

TERMS OF REFERENCE FOR THE SUPPORT ON THE ORGANISATION OF THE TRAINING SCHOOL OF THE INCIRCLE PROJECT

MedCities budget code: 21EEP050

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 63 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 partner of the Interreg-Med InCircle project, which is a modular project belonging to the sustainable tourism community. InCircle's objectives is to support insular and low-density areas in the transition towards a more circular tourism economy. During the first part of the project, pilot actions are taking place in the municipalities of Palma, Larnaca, Himara, Rethymno, and Gozo. In parallel, each region (Balearic Islands, Larnaca and Famagusta District, Albania, Region of Crete and Malta) is building up a regional strategy which aims at the transition towards a more circular regional tourism model in their areas, and which is aligned with the four pillars of the project: water, waste, energy and mobility.

During the capitalisation phase, six replicating institutions will be trained on InCircle methodology and available tools in a training school. This training school will be focused on the replication package and will be complemented by direct experience on project partners and demonstrators data. Project partners and other theme-related project coordinators will participate to this event and will provide replicating institutions with additional information and guidance. The training school will be held during the month of November 2021. It will be designed to be held online.

1. Objective

The objective of this service provision is to support MedCities on the organisation of the Training School of the InCircle project.

2. Scope of the services

The scope and characteristics of the services are as follows:

- To organise, together with MedCities, the training school of the InCircle project, promoting that there is a high degree of interaction between participants and project partners, and that contents are dynamic, clear and highly practical. In this sense, the service provider will provide a facilitator, expert in promoting participative online events, who will guide project partners presenting the sessions to work towards this aim, will revise the contents to ensure that. The expert facilitator will participate in all sessions of the summer school and will be responsible for animating and moderating the sessions.
- Organisation of all logistics derived from the training school of the InCircle project.
- Read and get familiarised with the documents that will help to shape the training school. This documents will be provided by MedCities, will remain confidential and will consist mainly on: InCircle application form, InCircle capitalisation plan, and the tools to be

capitalised during the summer school (operational model, participatory process toolkit, strategy evaluation toolkit, circular tourism tools guidelines).

- After getting familiarised with the documents which will set the baseline of the summer school, perform a first meeting with MedCities and AREA Science Park (INCIRCLE project leader). During this meeting, a first draft of the agenda and contents of each sessions will be discussed.
 - Prepare, in conjunction with MedCities, the definitive agenda of the summer school.
 - Preparation of a concept note detailing the objectives of the training school, schedules, topics to be covered in each section, materials that will be used in each section, and other relevant information. This concept note will be shared with each partner performing each session, so that they complete it with the definitive contents to be shared during each session.
 - Hold up to two sessions with MedCities and the technical partners who will deliver the sessions of the InCircle school to provide guidance towards the delivery of highly practical, engaging and participative sessions to promote the uptake of knowledge and the building of links between partners and replicating territories.
 - Prepare any additional supporting material that may be needed to promote such interaction, such as MIRO templates.
 - In coordination with MedCities, prepare all generic material that will be sent to participants of the summer school (such as final agenda, e-mails, registration links, instructions for the online sessions, or any other necessary material).
 - Provide advice to project partners if any additional material could help to support the InCircle summer school (for example, if any printed and/or promotional material should be sent to replicating territories participating in the summer school).
 - Coordination with MedCities during the overall preparation period. Validation of all documents with MedCities and incorporation of their inputs and suggestions.
 - Preparation of one presentation summarising the planning of the summer school to be shared with project partners.
 - Preparation of invitation e-mails, the inscription system and performance of the follow-up of inscriptions.
 - Once the summer school is finalised, writing a short new to be incorporated in the webpage and the newsletter.
 - As an approximate guidance, the summer school will be organised over a two-week period as follows:
 - Circular tourism tools for public stakeholders
 - Circular tourism tools for private stakeholders
 - Operational model toolkit
 - Participatory process toolkit
 - Strategy evaluation toolkit
 - Demonstration session
 - Relevant tools from other MED projects
 - Next steps session
- It is expected that each session will last approximately 2h and will contain a practical part.
- Writing of the report on the training school, providing information of the training school. The template of this report will be provided by MedCities.

3. Type of service, duration and place of execution

General Secretariat

These terms of reference and the winning proposal will define the conditions of the service as a contract of provision of services from the notification of the order until November, 2021. The service will be carried out in the premises of the service provider.

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 €6.500 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €7.865 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, transport and travel expenses, remuneration for the staff under its control and all verification and job costs.

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.

1 invoice is required according to the following details:

- 100% of the total amount after the finalisation of the training school and the delivery of the report on the InCircle school.

Invoices must contain at least the following information:

- Name, full address and tax identification number of the supplier
- Complete MedCities data
- Invoice number
- Invoice date
- Description of the service provided
- Detail of the amount of the service and taxes (if any)

All invoices must include in the description section within the body of the invoice, apart from the description of the work carried out, the following concept: “InCircle project (Code 5329) ”.

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 at the end of the service.

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.

Those non-EU service providers will be required to present a certificate of tax residence within 7 calendar days of the award of the service. If the aforementioned document has not been provided to MedCities within 7 days, the contract may be terminated.

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

Following the spirit of cooperation and exchange, the ownership of the work carried out within the framework of the contract of these terms of reference and co-financed by the Interreg MED program is open to the public and free of rights.

Project deliverables must be accessible and available free of charge to the public general in an easily usable format. The MA / JS and other relevant programs can use them for communication and information.

The authorship of the works covered by the contract related to these terms of reference is shared between the author and all partners in the project in question. **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 or for the reason described in the last paragraph of point 5 of this terms of reference.

9. 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 support on the organisation of the training school of the InCircle project”
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:

- Detailed offer of the services.
- 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.
- 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.

10. Assessment criteria

The most advantageous offer will need to be evaluated bearing in mind the cost-effectiveness ratio 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, 25th of June, 2021

Josep Canals Molina
MedCities Secretary General