

Public Tender

ToR: procurement of consultancy services
Skills sessions review
Diploma in Internationalization for local
authorities' course

Date of publication: 7 April, 2025

Deadline for submissions: 25 April, 2025

Announcement of selected applicant: 2 May, 2025

Timeframe: 5 May – 11 July 2025

1. About Metropolis

Metropolis is a global network of the world's largest cities—providing innovative solutions to the critical challenges facing large metropolitan areas. Bringing together over 150 member cities and 700 million inhabitants worldwide, Metropolis serves as a global hub where metropolises can connect, share solutions, and mobilize on issues related to sustainability, social cohesion, metropolitan governance, future planning, and gender equality.

2. Background¹

Metropolis announces professional services for the reshaping and enhancement of the content of the Skills Sessions within the already existing Metropolis Internalization Course. These sessions are designed to build the capacities through interactive activities and peer-to-peer learning. The objective of this tender is to refine and update the content to reflect the latest trends, methodologies, and practical tools for city internationalisation while fostering an engaging and impactful learning experience.

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.

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

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.

Building on nearly 40 years of experience serving local authorities, the Metropolis Diploma in Internationalization equips participants with essential tools and knowledge to effectively develop international action within their territories.

3. Objective

The objective of this assignment is to update the five Skills sessions content of the Diploma in Internationalization for local authorities' course, to provide practical tools for city internationalization while enhancing an engaging and impactful learning experience.

4. Scope of work

Metropolis has successfully delivered two editions of an on-site course on internationalization for local authorities in Barcelona. Through this ToR, we are now seeking to enhance the practical components of this training program (Skills sessions) under Metropolis' supervision, based on the established methodology outlined below.

This intensive 15-hour training course spans five days and combines:

- Expert-led theoretical lectures (not included in this tender)
- Practical skills development sessions
- Engaging masterclasses
- Real-world case studies from Metropolis member cities
- Insightful field visits

The program is designed specifically for **early to mid-career civil servants** working in international affairs departments and aimed at offering a basis for training, updating and deepening the following concepts and skills:

- Assess how international action can create tangible value for their city or metropolitan area
- Develop comprehensive internationalization strategies tailored to their local context

- Acquire practical tools to implement effective strategies and practical solutions for the internationalization of their local authority.

The consultancy services will provide the following elements:

- 1) Review existing materials from the Skills sessions and identify areas for improvement. This comprehensive review should be based on the practical side of learning and focus on improving the cognitive aspect of learning.
- 2) Design interactive methodologies, including practical exercises and tools, to enhance engagement and learning outcomes. To optimize engagement and learning outcomes, active learning strategies are key for an experiential learning
- 3) Create comprehensive facilitator guidelines and pedagogical tools to equip facilitators with the necessary strategies and resources, enabling them to effectively guide the sessions and foster deeper understanding and meaningful learning experiences for participants.
- 4) Design and provide Metropolis with both pre- and post-course assessments (based on the Course contents that will be provided by Metropolis) to effectively measure participants' baseline knowledge prior to the course and their learning progress after completion, ensuring a clear evaluation of skill acquisition and knowledge retention

All the above should ensure alignment with the Metropolis Internationalization [Course objectives](#).

The topics of the 5 Skills sessions are as follows:

- a) Day 1 - Engaging with multisectorial partners
- b) Day 2 - Leveraging international partnerships
- c) Day 3 - Attracting international finance
- d) Day 4 - Frameworks for impact assessment
- e) Day 5 - Crafting effective narratives

The titles of these skills sessions can be revised, if needed, to ensure they better reflect the content and provide a more comprehensive approach

The updated content should ensure consistency in style and diversity of sources of the original content of the course Metropolis will provide the current course textbook of the course.

Additionally, the two publications below may serve as references:

- o 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.

- o 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.

