Call for Proposals

Development of a Guideline for the Localization of national SDG reporting

October 2026

Reference:	UN-HABITAT/Local2030 Coalition
Size of Grant:	Up to 40,000 USD
Published Date:	23rd October 2026
Submission Deadline:	9th November 2026
Submission:	Applicants shall submit their call for proposals response by email by the specified deadline above to the attention of Francine Melchioretto and David Grobe at these e-mail addresses: francine.melchioretto@un.org and david.grobe@un.org Alternatively, applicants may submit their responses through the UN Partner Portal. Please note that applicants must first create an account and log in to the Portal in order to access and submit their applications.

Project Key Information

Lead Organization:	United Nations Human Settlements Programme (UN-Habitat)
Region/Country:	Global
Maximum proposed value:	Up to 40,000 USD
Partners:	Local2030 Coalition, UN DESA, FAO, UNECE

Purpose of the Call for Proposals

The purpose of the Call for Proposals is to solicit proposals from interested institutions and/or researchers to develop a guideline for strengthening the integration of local-level data and evidence into national SDG monitoring and reporting systems, while strengthening coherence between national and local SDG review processes. National SDG reporting plays a central role in tracking progress towards the 2030 Agenda and informing policymaking and accountability. For national reporting to provide a comprehensive picture of SDG progress, it needs to be informed by evidence and perspectives from different levels of government, including data, experiences, and priorities from municipalities and other local stakeholders. Strengthening the links between local and national reporting can help ensure that national SDG reporting better reflects territorial realities, captures progress and disparities across different contexts, and supports more effective policymaking and accountability.

VNRs are an important mechanism through which UN Member States report on their progress towards the SDGs to the HLPF. At the same time, national-level reporting can make it difficult to capture local realities and progress. VLRs and VSRs have therefore emerged as a complementary mechanism, enabling local and regional governments and local actors to assess and communicate their contributions to the SDGs. Having grown rapidly since their introduction in 2018, these tools have become an important channel for SDG localization, particularly in the context of post-COVID recovery and transitions towards green, resilient and circular economies.

The 2026 HLPF Ministerial Declaration (paragraph 65) underscores the value of VNRs not only for follow-up and review of the 2030 Agenda and the SDGs, but also for guiding national and local policymaking and programming. It encourages countries to align VNRs with national sustainable development strategies and other development frameworks, and to ensure the full, equal and meaningful participation of relevant stakeholders, including local governments, in the preparation of VNRs and in national sustainable development processes. In addition, it recommends support to LRGs to prepare VLRs and adopt innovative approaches that link VNRs and VLRs and pathways to accelerate action to implement the 2030 Agenda. This provides an important basis for strengthening coherence between VNRs and VLRs, including by ensuring that local evidence, priorities and stakeholder contributions can inform national reporting and policy processes, while preserving the distinct and voluntary nature of VLRs.

With VLR and VSR numbers expanding rapidly across the globe, there is a growing need to strengthen their coherence, recognition, and connection with national and global SDG reporting systems while respecting local contexts and place-based methodologies for collecting and processing information. Local data and perspectives remain underutilized in national-level SDG reporting, limiting the overall accountability and completeness of progress assessments. At the same time, a robust ecosystem of

guidance and reporting initiatives already exists, including the UN DESA Global Guiding Elements for VLRs, UNECE regional guidelines, UN-Habitat and UCLG Action-Oriented VLR guidelines, UNECA Regional VLR Guidelines, several national VLR guidelines and the HLPF VNR reporting framework. The Global Taskforce of Local and Regional Governments also produces annually the Towards the Localization of the SDGs reports, facilitated by UCLG, to present the state of SDG implementation. Any new guideline developed under this assignment should therefore build on and be articulated with these existing tools and processes, rather than create parallel approaches.

The guideline must also be developed in close coordination with relevant existing initiatives and coordination mechanisms, including UN-Habitat's SDG Cities programme and Regional and Country Offices, UN DESA through its Division for Sustainable Development Goals and partnership with national statistical offices, the UN Regional Economic Commissions, the Global Taskforce of Local and Regional Governments, among others. This will help ensure that the guideline is grounded in existing multilevel coordination mechanisms and national statistical systems, and strengthen rather than create parallel approaches to SDG reporting.

