

Barcelona, 03th July 2023

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open call for the **production of a Study on Rising to the challenges of food insecurity Initiatives by Local and regional governments** with **Ref. 05-2023**.

All the information related to the purchasing procedure is contained in Annexes 1 and 2. We kindly recommend you to read it carefully and follow the instructions contained in these documents.

UCLG is the World Organization representing local and regional governments 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: Terms of Reference
- Annex 2: Contractual Binding Conditions

UCLG WORLD SECRETARIAT



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ANNEX I

TERMS OF REFERENCE

Proposed UCLG Study on Rising to the challenges of food insecurity Initiatives by Local and regional governments

I. Background information

a) UCLG

United Cities and Local Governments (UCLG) is the largest world organisation of local and regional governments (LRGs). 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) –organisations 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.

b) About the UCLG Study on Rising to the challenges of food insecurity Initiatives by Local and regional governments

• Summary

The challenge of ensuring access to sufficient and nutritious food for everyone is a complex and varied issue faced in most regions of the world. Despite some progress, it is now evident that the world is not on track to achieve SDG 2, which aims to eliminate hunger by 2030. The COVID-19 pandemic and geopolitical tensions have compounded the vulnerabilities of global food systems, while international food prices have reached unprecedented levels.

Globally, there are more calories available in the world than any other time in history, yet access to food remains a pressing issue for one seventh of the world's population, with 850 million people going hungry each day. In addition, the high cost of food and lack of affordability means that billions are unable to consume a healthy and nutritious diet. Moreover, today's globalized and industrialized agri-food systems are associated with a plethora of devastating ecological outcomes, and with social injustices and inequalities persistent along food chains. From volatile prices, deregulation of markets, and unfair labour practices to farmers losing livelihoods owing to consolidation by large agri-businesses, powerful monopolies and extensive value chains, these systems commonly benefit a small few powerful actors at the expense of the majority, only serving to deepen inequalities.

As food is a critical issue in the global agendas - with initiatives such as the UN food systems summit, the SDG summit, and the nomination of the UN special rapporteur on the right to food- resolute action by all actors is necessary to combat food insecurity and our currently unsustainable and unjust food systems. To that regard, initiatives taken by local regional governments need to be more documented and valued.

Local and regional governments are committed to fostering the emergence of a food democracy and guaranteeing the right to food, which allows all citizens in their territories to benefit from widespread access to sufficient, healthy, responsible and sustainable food, protecting the commons and ensuring that in all their diversity, people have agency in collectively transforming their food systems. In 2022, the Pact for the Future of Humanity, adopted by the global constituency of local and regional governments and their associations at the World Congress of United Cities and Local Governments (UCLG) has raised the bar and set the tone for a new momentum to contribute to actions and partnerships to radically transform our food systems bridging local actions and global trends, and bringing the territorial perspective to the global agendas.

In particular, the Pact highlights a number of existential and related crises that threaten our societies: the rampant growth of inequalities, the ecological crises, including the climate emergency and biodiversity loss, and the crisis of care - of who is cared for and who is invisibilized. These crises are also those that underline our global food crises. As local and regional governments work towards sustainable and just food system transitions, the commitments of the Pact should remain foregrounded, including:

- Acknowledge that the search for never-ending economic growth demands systems of production and consumption that are both destructive and unsustainable.
 - Envisage a future based on caring, sharing and solidarity, where the search for incessant GDP growth and unsustainable production and consumption is replaced by a universal quest for an ever-improving quality of life for all where the human rights of all are promoted, protected and realised. This can only be achieved by regenerating the planet and respecting the living world that sustains us.
 - Commit to genuinely seek equity and opportunity for all, forging new development paradigms that protect the local and global commons, measuring progress through the lives of the poor, excluded and vulnerable populations, and not the rich and privileged. It also means changing our systems - from degenerative to regenerative, and from divisive to distributive – by design.
- **UCLG's Pact for the Future and food**

Local and regional governments are committed to fostering the emergence of a food democracy that allows all citizens in their territories to benefit from widespread access to sufficient, healthy, responsible and sustainable food. **To that end, the Pact for the future of humanity of UCLG** has raised the bar and set the tone for a new momentum to contribute to actions and partnerships for more inclusive and sustainable food systems that work for the people, the planet and the government. Issues such as food insecurity, nutrition and food quality, and resilience have come up as key issues amongst the constituency to ensure sustainable and just societies.

