

## CALL FOR TENDER

### National Multi-Stakeholder Dialogues for Development: Comparative study of the results of the pilot phase

**January 2018**

**(Erratum version 26 January 2018)**

## **About PLATFORMA**

PLATFORMA is a pan-European coalition of 30 local and regional governments, and includes the associations representing them at the national, European and global level. They are all key players of international cooperation for sustainable development. PLATFORMA has two essential pillars: to facilitate the exchange of knowledge and mutual learning, and to organise effective advocacy at the European level to reinforce local and regional governments' specific role in development policies.

The activities implemented by the network of partners are oriented to:

- (i) engage different partners from across Europe,
- (ii) look at the local, national and European governments' role in the specific geographical or thematic area,
- (iii) feed into the political and the advocacy objectives of the network.

PLATFORMA is hosted by the Council of European Municipalities and Regions (CEMR). CEMR is the broadest organisation of local and regional authorities in Europe. Its members are over 50 national associations of municipalities and regions from 41 European countries. Together these associations represent some 150 000 local and regional authorities. CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange of information and knowledge between its member associations and their elected officials and experts.

## **How to apply**

PLATFORMA invites tenderers to respond to this call by submitting a tender for a consultancy service electronically not later than 8<sup>th</sup> February 2018 to the following email address: [platforma@ccre-cemr.org](mailto:platforma@ccre-cemr.org). For a full description of the tender, please consult the Tender Specifications below.

For further information, please contact Laia Vinyes Marce, Project Officer ([laia.vinyesmarce@ccre-cemr.org](mailto:laia.vinyesmarce@ccre-cemr.org)). All questions should be addressed by email before the 2<sup>nd</sup> February 2018.

## Tender specifications

### BACKGROUND

#### The national Multi Stakeholder Dialogues on Development

In the framework of the Strategic Grant Agreement signed by CEMR, PLATFORMA partners and the European Commission in 2015, four PLATFORMA partners took the commitment to organise a series of advocacy and awareness-raising activities with a focus on development policies in the respective national contexts. These activities were framed in a 3-years strategy set up by each of the four partners and named as the National Multi Stakeholders Dialogues on Development (hereafter, the *dialogues*).

The four dialogue promoters are the following national associations of local and regional governments:

- (i) Italian Association for the Council of European Municipalities and Regions (AICCRE, Italy),
- (ii) Latvian Association of Local and Regional Governments (LALRG, Latvia),
- (iii) International Cooperation Agency of the Association of Netherlands Municipalities (VNG-International, Netherland),
- (iv) Spanish Federation of Municipalities and Provinces (FEMP, Spain).

The dialogues aim to strengthen the associations' role as (i) national platforms for advocacy in favour of local and regional governments' contribution to national-scale policy decisions on international development cooperation; and as (ii) national reference points for awareness-raising on decentralised cooperation and sustainable development, with a particular focus on the Agenda 2030 and the localisation of the global Sustainable Development Goals (SDGs).

The four series of dialogues have been designed with the objective of involving as many stakeholders as possible, including representatives of national governments, national policy-making bodies, civil society organisations, European institutions, among others.

In terms of implementation, the four pilot cases share the same overarching structure (see 5-layers methodology below) but are unique in the solutions and strategies deployed, responding to the specific national policy making context, the LRGs needs, challenges and opportunities.

An essential component of the dialogues is the exchange and peer-learning between the four implementers to enrich the parallel processes. Throughout the last two years of implementation, the PLATFORMA Secretariat has organised 4 coordination meetings (the fifth is planned for April 2018), enabling the pilot promoters to discuss specific common challenges encountered through the process and to exchange on tools and solutions deployed.

#### Services requested

The consultancy service provided by the tenderer should deliver a two-part practical report consisting of (i) an analytic part summarizing 4 national pilot initiatives according to joint criteria, and (ii) a synthetic part providing a comparative tool-box of identified methodologies, lessons-learned, challenges, opportunities and success/failure factors.

The resulting report should aim at developing a generic multi-stakeholder multi-methodological model for national dialogues on development on the basis of the four national experiences and methodologies. The model should be useable by other national and/or regional associations of local and regional governments willing to develop their own dialogues (should be transferable).

The specific objectives of the final output are:

- (i) To put in value the lessons learnt, knowledge, best practices, success factors, innovative solutions, etc. raised through the implementation of the four dialogues both at national and European scale.
- (ii) To facilitate their transferability to other national contexts.
- (iii) To build a strong case on the key role of national associations as needed referential point on development policy making and awareness-raising to their own members on the Agenda 2030.

The target groups of the final output are potential future promoters of national dialogues:

- (i) national associations of local and regional governments that can learn from the dialogues' outcomes, and that are interested in implementing similar strategies at their scale,
- (ii) local and regional governments interested in contributing to the national policy making on development and/or in knowing more about the Agenda 2030 and on the localization of the SDGs.

### **Proposed methodology**

The consultant will collect all the relevant quantitative and qualitative data regarding the conceptualization, design and implementation of the four pilot cases. The goal is to build a deep and holistic understanding of the main components and conditions of success/failure of each of the four dialogues. The consultant is suggested to follow the below methodology:

#### **A. Preliminary needs assessment**

The consultant will assess the needs of other national associations within the PLATFORMA coalition in relation to their own national lobbying and awareness-raising strategies and experience. The assessment should focus on identifying the main benefits and added value the final output should contribute with. A minimum of 5 interviews (possible to be done online or by phone) are requested.