5. Key Deliverables

Deliverables	Nº of deliverables
<p>Deliverable nº 1 to 5</p> <p>Updating the practical content for each Unit of the course in structured learning points for students (of the Course), through interactive learning methodologies and practical exercises (at least 2 for each unit) tailored to each session's topic.</p>	5
<p>Deliverable nº 6 to 10</p> <p>Based on Deliverables 1 to 5, for each of the course Unit, provide comprehensive facilitator guidelines to provide facilitators with clear instructions on how to effectively deliver each session.</p> <p>Include scripts or other resources that ensure facilitators can lead sessions with confidence, fostering meaningful learning experiences.</p>	5
<p>Deliverable 11</p> <p>Design and ensure 2 capacity building sessions (1h each) for Metropolis facilitators to present the Deliverables 6 to 10 and introduce the facilitators to the elements.</p>	1
<p>Deliverable 12 to 13</p> <p>Design pre- and post-course assessments (for a maximum of 20 questions each) to evaluate participants' knowledge levels and track their learning progress.</p>	2

The Metropolis Secretariat General will provide active feedback to the consultancy services prior to validating the final versions of the deliverables.

7. Expertise required

- Proven experience in the Education sector or similar.
- Proven experience in capacity-building programs design and learning methodologies, imparted in English.
- Experience with facilitation techniques, particularly in Education settings.
- Proven experience in Training for trainers or facilitators.
- Ability to design interactive, engaging, and skill-based training materials.
- Experience in assessing learning outcomes and developing practical exercises.
- Ability to design evaluation tools in Education, or related sectors, to track knowledge progress.
- Desirable experience with the content of the Course.

8. Timeline

The total duration of the project is expected to be a maximum of 3 months from the date of contract signing, with phased deliveries as follows:

Subject	Deadline
Advanced Drafts of deliverables nº 1 to 5	30th May 2025
Drafts of deliverables nº 6 to 10 + Deliverables 12 & 13	20th June 2025
Final Versions of the deliverables 1 to 10 + 12 & 13	30th June 2025
Deliverable 11	After delivery of the other deliverables and before the end of the contract.

9. Proposal submission

Proposals should be submitted in English by Thursday 25th April, 18:00 CET including:

- a detailed work plan considering the deliverables and timetable detailed in section 8,
- expert(s) qualifications,
- portfolio of similar projects.
- a budget outlining costs related to the development of the Skills sessions review - Diploma in Internationalization for local authorities' course.

The maximum budget for the external evaluation is 5.500 EUR, VAT included. This amount covers the VAT, whether included in the supplier's invoice or self-assumed by Metropolis through the reverse charge mechanism. In the latter case, the VAT in Spain is 21%

Submission of the proposal:

- Proposals must be addressed by email to **hjourdan@metropolis.org** no later than Thursday 25th April, at 18h CET.
- The subject of the email should include: **Skills sessions review – Diploma in Internationalization for local authorities**

Any person or entity that wishes to submit an offer must comply with the Metropolis [Code of Ethics](#) and [Data Protection Policy](#).

Metropolis reserves the right to withdraw the tender if the minimum number of bids is not met or if no proposals meet the expected requirements.

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.

All related files must remain confidential.

13. Evaluation criteria

The evaluation of proposals will be based on the following criteria:

Nº	General criteria (3/14)	Maximum grade: 3
1	Adhesion of the entity to principles of sustainability, gender equality and positive social impact in its business operations.	1
2	A more economic offer.	2

Nº	Specific criteria (11/14)	Maximum grade: 11
1	<u>Technical expertise:</u> <ul style="list-style-type: none">- Demonstrated understanding of the project scope and objectives.- Quality and feasibility of the proposed work plan.	6

	<ul style="list-style-type: none"> - Innovative approach in designing interactive, engaging, and skill-based training methodologies. 	
2	<p><u>Experience:</u></p> <ul style="list-style-type: none"> - Proven experience in Education sector - Experience with facilitation techniques, particularly in Education settings. - Prior experience in developing capacity-building programs design and learning methodologies imparted in English. - Experience in Training for trainers or facilitators - Experience in assessing learning outcomes and developing practical exercises. 	4
3	<p><u>Proposal quality:</u></p> <ul style="list-style-type: none"> - Clarity, coherence, and completeness of the proposal, including clear breakdown of deliverables and feasible milestones and timelines. - Professional presentation and organization of the submission. 	1