

**NEW DEADLINE 16.01.2022 (midnight CET)**

## **TERMS OF REFERENCE FOR THE DEVELOPMENT OF A DIAGNOSIS OF NEEDS FOR THE ECONOMIC PROMOTION OF ZGHARTA-EHDEN**

MedCities budget code: 21EEP090

### **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 67 members in seventeen 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.

In the framework of an international cooperation programme launched by the Province of Barcelona, this project aimed at strengthening the role of the municipal councils of Oujda in Morocco, Sousse in Tunisia, As-Salt in Jordan and Zgharta-Ehden in Lebanon in promoting local socio-economic reactivation in the context of the global pandemic. To do so, we are looking for a local expert to support the municipality of Zgharta-Ehden in the identification, planning and implementation of a socially responsible and green economic recovery initiative in the aftermath of the sanitary crisis. The local expert will work in tandem with the methodological expert, who will develop a common method so that the results will be comparable in-between the participant cities. The local expert will be responsible for the fieldwork and data gathering, among other tasks required to implement the methodology at the local context.

### **1. Objective**

The main objective of this service provision is the development of a diagnosis of needs for the economic promotion of Zgharta-Ehden.

### **2. Scope of the services**

The mission will support the identification and implementation of a concrete solution for economic recovery that integrates green and socially responsible sectors as vectors of inclusiveness and the creation of decent jobs.

The scope and characteristics of the services are as follows:

#### *Task 1: Support in the preparation and writing of the diagnosis*

- Collection of existing resources, documentation, and information necessary for the preparation of the diagnosis under the directives of the international expert.
- Support the municipality in identifying the priority actors and sectors for carrying out the diagnosis.
- Support the municipalities in the organization of consultation activities and in the collection of data: preparation of meetings, drafting of minutes, consolidation of data

collected, etc. The expert will also support the coordination of the logistical aspects (catering, room, etc.).

- Drafting of a first diagnostic proposal on the basis of the methodological guidance in collaboration with the municipality. This will be reviewed by the methodological expert.
- Draft a first proposal of maximum 5 recovery actions / projects resulting from the diagnosis, in collaboration with the municipality.

*Task 2: Support for the identification and drafting of the pilot project*

- Drafting of a pilot project proposal following the international expert's guidance, specifying the interest of the project, including the budget, the list of activities, the expected results, the implementation schedule, the acquisition of the necessary services and a system of performance indicators, in collaboration with the City Council. The international expert will provide his/her support and feedback to ensure the relevance, feasibility and efficiency.
- Support the project partners in the identification of service providers who will be necessary for the implementation of the pilot.

*Task 3: Presentation of the diagnosis and the pilot project*

- Write a brief report evaluating the actions undertaken in Zgharta-Ehden (8 pages) and presentation of the results at a project meeting to be held online the first quarter of 2022.

*Task 4: Implementation of the pilot project*

- Support the launching of the actions of the pilot project.
- Regularly monitor and report to MedCities on the status of actions implemented under the pilot project.
- Contact, follow-up and mediation with the service providers involved in the implementation of the pilot action.

In general, the expert must:

- i. Participate and support the municipality in project monitoring meetings with MedCities technical team and the methodological expert.
- ii. Ensure the correct elaboration of the diagnosis and pilot project identification.
- iii. A clear and precise drafting of the expected deliverables.
- iv. Correct follow-up and support in the implementation of the pilot action.
- v. Good communication with the municipality and with the actors involved throughout the mission.

***Deliverables:***

*Deliverables task 1 (15 pages in total):*

- a. An activity report detailing all the activities done to elaborate the diagnosis. This report should contain the minutes or a brief description of the meetings held as well as the activities linked to the data gathering.
- b. A diagnoses presenting briefly the methodology and showing the local adaptations of it, as well as the results of the process and presenting the first proposal for recovery actions / projects resulting from the diagnosis.

*Deliverables task 2 (10 pages in total):*

- a. A pilot project proposal following the international expert's guidance, specifying the interest of the project, including the budget, the list of activities, the expected results, the implementation schedule, the acquisition of the necessary services and a system of performance indicators, in collaboration with the City Council.
- b. A list of the local service providers and their contacts.

