

Barcelona, 29th July 2024

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open **call for the production of a new MOOC or massive open online course (MOOC) on Food insecurity** with **Ref. 02-2024**.

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

Local and Regional Governments Shaping Food Systems

MOOC (Massive Open Online Course) on Food Security

Introduction

The following Terms of reference (ToR) define the context, objectives, content, deliverables and schedule for the production of a new MOOC or massive open online course (MOOC) on Food insecurity, based on the study [“Rising to the challenge of food insecurity : initiatives by local and regional governments”](#) published by UCLG with the support of [Let’s Food and the French Ministry of Foreign Affairs](#), to be adapted and customized for moderated trainings at the "www.learningwith.uclg.org platform.

The MOOC will principally require the development of written pedagogic materials (in the format of video-interviews, infographics or other supporting materials including quizzes or exercises). In order to bring the MOOC to delivery, there are expectations of identification of milestones including mid-term delivery for feedback rounds, evaluation mechanisms and a communication strategy proposal and joint launch event organization with UCLG. The course will serve complete the other learning resources already available on UCLG Learning, including the on SDGs and will be offered in English, Spanish, and French.

1. Background

Thematic Background

In February 2024, UCLG, with support from the French Ministry of Foreign Affairs, highlighted the vital role of local and regional governments in tackling food insecurity by publishing an extensive study. This study featured ten case studies, providing in-depth analyses and recommendations that showcased various strategies implemented by local and regional governments across different scales and continents to address food insecurity.

Food insecurity is a global issue, worsened by factors such as inflation, conflicts, environmental degradation, especially in suburban areas, and climate change. Despite some progress, we are still far from achieving SDG 2—ending hunger by 2030. The urgency of this challenge is increased by the current international context, requiring ongoing mobilization by UCLG and its members.

Building on the efforts of the research and study, UCLG plans to further the initiative with a new project in 2024 aimed at strengthening local solutions to fight food insecurity through the creation of a MOOC. This project seeks to raise awareness and support UCLG members, partners and a wider audience in implementing local solutions to combat food insecurity, regardless of the size of the leading subnational government.

2. Project Objectives

The objective of this new project is to deepen, complement and communicate the work conducted in 2023 through the publication [“Rising to the challenge of food insecurity : initiatives by local and regional](#)

[governments](#)”, by introducing an innovative educational tool—a MOOC. This project aims to leverage the insights from the previous study and extend its impact to a broader audience, addressing the critical global issue of food insecurity. Additionally, it aligns with global agendas such as the United Nations Summit for the Future and the Committee on World Food Security (CFS), enhancing UCLG’s ability to contribute to ongoing international discussions. By doing so, the creation of this MOOC will complement UCLG’s existing learning materials and processes, particularly regarding the monitoring and implementation of the SDGs, with a focus on the urgent priority of achieving SDG 2—eradicating hunger.

Highlight and Disseminate Initial Findings

- **Promote study insights:** Ensure the wide distribution of insights and recommendations from the original study to a broad audience, emphasizing the role of local and regional governments (LRGs) in combating food insecurity.
- **Recognize innovative policies:** Showcase and value the efforts of subnational governments implementing innovative strategies.

Develop a Comprehensive Learning Tool

- **Create a MOOC:** Develop a massive open online course designed to provide local governments with practical, specific, and detailed tools and recommendations to combat food insecurity.
- **Raise public awareness:** Develop a pedagogical tool for local and regional government officials, institutional partners, and the general public to highlight the crucial role of local and regional governments in addressing food insecurity and the importance of their contributions to achieving SDG 2.

Compile and Update Critical Information

- **Provide comprehensive overviews:** Offer a well-informed summary of initiatives by local and regional governments aimed at transforming food systems and combating food insecurity.
- **Highlight diverse strategies:** Showcase various approaches used by local and regional governments to address food insecurity, even with limited mandates and budgets.
- **Update knowledge:** Refresh and update information on food insecurity definitions and approaches, considering recent international developments.

Support UCLG’s International Advocacy Efforts

- **Utilize ground-level experiences:** Draw on practical examples and local experiences to strengthen UCLG’s advocacy work.
- **Contribute to global dialogues:** Enhance UCLG’s contributions to international discussions and events, such as the United Nations Summit for the Future, the Urban 20 and the Committee on World Food Security (CFS).

Facilitate Knowledge Sharing and Inspire Action

- **Encourage best practices:** Promote the dissemination of successful practices and the exchange of experiences among peers to inspire other local governments to implement similar initiatives.
- **Provide accessible resources:** Offer a comprehensive repository of resources on transformative food systems practices and solutions, making them accessible to a wide audience beyond practitioners.

3. Main Objective of this Consultancy

The overall objective of this project is to produce a high-quality massive open online course (MOOC) on food insecurity, building on the insights from the study "Rising to the Challenge of Food Insecurity: Initiatives by Local and Regional Governments." This MOOC aims to provide comprehensive educational materials that will be accessible to a wide audience, including local governments, institutional partners, and the general public. It also seeks to enhance UCLG's contributions to global agendas and the implementation of SDG 2. The specific objectives of this consultancy include:

Develop Structured Educational Content

- **Create a detailed course framework:** Design a comprehensive course structure based on the study, enabling participants to track their progress and manage the learning experience effectively. The content should be available in English, Spanish, and French.

Align with UCLG's Existing MOOC offer and work on SDGs

- **Ensure coherence with UCLG Learning offer:** Build this new MOOC on food insecurity considering the alignment and inclusion of the offer into UCLG's existing MOOC learning courses, ensuring consistency with the overall framework of the SDGs.