#### **B. Desk-top research**

The following documents are considered strategic and particularly relevant, and will be made available to the consultant for an in-depth consultation:

- The four pilot implementers have produced bi-annual reports through the implementation of their dialogues. These reports follow a common six-layer structure: Diagnosis, Strategy, Implementation, Results, Impact, Conclusions, recommendations and further steps (please see Annex 01 for a description of the methodology).
- All other relevant documentation produced by the dialogues' implementers will be made available for the consultant, including press and social network content, audiovisual material, power point presentations, etc.
- The reports of the coordination meetings.

#### **C. In-depth interviews and group discussions**

At least one in-depth interview with each of the coordinators of the dialogues will be requested (both physical meetings or online/telephone interviews will be possible). A group discussion with the four coordinators will be organized in the frame of the 5<sup>th</sup> coordination meeting (April 2018). The consultant will be requested to prepare and animate such discussion, and to present a report of the main conclusions.

### **Expected deliverables**

The consultant will be asked to work on the basis of the data collected in the previous phase. The following are the main expected outputs:

- (i) 4 concise and explanatory reports of the four pilots presenting them as study cases and describing the initial context, the strategy deployed, the outcomes obtained, the number and diversity of stakeholders involved. The reports must be drafted in English and should not exceed 6-8 pages for each case (max 30 pages in total). The use of info graphs and schematic representations is strongly welcome.
- (ii) A comparative report that will aim at identifying the transferable lessons learnt and stress the recommendations to be raised targeting other national associations of local and regional governments. This report should be drafted in English and should not exceed 20 pages. Info graphs and schematic representations are welcome, though not essential. The following elements should be addressed
  - a. Common and/or specific key challenges,
  - b. Common and/or specific key opportunities
  - c. Common and/or specific key success and failure factors
- (iii) A summarized version of the above report that will be used for dissemination. It should be drafted in English and should not exceed 8 pages. For this synthesized report, the use of info graphs, tables and schematic representations is particularly recommended to favor readability.

Please note that this report is foreseen to be presented in the frame of a PLATFORMA event scheduled for September 2018.

### **ORGANISATIONAL MATTERS AND CONDITIONS**

#### **Overall coordination and monitoring**

The PLATFORMA Secretariat will be responsible for the general coordination during the preparatory, implementation and finalisation phases of the consultancy service. Its main responsibilities are as follows:

- Main reference contact within PLATFORMA during the elaboration of the deliverables.
- Facilitate the participation of the four pilot promoters and the mobilization of all PLATFORMA partners required for the realization of the deliverables.
- Provide access to all necessary documents and information required by the evaluator
- Approve and coordinate the work delivered by the evaluator

#### **Place of performance**

The desktop research and online interviews will be performed at the contractor's premises. He/she will be involved in at least one physical meeting in April 2018 (see suggested methodology above). Additionally, at least two physical meetings between the contractor and the PLATFORMA Secretariat will be held at the CEMR's premises in Brussels (the first after the contract signature, the second before the presentation of the final draft of the three deliverables).

#### **Price**

The offer should not exceed 10.000€ and should include a detailed price calculation for the services offered, including travel costs and accommodation for at least two meeting in Brussels. The final offer should include VAT or any other taxes or fees.

## **Conflict of interest**

Tenders proposing the services of an expert having worked for, collaborated or contributed to any of the four pilot projects linked to the National Multi Stakeholder Dialogues (NMSD) will be excluded from the selection process to avoid conflict of interest. Having worked for or collaborated with any of the four national associations previously to the implementation of the NMSD will not constitute a condition for exclusion.

## **Duration of performance**

The duration of the contract shall not exceed 4 months from the date on which the contract enters into force.

The contractor shall respect the deadlines for each of the phases stipulated under the methodology section as below:

- Collection of qualitative and quantitative data. Deadline: 1 month from entry into force)
- First draft of the first and second deliverables (see above). Deadline: 1 month after completion of first phase.
- Final versions of the three deliverables (see above). Deadlines: 1 month after completion of second phase

## **FORM AND STRUCTURE OF THE TENDER**

### **Language of the tender**

Tenders must be written in English.

### **Structure of the tender**

All tenders must include two sections:

#### **1. Evidences**

This section must provide information about the capacity to carry out the work under this contract:

- A cover letter containing the following information: organisation name/name of the consultant if self-employed, contact person and contact details.
- Detailed curriculum vitae (CV) of each staff member responsible for carrying out the evaluation, including his/ her educational background, degrees, diplomas and professional experience. The CVs shall be presented, preferably in Europass format. Very good English language skills (written and oral) are required.
- A list of relevant services provided in the past two years with the dates and recipients provided as well.
- Short description of the organization if applicable.

#### **2. Technical and financial proposal**

Under the technical and financial section, all tenders must include:

- (i) A concise **technical proposal** describing how the consultant foresees to structure his/her work on the basis of the methodology proposed under section II, addressing the following aspects:
  - a. How will the relevant quantitative and qualitative data be collected?
  - b. How will the preliminary needs assessment be structured and conducted?
  - c. How will the in-depth interviews be designed and conducted?
  - d. How will the four study cases and the comparative analysis (first and second deliverables) be structured and elaborated?

- (i) A **financial proposal** specifying the price, which must be quoted in euros and must include VAT and all expenses, such as travel expenses and daily allowances. Prices shall be fixed and not subject to revision during the performance of the contract.

**Selection criteria**

The tenderers will be shortlisted based on the evidences provided to carry out the work under this contract, the best offer in terms of value for money and the content of their offer.