

November 22, 2019

Call for applications for a service contract –
Consultant to the United Nations Program of the Rosa-Luxemburg-Stiftung with a main focus on UN processes related to sustainable development and climate politics

The Rosa-Luxemburg-Stiftung intends to award a service contract with a call for competition for the activities mentioned in the attached service description.

Please note the following dates:

End of the offer period: 08.12.2019 12pm UTC+1

End of the award and binding period: 18.12.2019

Contract period: 01.01.2020 – 31.12.2020

Terms and conditions:

The contractual conditions of the client apply. The terms and conditions of the bidder are excluded.

Negotiations are not allowed in this procurement procedure.

Please send your offers digitally before the end of the offer period to nadja.charaby@rosalux.org.

Kind regards,

Nadja Charaby
Head of International Politics and North America Unit

Annexes:

1. Terms of reference and order conditions
2. Price sheet
3. Self-declaration

Annex 1: Terms of reference and order conditions

Awarding of a service contract:

Consultant to the United Nations Program of the Rosa-Luxemburg-Stiftung with a main focus on UN processes related to sustainable development and climate politics

About Rosa-Luxemburg-Stiftung (RLS)

The Rosa-Luxemburg-Stiftung is one of the six major political foundations in the Federal Republic of Germany, tasked primarily with conducting political education both at home and abroad. The Stiftung is closely linked to Die Linke, the German Left Party.

Since its founding in 1990, the Stiftung's work has adhered to the legacy of its namesake, German socialist leader Rosa Luxemburg, and seeks to represent democratic socialism with an unwavering internationalist focus. The Stiftung is committed to a radical perspective emphasizing public awareness, enlightenment and social critique. It stands in the tradition of the workers' and women's movements, as well as anti-fascism and anti-racism.

The Stiftung promotes a critical analysis of society and fosters networks of emancipatory political, social and cultural initiatives around Germany. Internationally, it participates in cooperative development projects and advocates for a dialogue between the Global North and South conducted on equal footing. With the help of the Historical Centre for Democratic Socialism, it also documents significant historical events and achievements from across the political Left. Its Scholarship Department supports young scholars from Germany and the rest of the world with financial grants and other forms of assistance. Like other political foundations, the Rosa-Luxemburg-Stiftung seeks to develop and expand the concept of political education by emphasizing a critical analysis of society as our central task, further underlined by our namesake.

Based on the firm belief that social change requires a reflective confrontation with today's capitalist society as a whole, the Stiftung strives to develop alternative concepts and approaches for a comprehensive process of social transformation enabling the creation of a more united and just society. Education and training in democratic socialist politics, analysis, information and policy advice are therefore the Stiftung's basic tasks, which we pursue and implement at the regional, national and international levels.

The Rosa-Luxemburg-Stiftung aims to:

- Organize political education and disseminate information on the social relations governing our globalized, unjust and hostile world
- Provide a venue for critical analysis of contemporary capitalism while serving as both a hub for programmatic discussions around a modern conception of democratic socialism as well as a socialist think tank generating political alternatives
- Serve as a forum in Germany and abroad fostering dialogue between socialist forces, movements and organizations, left-minded intellectuals and non-governmental organizations
- Grant funding to young scholars via undergraduate and doctoral scholarships
- Provide impulses and inspiration to independent socialist political action and support initiatives for peace and international understanding towards a socially just and solidary world

Thematic background

The world faces a multiple crisis that includes global challenges such as: Poverty, hunger, warlike conflicts, climate change, flight, etc. These problems require solutions to be found at the multilateral level. At the same time, we are currently confronted with emerging nationalist and anti-democratic tendencies worldwide. In addition, there is a general loss of confidence in the efficiency of politics and institutions in the face of never-ending conflicts and seemingly uncontrollable climate change. The United Nations (UN), as the multilateral organisation legitimised under international law, definitely needs to play a crucial role in order to find solutions and answers.

