

Barcelona, 15th March 2024

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open **call for the provision of a Consultancy service to accompany the UCLG 2024-2025 Culture Committee programme** with **Ref. 01-2024**

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

1. The mission of the UCLG Culture Committee

1.1. Mission and frame

The mission of the Committee on Culture, approved in Mexico (2010) and extended in Rabat (2013), Bogotá (2016), Durban (2019) and Daejeon (2022) is “to promote culture as the fourth pillar of sustainable development through the international dissemination and the local implementation of Agenda 21 for Culture”.

The narrative of the UCLG Committee on Culture is based on human rights, good governance, people-centred development and the co-creation of the city. Our narrative is aligned with the UCLG Pact for the Future of Humanity: for the People, for the Planet, for the Governments.

The UCLG Committee on Culture is a unique meeting point: the global platform that unites cities, organisations and networks that foster the relation between local cultural policies and sustainable development. It is often seen as the global leader of “Culture in Sustainable Cities”.

The UCLG Committee on Culture is jointly chaired by Buenos Aires, Lisbon and Mexico City, and vice-chaired by Barcelona, Bilbao, Bogotá, Jeju, Porto Alegre and Rome. The list of members of the Committee is available on [this website](#).

The Committee on Culture has a Secretariat located at the premises of the UCLG World Secretariat in Barcelona.

1.2. The work programme for 2024 and 2025

2024

A. Implementation	
International Award UCLG - Mexico City – Culture 21	<ul style="list-style-type: none"> - To organise the 6th edition of the Award, including the Award ceremonies (July 2024, Mexico City). - To promote the “best” initiatives on the local promotion of cultural rights that can be replicated or transferred to other cities, contexts or territories.
UCLG Culture Summit	<ul style="list-style-type: none"> - To disseminate the results of the 5th UCLG Culture Summit that took place in Dublin (28 November – 1 December 2023). - To identify the host city of the 6th UCLG Culture Summit (to take place in 2025)
The “OBS” database of good practices	<ul style="list-style-type: none"> - To consolidate the dedicated website “OBS” presenting our more than 300 good practices, searchable per 17

	<p>SDGs, the 9 Commitments of Culture 21 Actions and 104 keywords, including new good practices coming from the 6th edition of the Award (2024-2025)</p> <ul style="list-style-type: none"> - To align the OBS with the #Local4ActionHub. - To consolidate partnerships (examples: British Council, Metropolis' USE platform and CHN), to explore a connection with UNESCO Creative Cities Network – UCCN and to analyse possible specific “sponsorship” for the database.
The Rome Charter	<ul style="list-style-type: none"> - To promote the Rome Charter and use it as reference for the new frame document, that is, Culture 21 PLUS (working title).

B. Advocacy	
UN 2030 Agenda, SDGs and New Urban Agenda	<ul style="list-style-type: none"> - To ensure a strong presence in the UN Summit of the Future (September 2024). - To participate in the HLPF (July 2024) in several formats, including the dissemination of the “Culture in the VLRs and VNRs” reports published in 2019, 2021, 2022 and 2023 and the “Culture Goal” document launched in 2022 both by the #Culture2030Goal campaign. - To capitalise on the UNESCO Mondiacult+40 Conference, which took place in Mexico City on 28-30 September 2022, and to promote a strong place for cities and culture in the post-2030 frameworks and development agendas. - To be visible and active in global initiatives that relate culture and sustainable development.
G-20 and U-20	<ul style="list-style-type: none"> - To reinforce and promote the presence of culture as a key dimension of sustainable development in the debates generated by these networks.
Global civil society networks	<ul style="list-style-type: none"> - To continue our committed membership in the #Culture2030Goal global campaign. - To work with the Climate Heritage Network and its “Race to Resilience” process, reinforcing the presence at the COPs. - To consolidate an operational connection with the most relevant global civil society networks in the field of culture, such as ICOMOS, IFLA, IMC, IFCCD and Culture Action Europe. - To contribute to the Mayor Paweł Adamowicz Award. - To explore new partnerships.
Partnerships	<ul style="list-style-type: none"> - To consolidate long-term partnerships with the UN Special Rapporteur on Cultural Rights, UNESCO and the EU.
City networks	<ul style="list-style-type: none"> - To consolidate an operational connection with all global / regional networks concerned by “culture in sustainable cities”, including WCCF, Eurocities, ICLEI, GPM, World Heritage Cities – OWHC, or European Network of Cultural