In addition, the guideline will align with the Partnership Platform on Localizing the SDGs, an initiative anchored in the Local2030 Coalition and jointly undertaken by UN-Habitat and Italy's Ministry of Environment and Energy Security (MASE), particularly its support for VNRs and VLRs, including the VNR-VLR peer learning series and its outcomes. The Series has created a community of countries and partners exchanging practical experience on the coordination of national and local SDG review processes and has supported the development of the Joint Message on SDG Localization endorsed in several 2026 VNRs. These experiences, together with lessons emerging from the Platform's wider engagement on National SDG Localization Frameworks, will provide an important substantive and institutional basis for the guideline.

Likewise, the guideline will draw on relevant evidence emerging from the Global Stocktake on SDG Localization, an ongoing joint initiative by the Local2030 Coalition, UN-Habitat and OECD, as well as relevant work of the Local2030 Coalition's Working Group 1 on Localizing the Six SDG Transitions, and the findings of the OECD study on "The Impact of Decentralised Development Co-operation. Driving local governance and the SDGs".

Finally, the guideline will be strategically positioned within the Road to the 2027 SDG Summit. By systematizing experience on how local-level evidence can strengthen national SDG monitoring and reporting, and by identifying approaches that support stronger links between local and national review processes, the guideline will contribute evidence and practical lessons to the review of progress towards the 2030 Agenda. Ultimately, the guideline will help inform emerging discussions on how monitoring, reporting and accountability for sustainable development could evolve beyond 2030, including by ensuring that territorial and local-level data and evidence are recognized as an important component of future approaches.

Who we are

About the Local2030 Coalition

The Local2030 Coalition is the United Nations system platform to accelerate the localization of the 2030 Agenda, enhancing coherence, efficiency, and the impact of UN action. Fifteen UN entities drive the Coalition, co-chaired by UN-Habitat and UNECE, ensuring that the UN system is equipped

to articulate global goals and national policies in ways that reflect local contexts, needs, and priorities, while securing a single, powerful UN approach to localization. Through its five constituencies — national governments, local and regional governments, civil society and academia, the private sector, and youth — the Local2030 Coalition is also a bridge between the United Nations and local development stakeholders, co-creating solutions for systemic transformation, with a focus on those furthest behind. One of the Coalition's key workstreams is strengthening monitoring, reporting and accountability for SDG localization, including ensuring that local progress is visible in, and systematically shapes, global and national accountability frameworks — a challenge that goes to the heart of how to track SDG progress.

To advance this work, the Coalition builds on the collective work and expertise of its UN members in strengthening SDG monitoring and reporting at the local level across different contexts, bringing together and further developing existing frameworks, programmes, tools and operational experience. These include, among others, UN-Habitat's work through its SDG Cities programme, the National SDG Localization Frameworks (as part of the Partnership Platform on SDG Localization), where VNRs and VLRs are a key element, and its Regional and Country Offices, drawing on partnerships, solutions and practices emerging from its operational work on the ground. It also complements and builds upon existing regional and global coordination mechanisms, for example the UN Regional Economic Commissions, which adapt global SDG monitoring guidance to regional contexts, and UN DESA, which coordinates the Global Indicator Framework and the UN High-Level Political Forum (HLPF)reporting cycle and provides the technical backbone for connecting local evidence with national and global accountability processes.

