



**CRITERIA FOR HOSTING THE HEADQUARTERS OF THE  
UNITED CITIES AND LOCAL GOVERNMENTS OF AFRICA  
(UCLGA)**

**The criteria and requirements outlined below form the basis upon which bidding countries will be evaluated when they submit their bids to host the UCLGA headquarters:**

1. The UCLGA, being a Pan African organization of local government, created by African Mayors and local authorities to be the Pan African mouthpiece of local authorities on the challenges and strategies for the attainment of a sustainable and human development of Africa; as well as extend to the grassroots level the unification of Africa undertaken at the level of central government by the African Union; seeks the status of an international organization, with all the diplomatic recognition, in its host country
2. Since the UCLGA wants to be in sync with and an organ of the African Union, the host country should be an active member of the African Union as well as be in good standing with the African Union, and subscribe to the values and principles of the African Union
3. The UCLGA should have the capacity of a legal entity with all the attendant rights, including:
  - The right to sign contracts or agreements;
  - The right to acquire, enjoy and have property, whether material or immaterial;
  - The right to take on and employ international and local staff
4. The UCLGA may set up projects and programmes with public, private, national and international organizations and institutions of its choice
5. The UCLGA Secretary General will run the UCLGA representation in the host country. He/she will be responsible for carrying out and following up projects or cooperation programmes
6. The Secretary General is authorized to represent the UCLGA in every domain and to do the necessary banking operations and juridical acts consistent with the host country's legislation
7. In line with laws governing similar international organisations based in the host country, the Secretary General of the UCLGA should be allowed, among other powers:
  - To open bank accounts in foreign currency and in the host country's currency;
  - To operate these accounts in foreign currency or in currencies authorised by the host country's Exchange Office;
  - To use these funds for expenses in the host country or abroad;
  - According to the tax legislation in force in the host country, and the provisions for non-double taxation concluded between the host country and the concerned States, non-host country staff members should be subject to general income tax;
  - The UCLGA undertakes to levy relevant income tax on staff salaries in accordance with the host country's Treasury regulations
8. The host country should commit to:

- collaborating with the UCLGA, through relevant Ministries, including those responsible for Foreign Affairs and Local Government, on matters related to the Host Agreement
  - intervening in every manner necessary to facilitate the setting up of the UCLGA Headquarters
  - grant diplomatic status to the UCLGA and all its international staff members (all those not from the host country), accompanied by the relevant diplomatic immunities and privileges applicable in the host country
  - put at the disposal of the UCLGA furnished and functional offices, including Information and Communication Technology (ICT) infrastructure, as its Headquarters.
  - The running costs of the Headquarters should be borne by the host country, including charges for the Headquarters' electricity, water and telecommunication expenses as well as any other relevant municipal rates and taxes
  - pay the salaries of core staff working at the Headquarters
  - provide an official vehicle for the Headquarters
  - grant entry and exit facilities to the personnel of the Secretariat as well as to the members of the UCLGA Executive Committee and members of UCLGA's technical and institutional support agencies, and to facilitate all the formalities that will enable them to fulfil their mission as intended
9. The host country should have a very well developed information and communication network and infrastructure to enable the UCLGA Headquarters to communicate and be contactable
  10. The host country should be easily accessible by air to enable the Presidency, the Executive Committee and members to travel with ease to the organisation's Headquarters
  11. The safety and security situation in the host country should generally be considered acceptable by modern standards. UCLGA staff members, officials and agents should be guaranteed security and freedom of movement to execute their duties
  12. The host country should provide an environment in which UCLGA staff members of different cultural, ethnic, linguistic, religious and social backgrounds can feel welcome
  13. The host country will enter into a ten (10) year renewable agreement with the UCLGA, subject to a six (6) months' written notice should either party resolve to terminate the agreement

The UCLGA will, in turn:

14. allow the relevant Government authorities access to the UCLGA's public activities, including an explanation of these activities against the organisation's objectives, and the source of their funding

15. abide by the laws and regulations in force in the host country, except in cases of express special dispensations stipulated in the Host Agreement
16. besides its international staff, recruit qualified host country nationals among its managerial and executive staff, and build their capacities in their different areas of work