	Centres ENCC and Ibercultura Viva, as well as INTACH, CDN and LAV.
Towards a Culture Goal	<ul style="list-style-type: none"> - To continue the work to achieve a Culture Goal in the post-2030 Development Agenda, with the #Culture2030Goal campaign; possibly with a v2 of the Culture Goal proposal. - To circulate and consolidate the "Culture Goal" proposal among partners, members, experts and all relevant possible contributors; possibly with national seminars in key cities.

C. Monitoring and follow-up	
Key narrative	<ul style="list-style-type: none"> - To test the "Culture 21 PLUS" (working title) in at least 8 cities. This new document would be Cultural Rights-based and toolkit, based on the acquis of the UCLG Committee on Culture, including the Rome Charter and the concept of circular culture. To guarantee a dialogue and co-construction process among the cities of the Committee, and to disseminate outcomes. - To prepare the adoption of the Culture 21 PLUS in 2025. - To disseminate and contribute to unfold the UCLG Pact for the Future, published in October 2022. - To elaborate key briefings / new research on issues related to culture and sustainable cities, for example (a) the relation culture – migration - anti-racism, (b) the cultural dimension of metropolitan policies, (c) culture, emergencies and eco-transition. - To explore the elaboration of the 2nd part of the Report on Culture, cities and the COVID-19 pandemic.
Communication	<ul style="list-style-type: none"> - To consolidate the website as a true portal to knowledge on "culture in sustainable cities". - To consolidate existing work on social media (TW, FB, Flickr, Instagram, Youtube) and explore presence in new social media (LinkedIn). - To continue publishing the Info twice a month, and the biennial Culture 21 Review (5th edition 2022-2023 to be published in late 2024). - To align the communication programmes with the #Local4ActionHub. - To continue supporting UCLG major initiatives and activities towards our networks and audiences.
Governance	<ul style="list-style-type: none"> - To ensure the full involvement of all members of the Governance Team in the leadership of the Committee. - To invite new cities to become active in the Committee.
Budget	<ul style="list-style-type: none"> - To consolidate a balanced budget.

D. Learning	
The “Seven Keys”	- To launch a new series of workshops of our capacity-building programme “Seven Keys” on the localisation of SDGs with a cultural perspective, in close cooperation with UCLG Sections and UCLG partners.
Leading Cities	- To consolidate the Leading Cities as a prestigious label that recognises the work of the most advanced cities in specific areas, with contents adapted to each city.
Pilot Cities and Culture 21 LAB	- To evaluate and analyse the results of both programmes, and to prepare the next steps (considering the upcoming approval of Culture 21 PLUS in 2025).
Online seminars	- To organise or participate in a wide number of online seminars, webinars and meetings on the role of culture in people-centred sustainable development.
Peer-learning and capacity-building	<ul style="list-style-type: none"> - To deliver the programme “Capitals of Culture, together” that relates the European, African and other regional initiatives among them, and with the global conversation on development (with funding from DG-INTPA). - To facilitate more peer-learning exchanges among cities and local and regional governments. - To consolidate a group of experts that work with the learning and capacity-building programmes. - To promote and disseminate the MOOCs designed in 2022 on culture and climate resilient development and culture and gender equality. - To explore specific webinars / MOOCs on the Rome Charter and cultural rights with the UCLG Learning team. - To design and implement specific learning activities with local government associations and key regional or national civil society networks on cultural policies, in close cooperation with UCLG Sections. - To set up self-developed networks of good practices based on thematic axes and proposals aimed at specific population groups (indigenous communities, lgbtiq+ communities, children, youth, etc.) in order to build up bonds and cooperation actions between cities to promote the exchange of experiences and knowledge that consolidate their innovation, effectiveness, transferability to other contexts, viability and sustainability. - Promote actions to link up with the private sector, in order to find common ground for designing work schemes on its contribution to human and economic development, as well as its role in achieving the 2030 Agenda goals, as its contributions to the economy, society and the environment are key to sustainable development.
Seminars and events	- To actively take part in initiatives organised by our members and partners, such as the Global Young Creatives

