

TERMS OF REFERENCE FOR THE DESIGN AND PLANNING OF LOW CARBON MOBILITY SCENARIOS THROUGH PUBLIC CONSULTATION IN IRBID (JORDAN)

MedCities budget code: 6144

Introduction

The Associació MedCités / MedCities is an association of cities, with its headquarters in Barcelona, dedicated to sustainable urban development in the Mediterranean. It comprises 61 members in sixteen different countries and runs projects in the fields of strategic urban planning, urban services, the environment and local economic and social development, as well as training activities, technical support and the capitalisation of best practices. The network was created in 1991, since which time it has carried out dozens of projects in Mediterranean cities.

MedCities is the lead part of the Urban Transports Community Interreg MED Project (hereafter the Urban Transports), launched in November 2016 and renewed in October 2019 until June 2022. The Urban Transports promotes sustainable urban mobility planning in the Euro-Mediterranean region as an effective tool to reduce carbon emissions and improve the quality of life of the population and the environment. The Urban Transports is driven by a partnership integrated by MedCities (Barcelona, Spain), UNIMED Mediterranean Universities Union (Rome, Italy), Area Science Park (Trieste, Italy), CODATU (Lyon, France), CIVINET CY-EL (Cyprus-Greece), POLIS, Cities and Regions for transport innovation (Brussels, Belgium), and Durres Municipality (Durres, Albania).

The Urban Transport promotes and facilitates the exchange of knowledge between cities and supports the identification of tailored solutions based on pioneer's experience and best practices to transfer them to new territories in the MED area. Under this axis, the Urban Transports has designed a mentoring program named: "SUSTAINABLE URBAN TRANSPORT IMPLEMENTING CITIES", as part of its capitalisation and transferring activities. The mentoring will be implemented between March and December 2021. The main objective of the mentoring program is to support Mediterranean cities in the design and adaptation of innovative solutions in the field of sustainable urban mobility (showcased in the project online catalogue, www.medurbatools.com/utc).

The mentoring program involves 8 takers or learners, hereafter identified as the *Replicators*, which are public or private entities selected through a public call from across the Mediterranean area. Each Replicator will benefit from the support of a targeted external expertise and exchange knowledge with an experienced Mediterranean city, hereafter identified as the *Pioneer*, on the lessons learnt and replicable features of the latter's experience.

MedCities is in charge of the coordination of the mentoring activities of Irbid Greater Municipality in the role of Replicator, on the topic of New Planning approaches to sustainable mobility. The Pioneer experience identified for this mentoring program is the "PARTICIPATORY PLANNING TO REDESIGN A CENTRAL AXIS IN THESSALONIKI, GREECE", implemented by the Major Development Agency Thessaloniki S.A. (MDAT) and the Aristotle University of Thessaloniki (AUTH). Information about this good practice are published in the Urban Transports online catalogue here: http://medurbantools.com/portfolio_page/new-traffic-information-system-in-koper/.

The Greater Irbid Municipality is located within the Irbid Governorate in the Northern Region of Jordan. Irbid is an important transportation and business hub in the region, witnessing high rate of daily trips outside and inside its boundaries, involving mainly private cars, but also buses, taxis, etc, which increases stifling traffic congestion, as well as fuel consumption and CO2 emissions. To this regards, the local authority is promoting the design and implementation of sustainable, energy-efficient and low-carbon urban transport measures to reduce CO2 emissions, and foster a more environmentally friendly public transport.

The mentoring programme in Irbid will focus on a road axis located in the city periphery which concentrates most of the traffic in the area (streets section of Abdul Qadir Tal, King Abdullah II bin Al-Hussein, Prince Hassan Avenue). This axis is strategic for its strong potential for socio economic development for the whole area.

The objectives of the mentoring program is to improve the environmental conditions and the use of low-carbon transport modes in the pilot area through the development and projection of alternative low-carbon mobility scenarios. This will facilitate the city council decision making and set the ground for the implementation of concrete targeted solutions. The project will foster **the consultation and participation of local stakeholders** to generate ownership on the solutions chosen. The municipality has a strong interest to gain knowledge and know how on the use of modelling and planning tools, and on the use of new technologies to facilitate the participation and consultation of the general public.

