

TERMS OF REFERENCE FOR THE METHODOLOGY DESIGN AND COORDINATION OF LOCAL EXPERTS FOR THE DEFINITION OF STRATEGIC ACTIONS TO INCREASE AND ENHANCE THE USE OF GREEN INFRASTRUCTURE IN SAIDA, BETHLEHEM AND JERASH

Budget code: 22EEP002

Project: NATUREMED

Imputation item: A1.1

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 municipalities and unions of municipalities from seventeen different states 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.

NATUREMED (NATure for Urban REsilience in the Mediterranean) is a project founded by Barcelona City Council, which aims at contributing to increase urban resilience to climate change by promoting the naturalisation of urban spaces in the cities of Saida, Betlehem and Jerash.

NATUREMED will finish on December 2022, and will include the following activities:

A1. Determination of strategic actions to increase and enhance the use of green infracture, which will consist on:

A1.1 Diagnosis

Expected result: Creation or adaptation of cartography of each municipality in relation to the location and typology of green infrastructures (forests, oasis, squares, parks, trees, urban gardens, green façades, coastline, streams or rivers, among other non urbanised areas) within the towns or around them, analysis of its status and its connection with the water usage efficiency (e.g. water requirements of planted species) and management (such as collection and valorisation of pluvial water) and impacts (waste presence, degree of artificialization, discontinuity, fragmentation, pollution). Analysis of state of green infrastructure, current plans and actions being implemented, regulating legislation and the characteristics of each municipality (population, topography, climatology, among other characteristics).

A1.2 Pre-definition of possible actions

Expected results: Definition of objectives of the document, and set of possible actions to be implemented (as well as the areas where they could be implemented) in order to increment and enhance green spaces and its optimal use on relation to water management (use, collection, valorisation). This will be based on the diagnostic developed in SO1.A1.1 and will take into account the objectives of each municipality.

A1.3 Defining strategic actions to increment and enhance the use of green elements

Expected result: To develop a document to define a selection of strategic actions to increment the quality and the quantity of green spaces (in the broad sense) and enhance the use of green elements in each one of the three municipalities participating in the project. This will take into

account the results of the diagnostic and the share of experiences derived from the study visits and online meetings.

The final document of definition of strategic actions will contain long and mid-term objectives, as well as a set of short and mid-term activities, all of them time-spanned and budgeted.

The specific objectives and contents of the resulting document will be defined during this activity. In general terms, the plan will have the objective of preserve, restore, enhance and increment the natural elements of the city and obtain the maximum amount of ecosystem services associated to it, with the final aim of making the city both more mitigating and resilient to climate change and therefore enhancing the livelihood of its citizens through the use of green elements.

A2. Definition of a pilot project for the participatory creation of green spaces, in concordance with the defined strategic actions. This activity will select one of the areas defined in A1.1 and perform a pre-selection of possible green spaces to be implemented, including the means and actors necessary for its implementation. Design of a methodology to carry out a participatory process through which the green space to be implemented is defined.

A3. Organize a day of environmental awareness and the benefits of the presence of green spaces in Jerash, Bethlehem and Saida.

A4. Organization of bilateral meetings, a study mission to Jerash and the exchange of experiences between cities, for technical and political staff of the city councils of Barcelona, Bethlehem, Saida and Jerash. This will include the organisation of online and face-to-face sessions to exchange knowledge and experiences between the cities of the project (Saida, Bethlehem, Jerash and Barcelona) and other members of MedCities who work in the realization of their green plans or in projects related to the use of green infrastructure and its connection with water management.

A5. Training of project council staff in the use of nature-based solutions in urban planning. This will consist on online and face-to-face training sessions aimed at increasing the capacity of municipal teams and raising awareness of the benefits of renaturalizing cities in relation to the increase of the mitigation actions upon the causes of climate crisis plus in the resilience to the effects of the climate so that the lives of citizens will be improved. Various types of green infrastructure and different aspects will be taken into account when implementing them.

A6. Capitalization of results. Through a final online meeting, open to all MedCities members.