However, the UN is weakening and cannot live up to its mission. The United Nations undoubtedly has problems in many different areas. These certainly include the question of financing: the UN simply lacks the money, many countries do not pay their contributions in time, there is a high increase in earmarked funds, which considerably restricts the UN in the exercise of its core tasks. Or it is lacking at least in those areas where it is urgently necessary, namely for the central tasks of the UN beyond the concrete project work. All this inevitably leads to a stronger involvement of the private sector, which in turn leads to a greater influence of the private sector on the multilateral system itself (to be observed very clearly, for example, at the WHO). In addition to the precarious budgetary situation, there are other construction sites: A reform of the Security Council, for example, is needed (keywords here: Representativeness, legitimacy and efficiency, just as these demands are of course in contradiction to each other). The development system is just as in need of reform as the area of peace consolidation.

From a left-wing internationalist perspective, however, this should not be a reason to turn one's back on the UN and instead focus exclusively on other levels of the political struggle. On the contrary, the United Nations has set itself the goal of preserving world peace, ensuring the implementation of human rights, overcoming poverty and halting climate change. In view of the crisis of multilateralism, the United Nations must be strengthened in principle in the discourse from the left perspective. The goal is a socio-ecological, gender-equitable, peaceful transformation.

The Rosa-Luxemburg-Stiftung with its newly formed Unit for International Politics and North America plans to engage more closely in different processes of the United Nations. Our goal is to provide information, to promote dialogue at UN level and on issues with a global or UN dimension. We want to enable marginalised, vulnerable groups to advocate for their interests at UN level and thus influence the discourses in UN processes to a certain extent.

The 2030 Agenda with its sustainable development goals (SDGs) will be an important frame of reference for the programme's work. The SDGs and, for example, the annual High-Level Political Forum (HLPF) offer the opportunity to make our political demands on topics such as peace, hunger, gender equality, just transition, climate justice, internationally but also nationally. The SDGs are not only aimed at a social, economic and ecological transformation in so-called developing countries, but they refer to all states, i.e. Germany is also committed to the SDGs. For us, this means that both internationally and in Germany we can and must engage with the policies of the Federal Government. At the same time, the multilateral debate on issues such as the "right to development" or the ecological debt of the global North plays an important role here. Further, due to the increasing impacts of the climate crisis, we regard an engagement in the processes of the United Nations Framework Convention on Climate Change as a crucial task. Especially, the rights of the most vulnerable groups such as women, indigenous people, migrants etc. will be put at the centre of our work.

This reference framework set by the United Nations is to be accompanied by our programme with decidedly internationalist, progressive and left-wing concepts. To this end, approaches from struggles for the enforcement of human rights and global social rights as well as concepts such as social-ecological transformation will be used. In concrete terms, this also means a reference to concepts such as food sovereignty, climate justice, the right to global freedom of movement, social protection and peace, feminism, etc. Likewise, the debate on an "alternative development agenda", i.e. peaceful and international cooperation based on

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solidarity, should also be taken into account. At the same time, our globalised world economic system and the associated superiority of transnational corporations demand support and debate from and with actors beyond the UN system who can assert social rights in this field.

We are seeking consultancy to strengthen our engagement in the fields of sustainable development, financing for development and climate politics with a special focus on climate-induced migration. The concrete tasks of the consultancy are outlined below.

Tasks

1. Consultancy in the field of Sustainable Development and Financing for Development
 - a. Development of written concepts for RLS' engagement strategy in the field of the SDGs including analysis of synergies with existing RLS projects
 - b. Analysis of potential entry-points for RLS to engage in the field of financing for development in the UN framework
 - c. Networking with and mapping of relevant stakeholders to enhance RLS' access to relevant information and processes
 - d. Provision of analysis of ongoing developments and negotiations in the context of the SDGs / financing for development (e.g. through internal briefings, short analytical texts or other products for the RLS website, conceptual contribution to focus groups discussions or workshops)
 - e. Travel to and participation in relevant UN meetings and fora, i.e. the Asia Pacific Forum on Sustainable Development, The High Level Political Forum, Forum on Financing for Development (other travels and events may be added by the client within the agreed on amount of working days) including the provision of analysis and reports for internal or external use
 - f. Regular feedback rounds with relevant RLS units, incl. the Unit for International Politics and North America and possibly, RLS UN liaison offices in New York and Geneva, and the Climate Justice Program Director in Manila including travels to and participation in relevant RLS events