For the duration of the mentoring program, the Greater Irbid Municipality will designate a technical committee composed by urban planners, GIS experts and mobility specialists of the Greater Irbid Municipality that will follow the mentoring expert work, provide key information and data when needed, provide feedback and collaborate closely.

1. Objective

The objective of this service provision is to design low-carbon mobility scenarios for a high-traffic area in Greater Irbid Municipality (Jordan), through public consultation and the use of geolocalised database planning tools.

2. Scope of the services

The scope and characteristics of the services are as follows:

- A. Methodology proposal and assessment of the environmental performance, use of land, mobility and accessibility, safety and security conditions of the pilot intervention area

The first phase of the service will aim at establishing the methodology for the design and consultation of low carbon scenarios or models to be implemented in the pilot area, and to produce a first assessment or profile of the pilot area analysing its performance in terms of environmental, use of land, mobility, accessibility, safety and security conditions. The service provider is expected to :

- Propose a methodology for the implementation of the service, including a concrete step-by-step explanation on how geolocalised technologies will be used and how local

- stakeholders will be consulted, as well as an implementation calendar. A methodology note will be drafted and validated with the contractor and the technical committee.
- The service provider and the technical committee will work and agree on a set of indicators to monitor and assess the environmental performance, use of land, mobility and accessibility, safety and security conditions of the pilot area.
 - On this basis, the service provider will create a geolocalised database of the pilot intervention area and a GIS map to visualise the different variables monitored.

Deliverables under section A :

D.A.1 : Methodological note and calendar of implementation (+/- 15 pages).

D.A.2.: List of indicators and geolocalised database of the pilot intervention area.

D.A.3.: 1 GIS map and assessment of the pilot area presenting the monitored indicators

- B. Public consultation to identify the needs of the pilot area and design alternative scenarios favouring the use of low-carbon modes of transport

The service provider will use the initial assessment of the pilot intervention area (see section A) to gather inputs and feedback from local stakeholders about the current context, the needs, challenges and possible solutions for the pilot intervention area. The first phase of the consultation is foreseen to be implemented in May 2021.

Based on the feedback received, the service provider will elaborate 3 alternative scenarios or models of the pilot area considering different measures to promote low carbon mobility modes and improve the monitored indicators. Each scenario will be presented with a GIS map, a list of measures or interventions needed for its implementation and the assessment of the monitored indicators as a result of the new outcome.

The second phase of the consultation will then focus on presenting the proposed models and measures and choosing the most preferred one by the local stakeholders (June – July 2021).

For the consultation to be effective, the service provider is expected to propose and deploy tools and methodologies for participation targeting different local stakeholders and groups of citizens. The use of new technologies to facilitate the participation is particularly welcome (online platforms, online surveys, interactive tools during sessions, etc.). The municipality will mobilise representatives from the academia and civil society organisations, and public events will be organised by them to generate spaces for discussion and dialogue with key local stakeholders. The technical committee will also provide lists of institutions and contact details of representatives to be consulted, and will organise the needed logistics for hybrid meetings and sessions (physical – online).

Considering the sanitary restrictions, the project foresees the service provider to travel 1 time to Irbid during the implementation of the service. The calendar and duration of the travel will be agreed with the contractor and the municipality. The travel and accommodation costs of the trip will be covered by the project and should not be included in the financial offer.

The service provider is expected to :

- During the first phase of the consultation, gather feedback from the technical committee and the technical committee about the current context, the needs,

- challenges and possible solutions for the pilot intervention area (2-3 meetings of 1h30 approx.).
- Gather inputs and feedback from local stakeholders through the support and mobilisation by the technical committee about the current context and future of the pilot intervention area (participation to 2-3 meetings or events of 2h approx.).
 - Based on the feedback received, the service provider will elaborate 3 different scenarios or models considering possible and feasible measures to improve the monitored indicators and foster the availability and use of low-carbon modes of transport. Each scenario will be presented with a GIS map, a list of measures or interventions needed for its implementation and the assessment of the monitored indicators for each scenario. The 3 models or scenarios will be co-created and agreed with the technical committee.
 - In the second phase of the consultation, the service provider, with the support of the technical committee, will present the 3 proposals to local stakeholders and general public to gather inputs and generate ownership on the solutions (participation to 3 meetings or events, 2h approx.).
 - Present the chosen solution and outline a set of recommendations for the technical committee on the next steps and actions that could be taken to implement the selected low carbon mobility scenario in the pilot intervention area.