	<p>Residencies of Jeju, the IN SITU initiative or the Creative Mobilities seminar.</p> <ul style="list-style-type: none"> - To promote meetings between cities that share similar objectives or commitments in order to create "portfolios" or "portfolios of evidence" to enhance action plans implemented in each city.
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E. Strengthening the UCLG network	
Within UCLG	<ul style="list-style-type: none"> - To actively disseminate, promote and contribute to unfold the UCLG Pact for the Future of Humanity: for the People, for the Planet, for the governments. - To actively participate in the annual Retreat, the Executive Bureau and the World Council, as well as to contribute to UCLG Policy Councils and institutional processes. - To support all UCLG World Secretariat initiatives, including the Policy Councils and initiatives coming from other parts of the network such as Committees or communities of practices. - To actively participate in the Global Taskforce, and to strengthen its role in the current global debates on culture and sustainable development, building among others on its contribution to Mondiacult+40. - To support the campaign 10, 100, 1000 on Human Rights in the Cities, coordinated by the UCLG Committee on Social Inclusion, Human Rights and Participatory Democracy. - To support the OIDP annual Award on Participatory Democracy
UCLG sections	<ul style="list-style-type: none"> - To guarantee new areas of cooperation, with joint (advocacy and "on-the-ground") specific projects with all UCLG Sections. - To hold periodical meetings with UCLG Sections (especially important for those sections with an active Culture Committee).

2025

The programme for 2025 will be very similar to the programme for 2024 (above), with an emphasis in:

- The organisation of the Culture Summit 2025
- The final steps to approve Culture 21 PLUS
- The dissemination of good practices selected in the 2024 Award

2. Purpose of the tender

The United Cities and Local Governments World Secretariat is looking for a provider to accompany the UCLG 2024-2025 work programmes of the Culture Committee.

The identified provider will be in charge to write policy papers and key messages resulted from the UCLG Culture Summit, the UCLG Culture Award and the frame documents of the Committee (Agenda 21 for culture, Culture 21 Actions, the Rome Charter), and integrate them to enhance the political narrative of the Committee.

The identified provider will also liaise with the Governance Team of the Committee, the Leading Cities, the Pilot Cities and the cities that express interest in hosting workshops, seminars and conferences. The provider will advise on the form and the content of workshops, seminars and conferences, as well as be able to write agendas and reports. Also, the identified provider will be able to facilitate workshops, seminars and conferences, either online or physical.

The identified provider will be in charge of producing a series of communication materials to showcase and promote some of the components of the work programmes. These materials will be in line with the overall narrative of the Committee and will contribute to reinforce it.

The identified provider will provide strategic advice to UCLG Culture Committee, to enhance the messaging and strategic political vision of the Committee, including in the production and dissemination of communication materials, the delivery of the policy papers, and the reporting of the different meetings, workshops, seminars or conferences.

The identified provided will perform the tasks in close contact with the coordinator of the UCLG Culture Committee to ensure the quality and punctuality of the outputs produced.

2.1 Tasks and Deliverables

The identified provider will be in charge of developing the following tasks:

Task 1 – Culture Summit

The identified provider will be in charge of writing policy papers and briefings on the main UCLG Culture events, including the UCLG Culture Summit.

Deliverable 1

Policy papers and briefings on the UCLG Culture Summit

Task 2 – Culture Award

The identified provider will be in charge of providing strategic advice to actors involved in the UCLG Culture Award, including good practices to be published at the OBS.