2. Consultancy in the field of Climate Politics with a special focus on climate-induced migration
 - a. Analysis of relevant UN frameworks / processes (e.g. UNFCCC, UNHCR fora, Global Compact on Migration, Global Compact of Refugees) and entry-points for RLS to engage in the field of climate-induced migration
 - b. Development of a strategy on how to increase awareness about the issue of climate-induced migration with the UN framework and amongst political decision-makers in Germany and Europe
 - c. Provision of an overview of relevant research in the field of climate-induced migration and overview of analytical gaps possibly to be filled by RLS / conceptualization of relevant studies
 - d. Networking with and mapping of relevant stakeholders to enhance RLS' access to relevant information and processes
 - e. Provision of analysis of ongoing developments and negotiations in the context of UN frameworks / processes (e.g. through internal briefings, short analytical texts or other products for the RLS website, concepts for RLS events, conceptual contribution to focus groups discussions or workshops)
 - f. Travel to and participation in relevant UN meetings and fora, i.e. the UNFCCC SB session and COP26 (other travels and events may be added by the client)

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within the agreed on amount of working days) including the provision of analysis and reports for internal or external use

- g. Regular feedback rounds with relevant RLS units, incl. the Unit for International Politics and North America and possibly, RLS UN liaison offices in New York and Geneva, and the Climate Justice Program Director in Manila including travels to and participation in relevant RLS events

Estimated contract scope and duration

- Projected contract period: January 01 to December 31, 2020.
- Number of working days in total: 90
- Number of working days for task 1: 35
- Number of working days for task 2: 55

Shifting of working days between task 1 and task 2 is possible if required by the client. The total amount of working days and corresponding service fee may be increased based on the requirements of the client. The concrete work plan will be updated on a monthly base. Regular appointments/calls between the client and the contractor for briefing and reporting purposes will be an integral part of the service agreement.

The following travels are tentatively scheduled (adaptation / changes to the plan may occur based on the requirements of the client, concrete dates to be defined):

- Asia Pacific Forum on Sustainable Development (APFSD) (March 2020 probably in Bangkok)
- Forum on Finance for Development incl. visit to the RLS office (April 2020 in New York City)
- RLS Congress on "Solidarity from below", visit to the RLS headquarters and UNFCCC SB session (probably one trip, May-June 2020 in Leipzig / Berlin / Bonn)
- HLPF incl. visit to the RLS office (July 2020 in New York City)
- UNFCCC COP26 probably incl. a visit to the RLS headquarters (November 2020 in Glasgow and maybe Berlin)

Expected qualifications of the contractor

The Rosa-Luxemburg-Stiftung expects the following qualifications:

- Several years of working experience in the context of the Sustainable Development Goals, finance for development and climate politics;
- Firm knowledge of relevant stakeholders, networks and possible discussions in the framework of the United Nations as well as the context of the Asia-Pacific Region;
- Firm knowledge of relevant discourses / approaches / demands brought up by politically progressive stakeholders, especially from the Global South;
- Experience in conceptualizing and conducting workshops, conferences or networking events;
- Knowledge in providing analysis and coordinating studies in the above mentioned context;
- Knowledge of communications work (e.g. writing skills, press work, social media work);
- Knowledge of approaches in the above mentioned context of the political left, familiarity with the left-wing spectrum in Germany is requested;
- Knowledge of the work of German political foundations;
- Capacity to work independently, following a pro-active and results-based working approach;

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- Willingness and ability to work with a complex reporting structure and to work closely with the responsible staff of RLS;
- Willingness to travel long distances frequently and on short-notice;
- Fluency in English, knowledge of other languages are an asset.