- **A study to highlight local experiences**

The proposed study aims at highlighting the experience of 10 local and regional governments from all over the world in innovative policies to address food insecurity. The outcome document aims to highlight inspiring and replicable good practices to tackle food insecurity to inspire other cities to engage in similar local policies. The case studies also include recommendations for each municipality to go further in building sustainable food systems and tackling food insecurity. A final part makes it possible to carry out a cross-analysis of the experiences of the 10 cities to identify the success factors and conditions of replicability of the innovative local policies studied.

II. Objective of the contract and expected results

- Compiling a critically-informed overview of different initiatives developed by local and regional governments who are pioneering food systems transformation to fight against food insecurity and put wellbeing and care for people and planet at the center.
- Highlight the diverse levers local and regional governments have at their disposal, despite limited mandates and budgets, to combat food insecurity.
- Critically updating knowledge on the definition and approaches to fighting food insecurity, considering recent evolutions in the international context, and with particular attention to both local contexts and communities, and voices like the International Panel of Experts on Sustainable Food Systems and the International Panel of Experts on Food and Nutrition.
- Support UCLG's advocacy work by drawing on experiences from the ground
- Valuing local efforts by subnational governments that implement proactive and innovative policies.
- Facilitating the spread of good practices and the exchange of experiences among peers and to the international community.
- Offering a repository of resources on diverse and transformative food systems related practices and solutions brought by the local and regional government constituency.

III. Scope of the work

The study could be **divided into 5 parts**, totalling approximately 40 pages

1. Sensitivity and alignment with the UCLG Pact for the Future, drawing on how case studies reflect the central values of care, trust, solidarity, local democracy, human rights, and feminist governance.
2. Introduction, context and definitions
3. Contributions from key partners
4. 10 case studies with homogenous format (2 pages max and a limited number of characters)
5. Analysis and recommendations

- **Cities present**

The choice of the 10 cities will be made accordingly with UCLG.

Structure and Content of the Study

1. Foreword

Sensitivity and alignment with the UCLG Pact for the Future, drawing on how case studies reflect the central values of care, trust, solidarity, local democracy, human rights, and feminist governance.

To be drafted by UCLG World Secretariat.

2. Introduction, context and definitions (approx. 4 pages)

- Recall the interest of the approach, in connection with the global agendas, the [Pact for the Future](#) and the work of the CFS and the [International Panel of Experts on Sustainable Food System](#), which justifies giving priority to this theme of work.
- Providing general background and up-to-date figures on food insecurity in the world, drawing from a structural and systemic understanding of the problem.
- Carry out a work on definition/ typologies of food insecurity, food systems transformations and the Right to Food in order to cover the diversity of existing situations and contexts.

Please see: [IPES-Food: 10 Principles to guide the transition to Sustainable Food Systems](#).

Please use the follow definitions of the United Nations Special Rapporteur on the Right to Food as a basis on which to expand and reflect.

- “**Food security** exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life.”
- “**The Right to Food** is right to have regular, permanent and free access, either directly or by means of financial purchases, to quantitatively and qualitatively adequate and sufficient food corresponding to the cultural traditions of the people to which the consumer belongs, and which ensures a physical and mental, individual and collective, fulfilling and dignified life free of fear.”

3. Contributions from Key Partners (approx. 2 pages per contribution)

This second part of the study aims to enrich the context elements of the introduction by adding contributions from key actors recognized and experienced in the field of food security, food access, the right to food, and sustainable food systems transitions, both from an institutional point of view).

4. Case Studies

Format

- English text of 6,000 characters including spaces (to be translated in French and Spanish by UCLG at a later stage)
- Give a title to each contribution
- Provide a visual of the territory (e.g. photo of the city) that would appear as a banner at the top of each document
- Recommended illustrations of the local food practices (2 to 3 per sheet)
- Photos must have a resolution of 300dpi and an ideal width of 22 cm

Content

- Key figures of each territory studied (number of inhabitants, key figures about structural inequality and poverty if available, consideration for how the intersections of identities such as gender, race, class, religion, sexual orientation, migratory status impact on peoples' food security, etc.)
- What are the competencies of the local/regional government regarding food policies?
- What are the main challenges of the territory regarding food insecurity?
- What are the key leverage points, tools and mandates that local and regional governments are using to foster inclusive, gender-sensitive and equitable food access?
- What is the strategy implemented by the local/regional government for combating food insecurity?
- Provide one or two concrete examples of solidarity initiatives for each case study and describe them in a synthetic way (this will be the most important part, about 1 page).
- What kind of governance is implemented for these projects, which stakeholders are involved and how? (Important to highlight whether and how the local/regional government works with diverse groups, such a youth, persons with disabilities, local food councils, women's groups).
- What are the main emergencies/the 3 main expectations to fight more efficiently against food insecurity?