The Local2030 Coalition also works with key partners to strengthen SDG localization and dialogue-oriented and data-driven policymaking and accountability for delivering locally on the SDGs. In this context, in cooperation with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and with financial support from the German Federal Ministry for Economic Cooperation and Development (BMZ), the Local2030 Coalition is enhancing the role of municipalities to accelerate SDG Localization. One of the key goals of this partnership is to promote the coherence, visibility and integration of local perspectives and evidence into national and global SDG reporting and tracking progress systems, including by strengthening the links between Voluntary National Reviews (VNRs) and Voluntary Local Reviews (VLRs) and other forms of reporting related to the 2030 Agenda. One of the main outcomes of this work is the development of a guideline on how municipal and local stakeholder contributions can be systematically reflected in national SDG reporting.
www.local2030.org

About UN-Habitat

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities. UN-Habitat is the permanent co-chair of the Local2030 Coalition and the focal point for all urbanization and human settlement matters within the UN system, and it works with partners to build inclusive, safe, resilient, and sustainable cities and communities. UN-Habitat promotes urbanization as a positive transformative force for people and communities, reducing inequality, discrimination and poverty. With its work spread in over 90 countries, UN-Habitat promotes transformative change in cities and human settlements through knowledge, policy advice, technical assistance and collaborative action.
www.unhabitat.org

About the project

The overall objective of this assignment is to develop a guideline that should:

- Demonstrate how municipal and local stakeholder contributions, including local data, evidence, priorities and experiences, can be systematically reflected in national SDG reporting and related policymaking and accountability processes.
- Incorporate approaches to local monitoring, data collection, analysis and inclusive dialogue, including the use of disaggregated and gender-responsive data, that can strengthen the contribution of municipalities and local stakeholders to national SDG monitoring and reporting.
- Provide practical approaches for strengthening integration between VNRs and VLRs, identifying entry points through which local data, evidence, priorities and local stakeholder contributions can inform national reporting and policy processes.
- Systematize relevant practices, experiences and lessons learned from countries and partners that have strengthened connections between local and national SDG monitoring and reporting.
- Translate the relevant provisions of paragraph 65 of the 2026 HLPF Ministerial Declaration into practical guidance, including entry points for meaningful participation of local and regional governments and local actors in VNR preparation and national sustainable development processes and for VNRs to inform national and local policymaking and programming.
- Generate lessons and recommendations that can contribute to the Road to the 2027 SDG Summit and to emerging discussions on monitoring, reporting and accountability for sustainable development beyond 2030, with particular attention to the role of local-level evidence.
- Build on and be aligned with existing global, regional and national guidance, processes and coordination mechanisms, including the Partnership Platform on Localizing the SDGs and its VNR–VLR Peer Learning Series, UN DESA guidance and the HLPF VNR reporting framework, regional guidance developed by the UN Regional Economic Commissions, the Local2030 Coalition and its UN members, and relevant work of the Global Taskforce of Local and Regional Governments and other key partners.

What we are looking for

The selected organization will provide technical and advisory services for the development of one guideline on strengthening the integration of local-level data and evidence into national SDG monitoring and reporting systems, while strengthening coherence between national and local SDG review processes. The scope of work will be implemented through four interconnected phases, followed by finalization of the guideline.

<u>1. Desk Review, Comparative Analysis and Analytical Framework</u>

- Conduct a desk review of existing global, regional and national guidance, reporting frameworks, methodologies and relevant processes related to national SDG monitoring and reporting, VNRs, VLRs, VSRs and the integration of local-level data and evidence.

- Undertake a comparative analysis of selected national SDG reporting processes and VNRs, prioritizing examples that demonstrate meaningful integration of municipal contributions and local-level evidence, while drawing on VLRs where they provide relevant lessons.
- Review relevant UN and partner tools and processes, including UN DESA/HLPF reporting guidance, the Global Indicator Framework, relevant UN statistical guidance and metadata standards, UN Regional Economic Commission resources, UN-Habitat guidance, UCLG resources and other relevant initiatives.
- Identify gaps, barriers and enabling conditions related to political and institutional commitment, multilevel coordination, data availability and disaggregation, stakeholder participation, and links between national development frameworks, national SDG reporting, VNRs, VSRs and VLRs.
- Develop the analytical framework and methodology for the systematization of relevant country experiences and practices and for subsequent stakeholder engagement and validation.
- Prepare an annotated bibliography and initial set of relevant country examples.

