

Public Tender

ToR: procurement of consultancy services
Internationalisation for local authorities'
executive course

Date of publication: 28 March, 2023

Deadline for submissions: 17 April, 2023

Announcement of selected applicant: 25 April, 2023

Timeframe: 18 May – 29 June 2023

1. Introduction

Metropolis has been an independent association since 1985 and is a platform for the most prominent metropolises in the world to **connect, share experiences and respond deftly to emerging local and global challenges**. With over 140 local and regional government members from over 60 countries, our organisation fosters global cooperation, dialogue and sharing knowledge and solutions, grounded in the experience and empathy of its members.

Metropolis announces professional services for the development of an offline course of internationalisation especially for the development of the methodology and part of its content.

2. Background¹

As it currently stands, local policy management and the exercise of the corresponding powers by local government entails the need to build connections with international stakeholders and incorporate them in this field. In conjunction with this, international agendas are settings for decision making in which representation, visibility and influence must be put into practice, considering the repercussions and challenges that result from decisions taken in the local sphere. However, in a context of scarce resources and pressing social and economic challenges, outside action cannot be seen as a "luxury" by local governments, and must instead be seen as a robust and effective mechanism to provide citizens with better living conditions. In a dynamic in which major cities and metropolitan areas stand to gain from their participation in the international arena, what can these cities and areas provide global citizens in return?

Recent changes to the international action of local governments are the result of several concurrent phenomena. Not only are we observing an exponential growth of international activism, but an evolution of how local governments relate to the rest of the world. The latter include the increasing professionalisation of local government offices of international relations and a broadening of focus, no longer restricting local government as beneficiaries or donors of international cooperation, but also as stakeholders involved in the global agenda. Internationalisation has gradually gained crosscutting space within the institutional, political, and territorial objectives of local administrations, moving towards becoming strategic action and, eventually, public policy.

¹ Extracted from De la VARGA, Octavi; Cited in "The internationalisation of metropolitan spaces" by TOMÁS, Mariona; Issue paper N° 09. Metropolis.

Taking this context into consideration and building on its 30+ years of experience at the service of local authorities, Metropolis will offer, in 2023, a first-of-its-kind, accredited executive training in

Internationalisation for Local authorities, to provide the participants the tools and knowledge to foster international action in their territory.

With the present Terms of Reference (ToR), the Metropolis Secretariat General opens a call for tenders to carry out the creation of a learning methodology and to create the content of a training course about internationalisation for local authorities.

1. 3. Objective

Metropolis will organise an on-site course on internationalisation for local authorities in Barcelona. The objective of this tender is to select the applicant(s) that will be tasked to designing **the course contents and detailed methodology, under Metropolis supervision and based on the outlined methodology as detailed below.**

The training course will have a **duration of 15 teaching hours (5 days course)** and will be structured around theoretical content through lectures by experts (not part of the tender) as well as practical content with field visits. The course aims to offer a basis for training, updating and deepening the concepts and skills of the participants in relation to the international actions of local authorities but also:

- To understand if international action can add value to their city/metropolitan area
- To learn how to build an internationalisation strategy
- To provide participants with tools that will enable them to propose strategies and practical solutions for the internationalisation of their local authority.

Once finalised, the consultancy services will provide the following elements:

- 1) Detailed step by step methodology for each Unit of the course (including types of dynamics and exercises)
- 2) Theoretical background for each Unit of the course (including types of dynamics and exercises, theoretical background should not exceed 1h30 of teaching time).
- 3) Examples of case studies that could be used for each Unit of the course² (including types of dynamics and exercises)
- 4) Suggestions of side visits that can be organised, with their contextualization.

² Case studies examples should reflect Metropolis membership or local government that are not part of Metropolis but having similar characteristics with its membership.

In order to ensure consistency in content and style of the material of the course, Metropolis will provide two publications related to internationalisation which will serve as the basis for the development of the content:

- The first publication **“Monitoring internationalisation strategies in cities and metropolitan areas”** is an attempt to systematise and bring together the practical learnings of five Metropolis’ members, and to summarise them in a format that can help other city administrations begin to respond to these questions above.
- The second one **“The Internationalisation of metropolitan spaces” (Issue Paper 09)**, aims to contribute towards knowledge management about international action in metropolitan spaces, inviting reflection on the contributions that metropolises can make to the planet, and presenting new ideas to the debate on international action taken by local governments.