5. Analysis and Recommendations

The final part aims at providing a cross-analysis of the experiences of the 10 local and regional governments to identify the success factors and conditions of replicability of the innovative local policies studied and to reflect on the key leverage points local and regional governments have in combating food insecurity. Recommendations would be proposed in line with the following guiding questions:

- Beyond the immediate responses to emergency situations of food insecurity, what long-term, structural and sustainable measures can be implemented at a local level to ensure access to food for everyone while respecting social, health and environmental criteria?
- What levers are available for local and regional governments to create alliances, raise awareness and raise a momentum of changes to provide answers to food insecurity through multilevel partnerships, drawing on the role of different actors of food governance?
- What do local and regional governments expect from the international community and other actors to change in their practices to facilitate the implementation of sustainable food systems and guarantee food access for everyone?

IV. Duration and calendar

The working calendar will be as follows:

- i. **23th July 2023:** Launch of the study
- ii. **24th July 2023:** 1st meeting of the Steering Committee and launch of the study
- iii. **30th September 2023:** Second meeting of the Steering Committee – progress report on the study
- iv. **30th November 2023:** Last meeting of the Steering Committee
- v. **15th December 2023:** Proofreading
- vi. **20th December 2023:** Printing of the publication
- vii. **January 2024:** Organization of an event by UCLG to promote the findings of the study

The total budget for the above-mentioned tasks may not exceed 20,000 Euros.

V. Expert profile

Applicants must have:

- A significant experience in conducting studies on territorial food systems at local and international levels.
- At least 5 years of relevant professional experience in food studies, climate change or environmental studies.
- A university degree in a relevant area at postgraduate level (political science, environmental sciences, migration studies, international relations, etc.)
 - Authoring of academic papers or direction of academic projects in related areas will be highly valued.
- Experience working with local and regional governments will be highly valued (e.g. research studies, consultancies, academic papers, on-site projects, etc.)
- Good knowledge of the English language.
 - Knowledge of French and Spanish will be valued.
- Legal capacity to issue invoices.

Applicants who do not meet most of these criteria will be seriously disadvantaged in the selection procedure.

VI. Intellectual Property

In case of publication, the intellectual property rights of any document linked with this activity will belong to UCLG.

ANNEX II

CONTRACTUAL BINDING CONDITIONS

Publication date:	03 rd July 2023	Deadline for submitting tenders:	17 th July 2023 24:00 CET
Document:	Call for the production of a Study on Rising to the challenges of food insecurity Initiatives by Local and regional governments		
Name and address of the Contracting Authority:	ORGANIZACION MUNDIAL DE CIUDADES Y GOBIERNOS LOCALES UNIDOS (UCLG) Avinyó 15 08002 Barcelona (Spain) Tel: +34 933428750 e-mail: tender@uclg.org		
Short Description:	<i>More information included in Annex I</i>		
Contract type:	Service Provider Contract		
Duration of the contract:	24 th July – Final execution of the Tender		
Procedure type:	Open procedure		
Budget:	Maximum 20,000€ (VAT included). If VAT is not applicable according to fiscal rules of the tenderer, the maximum budget amounts at 20,000 €. <i>* The same budget will be applied regardless of the type of tenderers</i>		
Language of the services and communication:	English		
Language submission (preference)	English		
Status:	Open		
Notification of award to the successful tenderer:	5 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.
 - The Tenderer (including, in the case of a consortium of individuals, all individuals constituting it) must not owe any debt to the government or public authority.
- 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.
 - *In case of several consultants intervening in the tender, it is mandatory to appoint a representative who will lead the contract and integrate the deliverables of the parties to the contract to communicate with UCLG.*
 - Key experts and CVs, Documents to prove your expert profile (Annex 1)
 - 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. 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 proposals will be assessed according to the eligibility and the financial, economic, technical and professional capacity of the tenderers. Proposals 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
- declare the Tender not awarded, if no applications comply sufficiently with the invitation criteria.

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 due confidentiality.
- 15) UCLG may cancel the tender, if any of the following situations occurs:
- the tender procedure has been unsuccessful, i.e. no suitable, no qualitatively or financially acceptable proposal has been received or there are no valid proposals at all;
 - the economic or technical data of the project has fundamentally changed;
 - exceptional circumstances or a force majeure render normal performance of the contract impossible;
 - all technically acceptable tenders exceed the financial resources available;
 - there have been breach of obligations, irregularities or frauds in the

- procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management i.e. does not obey the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded bears no relation to the market price).