Produce New Materials

- **Adapt existing content:** Revise and adapt existing content such as videos, infographics, and online exercises, related to localization of SDGs and to the study on Rising to the Challenges of Food insecurity, to fit the new curriculum.
- **Incorporate new content:** Develop additional content, including information available on SDG2 as well as new case studies that reflect diverse strategies used by local and regional governments to combat food insecurity.
- **Include bibliographic references:** Provide comprehensive bibliographic references and link the course to other UCLG training activities and materials.
- **Upload materials and design the course into the UCLG Learning platform:** the consultant will be given an administrator role at the platform and must deliver the last version of the Mooc, following the standard of other UCLG SDGs Moocs.

4. Phases of the Project

This project aims to create a high-quality massive open online course (MOOC) on food insecurity, leveraging insights from the study "Rising to the Challenge of Food Insecurity: Initiatives by Local and Regional Governments." This MOOC will be implemented in four main phases:

→ **Phase 1: Review and Proposal**

- **Review existing material:** Gather current resources and content related to food insecurity, in addition to the existing study on "Rising to the Challenges of Food Insecurity" by UCLG.
- **Develop a pedagogical structure:** Prepare an outline proposal for the MOOC's educational framework, including the structure, weight of each chapter, format and content. This phase will ensure the course is comprehensive and aligns with the study's insights.
- **Develop and Confirm a timeline for submission with UCLG**

→ **Phase 2: Organize and host a Peer-Exchange Webinar**

- **Launch the project:** Organize a key webinar to launch the project and bring together cities, partners, lead organizers, to shared insights and gather engagement for the project.
- **Showcase the study:** Highlight the study “Rising to the Challenge of Food Insecurity.” This event will revisit some of the ten case studies from the original study.
- **Engage with cities:** Invite cities featured in the initial study but also new cities to share their experiences. Capture key interventions during the webinar for inclusion in the MOOC.
- **Gather insights:** Use the webinar to gather additional content and feedback that will enrich the MOOC.

→ **Phase 3: Content Development**

- **Produce educational materials:** The consultant will create and compile texts, references, infographics, videos, quizzes, for the MOOC. This includes integrating new content and resurface content from the study, based on the agreed-upon structure from Phase 1.
- **Incorporate webinar content:** Integrate relevant interventions and insights from the webinar into the MOOC materials to enhance the course’s relevance and applicability.

→ **Phase 4: Final Delivery and Launch**

- **Deliver materials:** Submit all course materials in the three UCLG official languages (English, Spanish, or French).
- **Upload materials:** Publish all course materials on the Learning platform and deliver the Mooc in its final version.

5. Expected Results

✚ **Target Group:** The MOOC will target a diverse audience, including:

- Policy makers and technical staff of local and regional governments
- Associations of local and regional governments
- Multilateral agencies / international organisations
- Individuals interested in food insecurity

✚ **Estimated Duration:** The MOOC is expected to take approximately 2.30 hours to complete, excluding the lecture and consultation of additional/complementary materials and resources.

6. Deliverables and Schedule

Following the selection of the winning lead/consultant, the project will run from September 2024 to December 2024.

1. August 2024

- **Open tender:** Publicly available on the [UCLG website](#) to receive project proposals and applications.

2. **Mid-September 2024**

- **Content Proposal Submission:** Consultant to submit the final proposal for the new MOOC structure and outline following discussions with UCLG.
- **Timeline proposal submission:** Consultant to submit the timeline plan for the new MOOC.
- **Approval:** Obtain approval from UCLG and partners.

3. **October 2024**

- **Webinar:** Organize the webinar to highlight the study “Rising to the Challenge of Food Insecurity”, exchange on common challenges and solutions to be prioritized and identify new case studies to be included in the MOOC.

4. **November-December 2024**

- **Content Production:** Develop and produce MOOC content, incorporating insights from the webinar and new case studies, with continued exchange and feedback from UCLG.
- **Mid-term deliverables:** submission of names of interviewees; interview questions; video scripts; text drafts, etc. To be confirmed with UCLG upon consultant selection.

5. **20 December 2024**

- **Final Delivery:** Deliver and publish the complete MOOC on the platform.

 **Language**

All documents and materials should be delivered in English. The MOOC will be produced in English, with additional translations provided by UCLG into other official languages

 **Copyright and Dissemination**

- **Rights:** UCLG reserves the right to use the final text, videos, images, and illustrations in future publications.

7. **Financial Compensation:**

- **Funding Source:** This project is financed under the triennial partnership agreement between the French Ministry of Europe and Foreign Affairs (MEAE) and UCLG.
- **Remuneration:** The maximum compensation for the tasks described is of €15,000, including VAT. This amount covers the review, updating, production, translation, formatting and publication of the online learning materials.
- **Payment:** 30% of the contract will be paid after the submission of the MOOC pedagogical structure and 70% of the contract will be paid after the successful final delivery.

ANNEX II

CONTRACTUAL BINDING CONDITIONS

Publication date:	29 th July 2024	Deadline for submitting tenders:	12 th August 2024 24:00 CET
Document:	Call for the production of a new MOOC or massive open online course (MOOC) on Food insecurity		
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:	production of a new MOOC or massive open online course (MOOC) on Food insecurity, based on the study "Rising to the challenge of food insecurity : initiatives by local and regional governments" published by UCLG to be adapted and customized for moderated trainings at the "www.learningwith.uclg.org platform <i>* More information included in Annex I</i>		
Contract type:	Service Provider Contract		
Duration of the contract:	1 st September 2024 – 31 st December 2024		
Procedure type:	Open procedure		
Budget:	A maximum budget of 15,000 € (VAT 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:	10-15 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.

- 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 production of a new MOOC or massive open online course
(MOOC) on Food insecurity]”

< 29th July 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	