Deliverables under section B :

D.B.1.: 3 GIS maps, list of measures and assessment of indicators per scenario / model.

D.B.2.: Brief report of the consultation process with local stakeholders and the Technical Committee: activities, dynamics, tools, results, recommendations about participatory planning for the technical committee (+/- 15 pages) and presentations / material (PPT or briefings) used during the public consultation.

D.B.3.: Set of recommendations on the implementation of the selected scenario (+/- 10 pages).

- C. Identify replicable features of the Pioneer case and provide recommendations on their adaptation to the replicator context:

In parallel to the above-referred activities, a number of online bilateral meetings will be organised by the contractor involving the technical teams of the Replicator and the Pioneer institutions, and the mentoring expert. These meetings will aim at better understanding the pioneer case, and identify and transfer lessons and recommendations for the replicator. A visiting study to the premises of the Pioneer institution is foreseen to be organised either physically or online during the last months of the mentoring process.

For both types of meeting, a Guidelines for Bilateral Meetings and Visiting Studies will be provided by the coordinator to support the mentoring expert in the elaboration of the expected deliverables. The travel and accommodation expenses of any physical meeting linked to activities under section C will be taken in charge by the contractor and should not be considered in the financial offer.

The service provider is expected to:

- Support the contractor in the preparation and facilitation of the bilateral meetings between the mentoring parties by setting the agenda of the meetings, prepare

- presentations of first findings or relevant points for exchange and animate the exchange between both parties (5 meetings of 2 hours approximately).
- Draft a brief report of the bilateral meetings capturing the main conclusions of the exchange, the main learning points for the Replicator, the next steps and the risks or challenges identified for the way forward (+/- 5 pages).
 - Support the contractor in the preparation and facilitation of the visiting study (physical or online) by setting the agenda of the meetings, prepare presentations on relevant points and animate the exchange between both parties.
 - Draft a report on the main learning outcomes, challenges identified and next steps after the visiting study (+/- 10 pages).
 - Draft an “Adaptation Report” (+/- 25 pages) following the guidelines provided by the contractor that will mainly contain an assessment of the main lessons learnt of the case of Thessaloniki for Irbid Municipality, and the main replicable and comparable features of the solutions adopted. The Adaptation Report will be drafted in consultation with the mentoring parties.

Deliverables under section C:

D.C. 1.: Presentations (PPT or Word) in English used during the meetings and visiting study.

D.C. 2.: Brief report in English per bilateral meeting (+/- 5 pages) and 1 report in English of the visiting study outcomes (+/- 10 pages).

D.C. 3.: Adaptation Report (+/- 25 pages) in draft version (July 2021) and final version (October 2021).

D. Transferring knowledge and results of the mentoring

The service provider will be asked to support the capitalisation of the results of the mentoring exchange under the coordination of the contractor. To this end, the service provider is expected to :

- Participate at a recorded interview about the mid-term results of the mentoring process (1-hour meeting approx.). The contractor will provide an interview guide to help the service provider prepare the interview. Please note the interview will be recorded and disseminated through the project’s website and social network platforms.
- Present the Adaptation Report in 2 meetings / seminars organised by the project. The meetings will most probably be held online between October and December 2021. Should they be organised physically, the travels and accommodation costs for the service provider’s participation will be taken in charge by the project.

On the other hand, the service provider is expected to deliver a 3-hours tailored training to Greater Irbid technical committee to transfer the knowledge, lessons learnt and results of the mentoring. The training agenda and calendar will be agreed with the contractor and the technical committee. To this regards, the service provider is expected to:

- Prepare an agenda and concept note for a 3-hours training covering, at least, the following topics: a) key tools and skills in urban planning modellisation and the use of geolocalised data and tools; b) participatory approaches and tools for co-designing and inclusive urban planning and the use of new technologies (online, social network, etc.);
- Prepare a compilation of the presentations and documentation used during the training.