4. Course’s Methodology³

Metropolis wants to structure the course around four blocks:

Metropolis Learning Station

Students will be given access to the Course’s page on the Metropolis Learning Station, on all-in-one space for off-line curated materials to follow the course at your own pace.

Small Group Engagement

With limited seats, the *Metropolis Executive Training: Course on Internationalisation for local authorities* will maximise the interactions between participants and lecturers. Additionally, this style allows for debate opportunities that will be organised around the different case studies that will be studied as part of the course’s program.

Networking

Specific activities are included in the course program to ensure that participants get to know their peers and opportunities to spark dialogue and potential collaborations are created.

Study Visits

³ The detailed methodology asked as one of the deliverables of this consultancy services should take this outline as the starting point.

Across the week, onsite visits to international actors of the Barcelona metropolitan territory will create opportunities to exchange on their internationalisation strategies.

The course methodology should incorporate **participatory dynamics** to involve participants in the co-creation of the content.

5. Study Plan of the course

The content of the course should be developed around the following structure:

- **Unit 1:** City Diplomacy in a changing international context (Understanding the global context and opportunities)
- **Unit 2:** Strategies of Internationalisation
- **Unit 3 & 4 (divided in two parts):** Designing the international action (Structuring, coordinating & contextualising in your territory)
- **Unit 5:** Monitoring and Communicating the international action

6. Conditions

Language: All the deliverables should be delivered in English. Once delivered, Metropolis reserves its right to translate to any other languages the content of the course, without prior consultation to the consultancy service.

Ownership: Metropolis will remain the sole owner of all intellectual property delivered through the consultancy services. Metropolis reserves its right to edit and adapt the course content to any other format it sees fit.

Editing and layout: The Metropolis Secretariat General will be in charge of editing and layout of any content. All related files must remain confidential.

7. Deliverables

Deliverables	N° of deliverables
Methodology for each Unit of the course (including types of dynamics and exercises)	5
Theoretical background for each Unit of the course (including types of dynamics and exercises)	5
Examples of case studies	At least 5
Suggestions of side visits and contextualization	At least 3

The Metropolis Secretariat General will provide active feedback to the consultancy services during all the steps of the process.

8. Deadlines

Subject	Deadline
Draft proposal	18 May 2023
Mid-term proposal	14 June 2023
Final document	29 th June 2023

9. Budget

Budget up to 12.000 EUR (including VAT, if applicable).

10. Submission of the proposal and award

Required documents

- Name of the company and/or person or freelancer and contact details
- Detailed CV and examples of similar work carried out
- Motivation letter (one page, two-sided) explaining what a course on internationalisation can bring to municipal officials in their work and how learning from the experiences of other cities can be of benefit at the local level. One page (maximum 1 side) with a first draft of the proposed work plan considering the deliverables and timetable detailed in section 4.

Profile required

Private or public institutions, universities, think tanks, consultancies, groups of experts, academics, or individuals with proven experience in the analysis of internationalisation strategies of cities and metropolitan spaces and who has also been involved in the creation of a course content

Submission of the proposal

- Proposals must be addressed to **Hélène Jourdan**, Learning officer, by e-mail to **hjourdan@metropolis.org** no later than **17th April, 2023 at 18h CET**.
- The subject of the email should be Ref: **Att. Course Internationalisation for local authorities**
- Language: English
- We particularly encourage applications from women

11. Ward

The resolution will be published on the same webpage as the tender announcement in the week starting 17th April 2023.

Proposals will be evaluated according to the following selection criteria:

N°	General criteria	Maximum grade (total 6)
1	Relevance of the offer to the mission, the vision, and the objectives of the association.	1
2	Plans, protocols and other measures committed to gender equality	1
3	A more economic offer	2
4	Awareness of Metropolis Association	2

N°	Specific criteria ⁽⁴⁾ (associated with the proposal)	Maximum grade ⁽⁵⁾
1	Accredited experience in designing/analysing the internationalisation process of public entities.	5
2	Multidisciplinary team	2
3	Accredited experience in designing training proposals	3
4	Overall technical quality of the proposal document and level of concreteness of the work plan	4
5	Multicultural team	2

⁽⁴⁾ Note down the specific selection criteria detailed in the specifications

⁽⁵⁾ Each specific criterion needs to be scored at its discretion, but the sum of all these criteria must not exceed the maximum of 18 points.

In addition to the pertinence of proposals according to the specifications of the TOR, the following aspects will be considered:

- Gender parity in the research team / female individual applications
- Professionals from low income or lower-middle-income countries, according to the current World Bank country classifications.