Travel expenses of the contractor

The travel expenses are covered according to the internal guidelines of the client. This means that the client bears the travel and accommodation costs, regardless of the fee rate. Other costs such as expenses for telephone charges, use of public transport, etc. incurred in connection with the performance of the task will be reimbursed on presentation of appropriate receipts insofar as they are unavoidable and appropriate in the circumstances.

Applications

Applicants submit an offer specifying prices. For this purpose, the price sheet (Annex 2) must be used and submitted with the offer. The self-declaration (Annex 3) must also be signed and submitted with the offer. Furthermore, we request a CV, at least two qualified references, at least two relevant work samples, and a short conceptual note (2 pages) providing information why certain UN frameworks / processes could be relevant and which networks / stakeholders would be of interest. The time availability during the contract period must be guaranteed.

If the applicants are subject to VAT, this must be communicated with the application. The VAT is then paid in addition. If no communication is made, the price is the gross amount.

If you have any questions regarding the call for applications or your application, please send an e-mail to Nadja Charaby, nadja.charaby@rosalux.org.

Please send your written application (by e-mail) to Nadja Charaby (Head of the International Politics and North America Unit), nadja.charaby@rosalux.org by 08.12.2019 11:59pm UTC+1. The receipt of applications will not be confirmed.

Award and contract process / time frame

Negotiations are not allowed in this procurement procedure.

- Publication: 22.11.-08.12.2019
- End of the offer period: **08.12.2019 11.59pm UTC+1**
- Supplement / contract: 18.12.2019
- Contract period: 01.01.-31.12.2020

Review summary

The following points are defined as evaluation criteria for the selection of the most economical offer:

| Review criteria | Weighting |
|--|-----------|
| RC1 Price (Inclusive price for all basic services according to terms of reference) | 40% |
| RC2 Performance (concept note, work experience and und expertise with regard to the advertised service) | 60% |

Annex 2: Price sheet

Consultant to the United Nations Program of the Rosa-Luxemburg-Stiftung with a main focus on UN processes related to sustainable development and climate politics

Dear Madam or Sir,

We will offer you the execution of the services described in the tender documents at the prices we subsequently used. The application conditions and instructions in the invitation to submit the offer (cover letter) are taken into account. The offer contains all required information, explanations and proofs. We fully accept the terms and conditions of the contract. In the case of incompleteness, the offer is categorically excluded from the evaluation by the client. If no price is noted in the corresponding place in the price sheet, this price will be counted as zero by the awarding authority. The prices serve for the comparison of prices of offers among each other.

| Pos. | Offer in accordance with the above mentioned terms of reference | Amount in EUR (net amount) |
|------|---|----------------------------|
| 1 | Inclusive price (Implementation of the listed activities in accordance with the terms of reference) | EUR |
| 2 | Daily rate | EUR |

The prices are fixed prices. The inclusive price contains all expenses of the contractor excluding travel expenses. Until the expiration of the award and binding period on 18.12.2019, we are bound by this offer.

| | |
|--|---|
| <p>Company name /-address (company stamp if available)</p> <p>_____</p> <p>Date</p> | <p>The incorrectness of the above information leads to the exclusion of the award procedure. An order placed can be terminated in the event of incorrectness without notice for cause of breach of ancillary contractual obligations.</p> |
| <p>_____</p> <p>Signatures (possibly digital)</p> <p>_____</p> <p>(Name of the signatory in block capitals)</p> | <p>If the signature is missing, the offer is considered not submitted and will not be taken into account in the evaluation!</p> <p>Incomplete offers can be excluded from the award procedure!</p> |

Annex 3: Self-declaration

Self-declaration for the award of supplies and services, excluding construction works

Pursuant to §31 (1), public contracts shall be awarded to competent and efficient (suitable) enterprises/businesses which have not been excluded by the respective application of §123 or 124 of the Act against Restraints of Competition.