Deliverables under section D:

- D.D.1: 1-hour meeting / interview to present the mid-term results of the mentoring project.
- D.D.2: Presentations (PPT) used during the dissemination meetings / seminars (15-20' presentation).
- D.D.3: 3-hours training to the technical committee and local representatives (if relevant) to be delivered online if no travelling is allowed. A toolkit with key information, content of the training and presentations (+/- 15 pages) will be delivered at the end of the training.

Foreseen calendar

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| Section A | |
| D.A.1. Methodological note and calendar of implementation (+/- 15 pages). | Mid-April 2021 |
| D.A.2. List of indicators and geolocalised database of the pilot intervention area. | End of April 2021 |
| D.A.3. 1 GIS map and assessment of the pilot area presenting the monitored indicators | Mid-May 2021 |
| Section B | |
| D.B.1. 3 GIS maps, list of measures and assessment of indicators per each scenario / model. | Mid-June 2021 |
| D.B.2. Brief report of the consultation process (+/- 15 pages) and material used during public consultation. | August 2021 |
| D.B.3. Set of recommendations on the implementation of the selected scenario (+/- 10 pages). | September 2021 |
| Section C | |
| D.C. 1. Presentations (PPT or Word) in English used during the bilateral meetings and visiting study. | September 2021 |
| D.C. 2. Brief report in English per bilateral meeting (+/- 5 pages) and 1 report in English of the visiting study outcomes (+/- 10 pages). | September 2021 |
| D.C. 3. Adaptation Report (+/- 25 pages) in draft version and final version. | Draft version July 2021 Final version October 2021 |
| Section D | |
| D.D.1: 1-hour meeting / interview on mid-term results | End of June 2021 |
| D.D.2: Presentations (PPT) used during the dissemination meetings and seminars | December 2021 |
| D.D.3: Toolkit about low carbon mobility planning and participation tools (+/- 15 pages). | December 2021 |

Expert profile

- Expertise and experience in the fields of urban planning, traffic management and mobility planning;
- Experience in the creation of geolocalised databases and the use of geolocalised planning tools like GIS for the assessment of environmental, use of land, mobility-related indicators;
- Experience in the design and implementation of public consultations and participatory processes in the fields of urban or mobility planning. Knowledge about innovative participation tools including online modes;
- Experience in the MED area and working with city councils;

General Secretariat

- English speaking is a must;

3. Type of service, duration and place of execution

These terms of reference and the winning proposal will define the conditions of the service as a contract of provision of services from the date following the notification of the order until December, 2021. The service will be carried out in the service providers' premises. The service will be governed by the Catalan law, the Spanish law and the courts of Barcelona.

4. Base budget of the service

The maximum budget for this service is € 14 876,033 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €18 000 including the VAT rate valid on the date of the publication of these terms of reference which is 21%.

Any offer exceeding this amount will be rejected.

It is understood that the budget includes all of the costs that the successful bidder is required to pay for the normal fulfilment of the services contracted such as general expenses, financial costs, insurance, remuneration for the staff under its control and all verification and job costs.

Please note that accommodation and travel expenses for physical meetings explicitly foreseen under sections B, C and D will be taken in charge by the contractor, and always with previous authorisation. The contractor will provide instructions on how to proceed to reimburse travel costs. Please note that any travel beyond these will not be taken in charge by the contractor and should therefore be included in the financial offer.

5. Price of the contract and economic conditions

The administrative details of the Contracting Body are:

ASSOCIACIÓ MEDCITIES AND/OR MEDCITÉS
C / 62. 16-18. EDIFICI B, ZONA FRANCA
08040 BARCELONA – CATALONIA - SPAIN
Tax number (VAT): ESG66401258

The contract price is the one established by the award of the tender, in line with the offer submitted.