2. Stakeholder and Initiatives Mapping, Engagement and Systematization

- Map relevant actors, initiatives, programmes, guidance, tools and ongoing efforts related to local SDG monitoring, data and reporting, including UN members of the Local2030 Coalition, Local2030 Coalition Steering Committee members, Local2030 Hubs, Member States, LRGs and their associations, national statistical offices, civil society, academia and other relevant partners.
- Conduct structured consultations with identified stakeholders to collect experiences, practices, perspectives, relevant materials and lessons learned.
- Engage with Member States and national counterparts as a key component of the consultation process, including, where relevant, institutions responsible for national SDG monitoring, reporting and national sustainable development strategies.
- Give particular attention to municipalities and LRGs as primary contributors of local-level data and evidence, while documenting how contributions from civil society, academia and other local stakeholders can complement municipal and local government data and monitoring.
- Systematize relevant country experiences and practices, including examples from national SDG reporting, the integration of VNRs and VLRs and other monitoring and review processes, identifying transferable lessons and enabling conditions.
- Prepare a stakeholder engagement and systematization report summarizing findings and recommendations to inform the draft guideline.

3. Development of the Draft Guideline

- Develop one strategic and practical guideline, designed as a high-level framework and resource rather than a rigid step-by-step manual.

- Design a structured methodology for collecting, validating and incorporating local and sub-national data into national SDG reporting systems, ensuring alignment with UN DESA, the Global Indicator Framework, relevant UN statistical metadata standards for disaggregated data and established UN System reporting standards.
- Set out principles, enabling conditions and institutional and political entry points for strengthening the integration of local-level data and evidence into national monitoring and reporting, including considerations that can support political commitment and institutionalization beyond individual VNR cycles.
- Provide practical approaches and recommendations for strengthening coherence between VNRs, VSRs and VLRs.
- Provide guidance on inclusive, gender-responsive and disaggregated data collection and monitoring, with municipalities as the primary focus, while also addressing appropriate engagement of civil society, academia and other local stakeholders and sources of local-level data and evidence.
- Systematize and incorporate relevant country experiences, good practices and lessons learned identified through the preceding analysis and consultations.
- Consolidate and signpost existing tools, templates, methodologies and guidance, avoiding duplication or the creation of parallel approaches.
- Translate paragraph 65 of the 2026 HLPF Ministerial Declaration into practical entry points for local and regional governments and other relevant stakeholders to contribute to VNR preparation and national sustainable development processes, and for VNRs to inform national and local policymaking and programming.
- Identify lessons and strategic implications that can inform the Road to the 2027 SDG Summit and emerging discussions on monitoring, reporting and accountability for sustainable development beyond 2030.

4. Validation and Finalization

- Present the draft guideline to the Local2030 Coalition Secretariat and relevant stakeholders for review.
- Facilitate at least one peer learning, technical consultation or validation workshop involving relevant UN entities, Member States, municipalities and LRG associations, national statistical offices, civil society, academia and other relevant stakeholders.
- Validate the proposed approaches against relevant national, regional and global SDG monitoring and reporting frameworks, including the Global Indicator Framework and HLPF reporting requirements.
- Consolidate stakeholder comments and recommendations and revise the draft guideline accordingly.
- Finalize the guideline and prepare a final assignment report summarizing the methodology, stakeholder engagement, systematized experiences, key findings and recommendations.

5. Stakeholder Engagement and Coordination

- Coordinate throughout the assignment with the Local2030 Coalition Secretariat and relevant UN members of the Coalition, including UN-Habitat, UN DESA, UN Regional Economic Commissions and other UN entities as agreed through Coalition coordination mechanisms.
- Engage, as relevant, with the Local2030 Coalition Steering Committee, Local2030 Hubs and other Coalition partners to gather experience and ensure alignment with ongoing work.
- Engage with Member States, municipalities and LRG associations, national statistical offices, civil society, academia and other relevant stakeholders to ensure that the guideline reflects a range of institutional and territorial contexts.
- Coordinate closely with UN-Habitat's SDG Cities programme and Regional and Country Offices. Country-level engagement should be agreed in advance with the relevant UN-Habitat office to ensure coherence with ongoing work and avoid duplication or uncoordinated outreach.
- Coordinate with the Global Taskforce of Local and Regional Governments and other key partners.
- Participate in briefing sessions and progress review meetings with the Local2030 Coalition Secretariat at agreed intervals and present findings and draft outputs at key milestone stages for review and feedback prior to finalization.

