

Publication date:	22-12-2016	Deadline for submitting tenders:	13-01-2017 18:00
Document:	Elaboration of training module on Localization for SDG's		
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:	<i>More information included in Annex 1</i>		
Contract type:	Services contract		
Duration of the contract:	5 months (January - May 2017)		
Procedure type:	Open procedure		
Budget:	EUR 16,000.00 (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 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.

- 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.
 - 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. It will not be accepted any tender beyond the submission date, 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. 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 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.
- 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 award of 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.