3 invoices are required according to the following details:

- 30% of the total amount after validation of the deliverables D.A.1, D.A.2 and D.A.3 in May 2021.
- 40% of the total amount after validation of Deliverables D.B.1, D.B.2, Draft version of D.C.3, and D.D.1. in August 2021
- 30% of the total amount after validation of deliverables D.B.3., D.C.1, D.C.2, Final version of D.C.3 and D.D.2 and D.D.3 in December 2021.

The payment term of the invoice will be: bank transfer 30 days after the date of the invoice (bank account details are required) after favourable report issued by the General Secretariat of MedCities.

The service provider will be directly responsible for paying the local or national taxes applied to the services except if the service provider is fiscally domiciled in Spain, whereupon the current tax law in respect of personal income tax (IRPF) will be applied.

Invoices must be sent either by post to the offices of the General Secretariat of MedCities or, if they are in digital format, to contact@medcities.org.

Bank charges arising from the payment of invoices will be shared (SHA according to bank coding).

MedCities may require information from the service provider regarding its compliance with obligations relating to social security contributions and the payment of taxes.

6. Participation requirements

Those bidding for the service can be individuals or companies that have the full capacity to carry out the work, that are not subject to a ban on hiring staff and that can demonstrate their technical reliability and professional experience.

7. Confidentiality clause

The information that the service provider will have access to in order to fulfil the purpose of this contract must be kept strictly confidential and must not be used for any activity not covered by this contract. In circumstances where a particular use of the information gives rise to doubts in respect of this confidentiality clause, the service provider must, in all cases, request the consent of MedCities.

8. Ownership and authorship of the work

In the spirit of cooperation and exchange, the ownership of the work covered by the contract related to this ToR and co-funded by the Interreg MED Programme is open to the public and free of rights. The deliverables and results of the project should be accessible and available for free to the general public in a usable format. The MA/JS and any other relevant Programme stakeholder can use them for information and communication purposes.

The authorship of the work covered by the contract related to this ToR is co-shared between the author and all the partners of the project.

9. Termination of the service

By giving notice of one month, the service can be terminated by either party before the date indicated in Point 3 of these terms of reference for objective reasons.

10. Submission of offers

The offer must be sent to the following email address: contact@medcities.org

- Proposal submission period: 10 working days from the date of these terms of reference.
- The subject line of the email should specify "Service offer for THE PROVISION OF EXPERT

SUPPORT FOR THE DESIGN AND PLANNING OF LOW CARBON MOBILITY SCENARIOS THROUGH PUBLIC CONSULTATION IN IRBID (JORDAN)”

- It is essential that the submission should clearly indicate: business name, address, phone number, email address and the Fiscal ID Number (VAT – tax number) of the bidding company.

The offer must include the extent of the services offered and fulfil the conditions expressed in the previous sections. Notwithstanding that the candidate can attach to their offer any complementary information they consider to be of interest, the tender must include the following documentation:

- o Detailed offer of the services: expertise and experience relevant to this call, goals and activities of the mission and implementation plan. Any additional information is welcome.
- o Economic proposal: candidates must submit an economic proposal in euros that either they or their representative must sign. The prices offered should include any type of tax, charge or fiscal ruling of a European, state, autonomous community or local nature as indicated in Points 5 and 6 of these terms of reference.
- o CV of the professional person or company involved and of the working team, giving relevant examples of similar work undertaken and, if applicable, international experience.

In the event that additional information is required to present the offer, we invite you to contact MedCities by writing to the email address contact@medcities.org. Only written questions about clarifications of the presentation of offers will be answered.

MedCities may request additional information related to the proposal if it deems it appropriate. If this is the case, the proposals that require clarification must be answered within a reasonable period established by the evaluation team.

11. Assessment criteria

The most advantageous offer will need to be evaluated bearing in mind the best cost-effectiveness in accordance with the overall proposal. The assessment could take the price-quality ratio into account.

MedCities guarantees equal treatment of the people/companies bidding and will keep their offers confidential.

The person/company adjudicated as the successful bidder will be notified within a period of 5 working days from the final submission date for offers.

Barcelona, 11 of March 2021

Josep Canals Molina
MedCities Secretary General