

Barcelona, 14th February 2025

SUBJECT: TENDER FOR THE PRODUCTION OF SERIES VIDEOS

Dear Bidder,

We are pleased to announce an open call for **proposals for the procurement of an individual or company to produce a series of videos showcasing UCLG's membership stories and their contributions to the Local Social Covenant** (Ref. 04-2025).

All information regarding the scope of the activities and the procurement process can be found in Annexes 1 and 2. We recommend that you read them carefully and follow the instructions provided in these documents.

UCLG is the World Organization representing local and regional governments, and the contracting party for this tender will be the UCLG World Secretariat, based in Barcelona (Spain). The contract will be governed by Spanish law and subject to the courts of Barcelona.

UCLG will ensure that the principles of transparency, publication and dissemination, free access, equality, competition, economy, and fairness are upheld throughout this tender process.

Sincerely,

UCLG WORLD SECRETARIAT

Attached Documents:

- Annex 1: Terms of Reference
- Annex 2: Binding Conditions
- Tender Submission Form

ANNEX I: TERMS OF REFERENCE

Proposed UCLG Documentary Series on the Membership Narratives and the Development of the Local Social Covenant

I. Background Information

a) About UCLG

United Cities and Local Governments (UCLG) is the largest global organization of local and regional governments (LRGs), representing over 1,000 cities and 112 LRG associations across 140 countries. UCLG advocates for democratic local governance, social justice, and sustainable development, aligning its actions with global agendas like the SDGs.

b) Project Context

In line with UCLG's mission and the ongoing development of the Local Social Covenant, this project aims to highlight the narratives and impactful stories of UCLG members worldwide. These documentaries will capture how local governments are driving change, fostering inclusion, and building resilience, reinforcing their essential role in shaping the future of global governance.

II. Objectives and Scope of Work

Objective

The objectives of this Tender are:

- a) Production Services: to produce a documentary series showcasing UCLG's membership stories and contributions to the Local Social Covenant.
 - The documentary series will consist in the realization of 7 short videos of about [10'] showing how the themes of the Covenant—housing, culture, finance, public health, food systems, anti-racism, and caring systems—are intrinsically linked to public services in specific cities. Each video will highlight the concrete actions and initiatives undertaken by municipalities to address these themes, illustrating their role in fostering inclusive, sustainable, and resilient communities.
 - Through the lens of these themes, the documentaries will showcase how local governments translate global commitments into local realities, contributing to multilateral strategies and policies that address the needs of both present and future generations. The series will emphasize:
 - The series will highlight municipal best practices, partnerships, and policy innovations, providing a roadmap for other cities to replicate and adapt. It will also capture testimonies from local leaders, civil society, and community members to showcase the human impact of these local actions.

- Overall, the documentary series aims to inspire and inform global audiences about the critical role of local governments in achieving multilateral goals and driving systemic change for current and future generations.

b) Permanent Advisory Services as defined in following pages.

Scope of Work

A. Production Services

The complete realization of the documentary series, includes:

- 1. Creative Treatment Development**
 - Developing a creative treatment for each piece to be presented to UCLG for prior review and approval. UCLG will provide the insights of the video and the context where this would be produced. The tenderer will develop the creative treatment.
- 2. Production Team Organization**
 - Organizing a production team for each shoot, covering all necessary roles and professionals such as director, cinematographer, assistant, and sound recordist, as well as post-production professionals (editor, colorist, and sound designer) to finalize the deliverable in a short video of 10-15 minutes accordingly to previous item
- 3. Team Management**
 - Managing the team's fees and payments, ensuring smooth financial operations.
- 4. Post-Production Management**
 - Adhering to the agreed post-production schedule, allowing for two rounds of changes per video. Additional changes will require an extra fee.
- 5. Key Deliverables**
 - 7 High-quality documentary videos in a 16:9 format, subtitled in English, and ready for distribution on UCLG platforms. 2 Social media trailers per documentary (10-15 seconds) for promotional purposes.