*Deliverable task 3 (10 pages):*

A report evaluating the actions undertaken in Zgharta-Ehden (10 pages) and presentation of the results at a project meeting to be held online the first quarter of 2022.

*Deliverables task 4 (8 pages):*

A report of the follow-up of the pilot implementation with the minute of the meetings, the description of the activities developed, the agreements and the control of the external providers.

**All the deliverables are expected to be drafted in English or French, upon agreement with the contracting authority.**

The implementation of this mission will be deployed through four important phases:

1. Diagnosis of the socio-economic repercussions of Covid-19 and other relevant local crisis on strategic sectors of the city
2. Analysis of the results
3. Identification of a pilot project
4. Implementation and monitoring of the pilot action

These tasks will be carried out in collaboration with the city council of Zgharta-Ehden. The first three phases will be carried out following the methodological orientations proposed by the international expert of the project. The contractor is responsible to implement correctly the provided methodology guides considering the city's local context.

An approximative calendar is:

	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Avril</b>	<b>May</b>	<b>Juin</b>
Contractualisation							
Phase 1		*					
Phase 2							
Phase 3							

Phase 4					**		
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\* Kick of meeting

\*\* Meeting of the 4 cities in the diagnosis and identification phase.

### 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 June, 2022. The service will be carried out online in Zgharta-Ehden. 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 € 6.198,34 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be € 7,500 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. In case a travel may be required, this will be covered by the contracting authority and agreed with the service provider.

### 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.

2 invoices are required according to the following details:

- 35% of the total amount on the presentation of the deliverables linked to the task 1.
- 65% of the total amount on the presentation of the deliverables linked to the tasks 2, 3 and 4.

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
- Concept "21EEP090 LASERMED"
- Description of the service provided
- Detail of the amount of the service and taxes (if any)

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 each phase.

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](mailto: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.

The contractor may work in Arabic with the municipality and will have to be proficient in English and draft all the deliverables in English. He/she will report regularly to MedCités on the progress of the mission.

The contractor will contribute to the consolidation of the lessons learnt and knowledge provided to the partners, their ownership on the project results, and the capacity building and transfer of knowledge to the different municipalities, mainly by delivering a report and a presentation to the project partners and associate cities (see deliverable task 3).

A major importance will be given to the promotion of public-private consultation, to the development of participatory methodologies and articulation of the actors of the territory to elaborate the diagnosis and project identification and to the good communication between the various actors involved.

The following conditions must be met by the candidates:

- A university degree in economics or management.
- A minimum of 12 months of professional experience.
- Demonstrated experience in carrying out studies or diagnoses of social and economic needs.
- Having a good knowledge of the local social and economic context of the municipality of assignment and of the key economic players would be a major asset.

- Experience in the field of data collection and analysis is mandatory.
- Experience in the field of local development or participatory strategic planning would be an asset.
- Experience in project writing and budgeting will be appreciated.
- Experience in setting up multi-actor participation and / or consultation processes would be an asset.
- Perfect command of Arabic is required. Excellent written and oral English or French is required. Knowledge of the other language, French or English, will be an asset. Particular experience in drafting plans, diagnoses, studies or projects in English or French will be important.
- Training and experience from a gender and human rights perspective will be an asset.
- Associative experiences will be taken into account.
- Good knowledge of IT tools (Word, Excel, Powerpoint, Email)
- Communication and mediation skills. Ability to work in a team and effectively manage multiple and varied tasks. Management, communication and interrelational skills.
- Ability to identify priorities and complete tasks on time. Ability to work independently and proactively.

#### 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**

The ownership and authorship of any service provision work carried out belongs to MedCities. As owners of the study, any use or mention of it in publications, articles, interviews, conferences, etc. must have the express authorisation of MedCities.

#### 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 or for the reason described in the last paragraph of point 5 of this terms of reference..

#### 10. **Submission of offers**

The offer must be sent to the following email address: [contact@medcities.org](mailto:contact@medcities.org)

- By the **16<sup>th</sup> January 2021 (midnight CET)**
- The subject line of the email should specify “Service offer for **the development of a diagnosis of needs for the economic promotion of the Zgharta-Ehden**”
- 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: how do you understand the assignment, main tasks to implement, methods proposed and main expected results.
- 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](mailto: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 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, 20 December 2021

Josep Canals Molina  
MedCities Secretary General