Deliverable 2

Briefings and good practices on the UCLG Culture Award

Task 3 – Culture 21 PLUS: conceptual work

The identified provider will be in charge of providing strategic advice to the process of writing and testing the new UCLG global frame “Culture 21 PLUS” on Cultural Rights, the Transitions and Care.

Deliverable 3

Events related to Culture 21 PLUS

Task 4 – Culture 21 PLUS: meetings

The identified provider will be in charge of designing, facilitating and reporting the events related to the new UCLG global frame “Culture 21 PLUS” on Cultural Rights, the Transitions and Care.

Deliverable 4	Concept notes, facilitation and reports on Culture 21 PLUS
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Task 5 – Leading, Pilot Cities and “Seven keys”

The identified provider will be in charge of providing strategic advice and be involved in peer-learning activities (online and off line) to the members of the UCLG Culture Committee that are recognised as Leading or Pilot cities or organise a “Seven Keys” workshop.

Deliverable 5	Briefings, agendas, facilitation and reports of Leading and Pilot cities as well as cities that are involved in “Seven keys” workshops
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Task 6 – Programme of “Capitals of Culture, Working Together”

The identified provider will be in charge of (a) the writing of a “Structured methodology” for the organisation of a permanent “African Capital of Culture” initiative, (b) the preparation, delivery and reporting of several “Seven Keys” workshops in African and European cities (places and dates To Be Confirmed, in principle, Kinshasa and Brazzaville), (c) the participation in webinars devoted to raise awareness to African Cities on the relation between cultural rights and sustainable development, with a focus on SDGs, and (d) the analysis of feasibility of connecting the regional / continental (European, African Iberoamerican, etc.) Capitals of Culture with the global movement for a Culture Goal.

Deliverable 6	A “Structured methodology” for the organisation of a permanent “African Capital of Culture” initiative
Deliverable 7	The preparation, delivery and reporting of several “Seven Keys” workshops in African and European cities.
Deliverable 8	The participation in webinars devoted to raise awareness to African Cities on the relation between cultural rights and sustainable development.
Deliverable 9	The preparation, delivery and reporting of meetings on the connection among the regional / continental “Capital cities” initiatives and the Culture Goal.

Task 7 – Culture 2030 Goal campaign

The identified provider will be in charge of providing strategic advice to the campaign “Culture 2030 Goal”, including the writing agendas, concept notes or reports.

Deliverable 10	Agendas, concept notes or reports on the Culture 2030 Goal campaign
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3. Resources

The maximum budget available for this accomplishment is :

Year 2024 : **20,000 Euros** (VAT NOT included) –period May-December-

Year 2025 : **30,000 Euros** (VAT NOT included).

These amounts don't include travels, accommodation or DSA which would be covered directly by UCLG in case direct meeting are organised.

Payments will be made in three phases:

In 2024:

- 30% upon completion of activities related to tasks 1, 2, 3 and 6.
- 35% after completion of activities related to tasks 2, 4, 5 and 6.
- 35% final payment after completion of activities related to tasks 1, 3, 4, 5 and 6.

In 2025

- 30% upon completion of activities related to tasks 1, 2, 6 and 7.
- 35% after completion of activities related to tasks 3, 4, 5, 6 and 7.
- 35% final payment after completion of activities related to tasks 4, 5 and 6.

Term of the assignment : May 2024 – December 2025

4. Qualification

The submitted proposal must indicate how candidates meet the criteria. For Individual candidates a CV should be attached. For Organisations, a list of the organisation's activities relevant for the tasks to be performed should be attached, as well as the CV's of the professionals who will be involved in the project, referring to the experience related to the tender's tasks.

Some flexibility on the Consultant's part will be required, so that at certain times he/she can be intensively involved in the tasks, and at other times a more limited involvement will be required.