UCLG will name before March the individual videos and what local governments are concerned. The tenderer shall have continuous contact with the staff appointed by UCLG in order to monitor the agreed and upcoming videos.

B. Contract for Additional Permanent Advisory Services

The contractor must also commit to providing an ongoing advisory contract to support the project's needs beyond production. This contract will include the following services:

- 1. Strategic Planning and Consultation**
 - Providing expert consultation to UCLG on audiovisual storytelling strategies.
 - Advising on emerging trends in documentary production and dissemination.
 - Assisting in the strategic alignment of documentary content with UCLG's advocacy goals.
- 2. Content Development Support**
 - Collaborating on the conceptualization of future documentary themes.
 - Assisting in scriptwriting and content structuring to align with UCLG's narrative framework.
 - Reviewing and refining content to ensure consistency with UCLG branding and messaging.
- 3. Project Coordination and Logistics Management**
 - Coordinating with UCLG teams to align filming schedules with organizational events.
 - Ensuring all logistical and operational needs are met for seamless production.
 - Handling travel arrangements, permits, and local coordination as required.
- 4. Capacity Building and Knowledge Transfer**
 - Offering training and guidance to UCLG teams on best practices in documentary production.
 - Providing workshops on storytelling techniques and audiovisual production processes.
- 5. Continuous Monitoring and Reporting**
 - Submitting regular progress reports and recommendations for improvement.
 - Proposing innovative solutions to enhance audience engagement.

The proposal must specify how the contractor plans to address and implement these advisory services in detail.

III. Content of the Proposals

- 1. Technical Requirements**
 - Filming: High-definition video quality with professional lighting and sound.
 - Post-production:
 - Editing and color correction.

- Sound design and subtitling in English.

2. Costs

- The proposal should include:
 - Estimated costs for editing, color correction, sound design, and equipment rental.
 - Monthly retainer fee for ongoing services.

3. Commitments

- Availability to travel as per UCLG's programmatic agenda.
- Flexibility in adapting to the list of cities and shooting locations, which will be finalized post-tender.
- Proficiency in multiple languages will be considered an asset.

V. Profile of the Contractor

- Proven experience in documentary filmmaking, particularly in global or social justice themes.
- Proven experience in coordinating different professionals that intervene in all phases and aspects of the final deliverable.
- Familiarity with working alongside local governments or international organizations.
- Proficiency in English; knowledge of French and Spanish is highly valued.
- Capacity to handle travel arrangements and team coordination for on-location shoots.

IV. Calendar and Deadlines

Initial Timeline

Once UCLG has defined the scope of the individual, the tenderer will do all his best to accommodate to the deadline required by UCLG. In any case, the final deliverable should not take longer than [two months]. The complete 5/6 videos will be produced in the period February 2025 – December 2026.

VI. Cancellation Policy

Once the launch of a video production has been agreed upon, the tenderer must complete the tasks within the period indicated in the above duration section, without the possibility of interrupting the final delivery of the deliverable.

Should the tender does not wish to continue with the commitment acquired, a three months' notice will be necessary.

ANNEX II

CONTRACTUAL BINDING CONDITIONS

Publication date:	14 th February 2025	Deadline for submitting tenders:	28 ^h February 2025 24:00 CET
Document:	TENDER FOR THE PRODUCTION OF SERIES VIDEOS		
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:	The tender seeks the production of a documentary series consisting of seven short videos showcasing how local governments contribute to the Local Social Covenant in key areas such as housing, culture, public health, and more. In addition to audiovisual production, the contract includes ongoing advisory services, providing storytelling strategies, content planning, and logistical coordination for future initiatives. <i>More information included in Annex I</i>		
Contract type:	Service Provider Contract		
Duration of the contract:	See Annex 1		
Procedure type:	Open procedure		
Budget:	Not fixed		
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

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	