Expected Deliverables and Timeliness

The assignment is expected to be completed within 4 months, with a maximum level of effort of 100 working days. Please note that the final product must be finalized by the 2nd of April 2027. The indicative cost allocation below is provided for planning purposes. The financial proposal shall be submitted as an all-inclusive lump-sum amount, with a breakdown by deliverable and the proposed level of effort.

Deliverable	Key outputs	Estimated cost (USD)	Level of effort
1. Inception Report and Analytical Framework	Desk review; comparative analysis; review of existing guidance and processes; gap and enabling-condition analysis; analytical framework; methodology and workplan; annotated bibliography; initial country examples.	USD 4,000	10 working days

2. Stakeholder Mapping, Consultation and Systematization Report	Stakeholder and initiative mapping; consultations with Local2030 Coalition UN members, Steering Committee, Hubs, Member States, LRGs and their associations, civil society, academia and partners; systematization of country experiences and practices; consultation findings and recommendations.	USD 8,000	20 working days
3. Draft Guideline	Strategic and practical guideline; structured methodology for local/sub-national data integration; principles and enabling conditions; VNR–VLR coherence and integration; inclusive/gender-responsive/disaggregated data; systematized experiences; existing tools; paragraph 65 of 2026 Ministerial Declaration, Road to 2027 SDG Summit and beyond-2030 considerations.	USD 16,000	40 working days
4. Validation and Revised Guideline	Peer learning/technical validation session; stakeholder review; validation against relevant frameworks; consolidated comments; revised guideline.	USD 6,000	15 working days
5. Final Guideline and Final Assignment Report	Final guideline; finalized systematization and examples; final recommendations; explicit contribution to HLPF paragraph 65, Road to 2027 SDG Summit and beyond-2030 discussions; final report.	USD 6,000	15 working days

Total estimated cost: USD 40,000 | Total level of effort: 100 working days

Management and Reporting Arrangements

The applicant will work under the overall guidance of the Local2030 Coalition Secretariat, hosted by UN-Habitat, and will coordinate closely with designated focal points. The applicant will maintain regular communication with the Secretariat, participate in agreed progress review meetings and submit deliverables for review and approval at the milestones specified in the workplan.

Intellectual Property, Confidentiality and Use of Materials

All materials, data, analysis, draft and final deliverables produced under this assignment shall be submitted to and remain the property of the Local2030 Coalition Secretariat, subject to the

applicable contractual terms. The applicant shall ensure appropriate confidentiality and responsible handling of any non-public information received or generated in the course of the assignment.

Eligibility Criteria

The following eligibility criteria shall apply

- At least five years of professional experience in policy research, technical advisory services, guideline development or related work in sustainable development, SDG monitoring and reporting, local governance or related fields.
- Demonstrated experience with national SDG monitoring and reporting, VNRs, VLRs, local-level data and evidence, or related multilevel governance processes.
- Demonstrated experience working with national governments, national statistical offices, local and regional governments, UN entities and/or international development partners.
- Experience in developing strategic guidance, frameworks, toolkits or methodologies for government and/or international organization use.
- Experience facilitating multi-stakeholder consultations, peer learning processes or technical workshops involving government and non-government stakeholders.
- Strong analytical, drafting and communication skills in English, with demonstrated ability to synthesize complex technical material into clear, policy-oriented guidance.

Evaluation Criteria

Proposals will be evaluated in accordance with the applicable UN procurement procedures. The technical proposal will be evaluated prior to financial evaluation. The proposed technical/financial weighting is 70 per cent technical and 30 per cent financial, subject to the applicable procurement method.

