

INTERNATIONAL TRADE CENTRE (ITC)**Major Upcoming Business Opportunity Notice****CALL FOR EXPRESSION OF INTEREST (EOI)**

Important: The purpose of this call for EOI is to identify appropriate suppliers who can potentially fulfil the requirements. The present call for EOI does not constitute an invitation to tender. Only suppliers deemed qualified by ITC will receive the invitation to tender.

Reference: 2019-06/WA - Award Secretariat for 2nd 'EU Cities for Fair and Ethical Trade Award'

Date of this Call for Expression of Interest (EOI): 1 February 2019

Closing Date for Receipt of EOI at ITC/PS: 15 February 2019

Terms of Reference (summary):

The [EU Cities for Fair and Ethical Trade Award](#) is an initiative of the European Commission (EC), which the Directorate-General for Trade (DG Trade) launched as a commitment of its "Trade for all" communication on trade and investment policy, published in 2015. The Award aims to recognise and celebrate cities' achievements and positive impact in the area of social, economic and environmental sustainability in international trade. A particular emphasis is given to fair and ethical trade schemes as well as other non-governmental sustainability schemes that may bring more sustainable opportunities to small producers in third countries and thus support sustainable and inclusive development.

The International Trade Centre (ITC) is the implementing agency of the project, responsible for the concept and overall implementation of the Award as a major awareness-raising activity at the EU level, in collaboration with local authorities and other stakeholders. The activity aims to highlight and foster exchanges of best practices in fair and ethical trade among local authorities, comprising both the policy and business sectors.

The first Award was delivered in June 2018, with Ghent being the overall winner, and four other EU cities holding titles of achievement in specific categories (Madrid, Lyon, Saarbrücken and Dortmund). The Award recognizes and rewards activities, projects, campaigns, policies, and other efforts that support awareness-raising of existence and outcomes of fair and ethical trade. This could include past performance, present activities and future commitments.

The winners of the second edition of the Award will be announced in mid-2020. The awareness-raising about the application process and the philosophy behind the Award is planned for September 2019-June 2020 (TBC).

This EU city award project complements similar activities in other areas, such as the [European Green Capital Award](#) supported also by the EC (DG ENV), an award to recognize and promote environmental performance of cities; or the [European Sustainability Award](#), implemented equally by the European Commission. At the local level, the German '[Hauptstadt des Fairen Handels](#)' supported by the German Federal Ministry for Economic Cooperation and Development (BMZ) focuses explicitly on 'fair trade'.

The concept, format, rules of procedure, visual identity and materials were all developed during the first Award cycle. As part of this project, ITC will sub-contract a designated **Award Secretariat**. The Secretariat will be responsible for primarily managing the **awareness-raising** and **communications** component, and partly the **logistical delivery** of the award. The Secretariat should be a recognized institution or agency, with EU-wide reach and specialised in communication, survey management and event planning.

As such, the Secretariat will be expected to deliver the following tasks:

1. In coordination with ITC and the European Commission (DG Trade), co-develop and execute an EU-wide communications strategy related to the Award, targeting EU local authorities and other relevant stakeholders;
2. Improve and maintain the city award website as one of the main communications tools;
3. Manage application/submission process for cities interested in participating in the Award, serve as the main focal point for interested cities (Secretariat daily work in the application process only);
4. Co-organize the award ceremony to be held in June 2020 (month TBC).

ITC invites interested companies/organizations to forward their Expression of Interest (EOI) by fax or by email before the closing date to:

Procurement Services
International Trade Centre
Palais des Nations
1211 Geneva 10
Switzerland
arndt@intracen.org
Telefax: +41 22-730 0900
Website: www.intracen.org

Please indicate your vendor ID number and the reference of this EOI in your response. If not registered with ITC/UNOG or UNGM, please follow the Procedure for Registration as Potential Vendor at www.ungm.org as soon as possible.

ITC reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.

Please note that only those companies considered qualified by ITC for this project will be invited to participate in this procurement exercise.

For any further information on ITC, please consult our website: www.intracen.org