The Consultant should have the following background experience and qualifications. The contract will be awarded to the tenderer whose offer comply with:

- Master's degree on International Relations / Studies, Development Cooperation or Cultural Policies is desirable.
- A minimum of 10 years of relevant experience working with cultural policies in sustainable development and facilitation of seminars and meetings (offline, that is, physical meetings) are desirable.
- Experience in working on online learning methodologies is required.
- Prior experience working in UCLG will be an asset.

- Strong understanding of the cultural dimension of global development agendas, and their implementation framework.
- Experience in project management and development with civil society organizations, notably at the international level, paired with experience interacting with local and regional governments and public sector officials.
- Proven experience in supporting and facilitating the production of policy papers on cultural rights and sustainable development.
- Proven experience in designing and facilitating training and capacity-building processes on cultural rights and sustainable development.
- Strong analytical and communication skills.
- Reading and writing skills in the three working languages of UCLG (English, French and Spanish).

5. Evaluation System

The Evaluation Committee will consider the following selection criteria:

1	Experience in the cultural dimension of global agendas	Maximum 15 points
2	Experience in project management with local governments and with cultural networks and organizations	Maximum 15 points
3	Experience in designing and facilitating training and capacity-building processes	Maximum 10 points
4	Awareness of UCLG and the work of Committee on Culture	Maximum 10 points
5	Awareness of the work on culture of UCLG sections	Maximum 10 points
6	Flexibility in delivering products	Maximum 15 points
7	Proficiency in English, French and Spanish	Maximum 10 points
8	More economic offer	Maximum 15 points

* The proposal will be evaluated in accordance with these criteria. All tenderers are required to build proposals where these criteria are clearly identified.

ANNEX II

CONTRACTUAL BINDING CONDITIONS

Publication date:	15 th March 2024	Deadline for submitting tenders:	1 st April 2024 24:00 CET
Document:	Call for the provision of a Consultancy to accompany the UCLG 2024-2025 work programme of the Committee on Culture		
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:	Consultancy to accompany the UCLG 2024-2025 work programme of the Committee on Culture <i>More information included in Annex I</i>		
Contract type:	Service Provider Contract		
Duration of the contract:	1 st May 2024 – 31 st December 2025		
Procedure type:	Open procedure		
Budget:	A maximum budget of 50,000 € (VAT not included)		
Language of the services and communication:	English, French and Spanish		
Language submission (preference)	English or French or Spanish		
Status:	Open		
Notification of award to the successful tenderer:	15-25 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.
- 3) Drafting and content of the tender documents to be submitted by the tenderer. Tender documents must contain the following provisions and information:
 - Application form provided in the tender notice.
 - 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.
 - Statement from Fiscal and Social Security of the country proving no debts with Public Authorities.
- 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.

15) UCLG may cancel the tender, if any of the following situations occurs:

- the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- the economic or technical data of the project have 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).

Tender Submission Form

for the procedure of [the provision of a Consultancy service to accompany the UCLG
2024-2025 Culture Committee programme]”

< 15th March 2024 >

1. Tender submitted by

1-1. Company or Organization

Name of legal entity	
Registered address	
Tax registration number	

1-2. Individual or consortium of multiple individuals

	Name of legal entity or entities submitting this application	TIN¹	Nationality
Leader²			
Member 1			
Member 2			

¹ TAX identification number/National registration number

² Add / delete additional lines for consortium members as appropriate



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2. Contact person

Name	
Address	
Telephone	
E-mail address	

3. Statement

I, _____, the undersigned, being the authorised signatory of the above tenderer (including all consortium members in the case of a consortium), hereby declare that we(I) have examined and accept without reserve or restriction the entire content of the tender documentation for the above procurement procedure. We(I) offer to provide the services requested in the tender documentation on the basis of our submitted financial offer and our technical offer. We(I) also declare that we have no financial debts to the fiscal authorities, the Social Security Administration and other public administrations.

Financial offer	<i>presented in EUR (net amount, excl. VAT)</i>
Technical offer	<i>As submitted</i>
Submission of proof of not having financial debt	<i>YES (Name of relevant documents submitted) / NO</i>

Signed on behalf of the candidate

Name	
Title	
Signature	
Date	