Technical evaluation area	Sub-criteria	Points
A. Technical approach and methodology	Understanding of assignment and strategic context (5); methodology for analysis and guideline development (10); stakeholder engagement, consultation, systematization and validation (8); quality assurance and risk management (2).	25

B. Relevant organizational experience	Comparable assignments in national SDG monitoring/reporting, VNRs/VLRs, local-level data, localization and/or local governance (9); experience with UN entities, governments, CSOs and/or LRGs (6); demonstrated relevant products/assignments (5).	20
C. Proposed team and expertise	Team leadership and senior expertise (5); technical expertise in SDG monitoring/reporting, data/statistics, VNR/VLR processes and multilevel governance (5); clarity of roles, availability and level of effort (5).	15

Total technical score: 60 points. A minimum technical score of 70 percent of the available technical points is needed before financial proposals are considered.

Format and requirement for proposals

Interested applicants are invited to submit a technical and financial proposal demonstrating their capacity and proposed approach to delivering the assignment.

Technical proposal

- Organizational profile: Brief profile of the company/organization, including areas of expertise, relevant certifications or accreditations, and experience relevant to the assignment.
- Relevant organizational experience: Description of comparable assignments, with emphasis on national SDG monitoring and reporting, VNRs/VLRs integration, local-level data and evidence, multilevel governance and development of guidance for governments or international organizations. At least two relevant samples of previous work should be provided where possible.
- Proposed team: List of proposed personnel and roles, accompanied by CVs demonstrating qualifications and relevant experience. The proposal should identify the Team Lead and clearly describe allocation of responsibilities and level of effort.
- Methodology and workplan: Detailed description of the proposed methodology, analytical approach, stakeholder mapping and consultation methods, systematization of experiences, development and validation of the guideline, quality assurance, and workplan. The proposal should demonstrate completion within five months and 100 working days.
- References: Contact details for at least three professional references for the organization or relevant proposed personnel, as appropriate.

Financial proposal

A financial proposal indicating an all-inclusive fixed lump-sum amount, supported by a clear breakdown of costs by deliverable and level of effort. The financial proposal should include all costs

necessary to complete the assignment. No financial information should be included in the technical proposal.

Submission

Proposals must be submitted by 9th of November in accordance with the submission instructions specified in the solicitation documents. Technical and financial proposals shall be submitted separately where required by the applicable procurement process.

Responsibilities

The applicant will be responsible for the timely and satisfactory delivery of the outputs specified in these Terms of Reference and will:

- Manage assignment delivery within the agreed budget, timeline and level of effort.
- Ensure methodological and strategic alignment with the Local2030 Coalition's work on SDG monitoring and reporting and of key partners.
- Maintain effective coordination with designated UN entities, Member States and partner stakeholders and ensure consultations are undertaken in accordance with agreed coordination arrangements.
- Submit outputs in accordance with the agreed workplan and allow sufficient time for review and comments.
- Address consolidated feedback and make revisions required for finalization.
- Provide final deliverables in editable formats and in accordance with UN-Habitat requirements. The final deliverables must be edited and prepared in accordance with the United Nations Editorial Manual, including its applicable standards for language, style, terminology, formatting and presentation. The Manual is available at: https://www.un.org/dgacm/en/content/editorial-manual

Instruction to Applicants

1. Proposals received after the deadline will not be considered.
2. Applicants shall submit their proposal by email until the specified deadline above to the attention of Francine Melchioretto and David Grobe, francine.melchioretto@un.org and david.grobe@un.org
3. Alternatively, applicants may submit their responses through the UN Partner Portal. Please note that applicants must first create an account and log in to the Portal in order to access and submit their applications.
4. Proposals and accompanying documents submitted to a different email address will not be considered.
5. Any clarification queries and correspondences should be sent by email.
6. Proposals failing to provide the requested information will be disregarded.

7. All costs must be in USD.
8. The proposal language should be in English.
9. The technical proposal will be evaluated based on whether it responds adequately to the specifications and requirements of the call for proposals. All proposals will be assessed on a comparative basis against the criteria specified in the call for proposals document. Interested applicants must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc).
10. Only shortlisted applicants will be notified, and their respective project managers asked to participate in in a technical session organized to help evaluate the technical performance of the applicant organization.