1. The bidder/applicant declares that:

- No person whose conduct¹ is attributable to his/her enterprise/business has been convicted with legal force or a fine has been imposed on his/her enterprise with legal force in accordance with §30 of the Act on Administrative Offences on account of a criminal offence pursuant to²
 1. §129 of the Criminal Code (formation of criminal organisations). §129a of the Criminal Code (formation of terrorist groups) or §129b of the Criminal Code (criminals and terrorist groups abroad),
 2. §89c of the Criminal Code (financing of terrorism) or because of participation in such an act or because of the provision or collection of financial means, knowing that all or part of these financial means are used or intended to be used to commit an offence under §89a section 2 number 2 of the Criminal Code,
 3. §261 of the Criminal Code (money laundering, concealment of unlawfully obtained assets),
 4. §263 of the Criminal Code (fraud), where the offence is committed against the budget of the European Union or against budgets administered by or on behalf of the European Union,
 5. §264 of the Criminal Code (subsidy fraud), insofar as the offence is directed against the budget of the European Union or against budgets administered by or on behalf of the European Union,
 6. §299 of the Criminal Code (bribery and corruption in commercial transactions),
 7. §108e of the Criminal Code (bribery and corruption of elected officials),
 8. §333 and §334 of the Criminal Code (granting of advantages and bribery), in each case also in conjunction with §335a of the Criminal Code (foreign and international employees),
 9. Article 2 §2 of the Act to Combat International Bribery (Bribery of Foreign Members of Parliament in Connection with International Business Transactions) or
 10. §232 and §233 of the Criminal Code (human trafficking) or §233 a of the Criminal Code (promotion of human trafficking),
- His/her enterprise/business has fulfilled obligations relating to the payment of taxes, duties or social security contributions and no final judicial or administrative decision has been taken in that regard, or his/her enterprise/business has fulfilled its obligations by requiring the candidate or tenderer to pay taxes, duties and social security contributions, including interest, and to pay penalties or surcharges for late payment.

¹ The conduct of a legally convicted person is attributable to an enterprise/business if that person has acted as the person responsible for the management of the enterprise/business; this also includes the supervision of the management or the other exercise of control powers in a managerial position. See Section 123 (3) GWB.

² A conviction or the imposition of a fine within the meaning of section 1 shall be equivalent to a conviction or the imposition of a fine under the comparable provisions of other States. See Section 123 (2) GWB.

2. The bidder/applicant declares that his/her enterprise/business has/is not:

- breached any applicable environmental, social or labour law obligations in the performance of public contracts,
- insolvent, no insolvency proceedings or comparable proceedings have been instituted against the assets of the undertaking, the opening of such proceedings has not been refused for lack of assets, the enterprise/business is not in liquidation proceedings or has not ceased its activities,
- been guilty of grave professional misconduct³ which questions the company's⁴ integrity.

3. The bidder/applicant declares that there are no reasons for his or her enterprise/business to be excluded pursuant to Section 21 of the Act to Combat Illegal Employment (Schwarzarbeitsbekämpfungsgesetz - SchwarzArbG), Section 21 of the Act on Posting Employees (Arbeitnehmer-Entsendegesetz) or Section 19 of the Act to Regulate a General Minimum Wage (Mindestlohngesetz - MiloG).

The bidder/applicant commits him-/herself to also demand the above declarations 1 to 3 from subcontractors and to submit them before termination of the contract.

Date, Stamp (if existing) and legally binding signature (possibly digital)⁵

³ Misconduct which normally leads to the exclusion of the bidder or applicant from participation in the procurement procedure, is - independent of the form of participation, in the case of companies also independent of the function of the perpetrator or participant - in particular:

- Offences committed in or relating to business transactions, including fraud, subsidy fraud, theft, embezzlement, breach of trust, falsification of documents, blackmail, agreements restricting competition in award procedures.
- Offering, promising or granting unlawful advantages to persons close to public officials or persons liable for public service obligations, or to freelancers who act on behalf of a public contracting authority when awarding contracts.
- Violations of the Act against Restraints of Competition, which are not criminal offences.

⁴ See footnote page 8.

⁵ If the signature is missing, the offer is considered not submitted and will not be taken into account in the evaluation. Incomplete offers can be excluded from the award procedure.