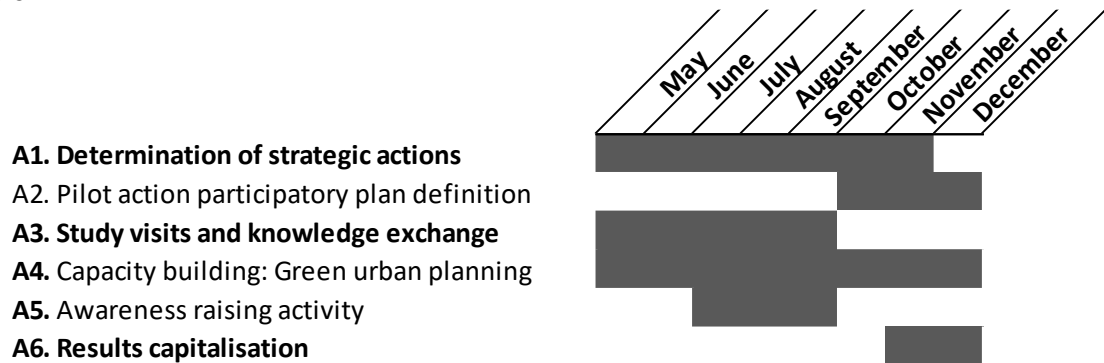


Figure 1. Gantt Chart of the whole NATUREMED project. Highlighted in bold the activity that concerns this terms of reference.

MedCities is looking for an expert on green or renaturalization plans with experience on the performance of green strategic plans ideally in the context of Lebanese, Jordanian and/or Palestinian territories who performs the following service:

The scope and characteristics of the services are all related to A1 of NATUREMED project.

1. Objective

The objective of this service provision is the methodology design and coordination of local experts for the definition of strategic actions to increase, restore and enhance green infrastructure and its use in Saida, Bethlehem and Jerash.

2. Scope of the services

- Revision of previous documents and cartography of each municipality in order to understand which the starting point in each case is and build a methodology that benefits from previous work performed on the topic of green infrastructure in each municipality.
- Perform a first meeting with each one of the three municipalities in order to better understand the current state of green infrastructure, its management and future objectives of each one of the three municipalities in relation to the topic
- Create a methodology (D1), in agreement with MedCities, to be implemented by local experts, which serves to firstly perform a diagnostic and secondly creating a realistic, time-framed and budgeted set of strategic actions to increase and enhance the use of green infrastructure in each one of the three municipalities. These will have to take into account the objectives of the project, as well as the objectives and reality of the three municipalities.

Although other methodological approaches can be considered, MedCities recommends to start by creating or adapting the cartography of each municipality in relation to the location and typology of green infrastructures (parks, trees, urban gardens, green facades, coastline or riverside, among others), analysis of its status and its connection with the water usage efficiency (e.g. water requirements of planted species) and

- management (such as collection and valorisation of pluvial water), and an analysis of state of green infrastructure, current plans and actions being implemented, regulating legislation and the characteristics of each municipality (population, topography, climatology, among other characteristics) that should be taken into account when selecting different types of green infrastructure to be implemented.
- Create a template (D2) in order to harmonize the structure of the document that performs the diagnosis and defines the actions to be set in each municipality by the local expert, and to ensure that it includes different important aspects to be taken into account when designing such actions. Its contents will be agreed with MedCities.
 - Share a first draft of the methodology and template with the local experts in an online meeting, in order to give the opportunity for them to provide inputs and suggestions. The methodology and template will be re-shaped if needed after this meeting.
 - Coordinate, together with MedCities, the technical implementation of the methodology with the local experts (hired by MedCities), providing them with the methodology created, the template and guidance during its implementation.
 - Perform periodic follow-up meetings with the local experts (provided by MedCities) during the implementation period of the methodology.
 - Travel to Jerash for a study visit (around the week of July, 18th, travel and hotel expenses will be paid by MedCities and it is not part of this contract) in order to present the work performed and the contents of the template document to determine the set of strategic actions. During this study visit, local experts will share the work performed until that moment, and Barcelona city council will share their work on green infrastructure planning, implementation and maintenance. One of the objectives of this exchange is to enrich the methodology, template and local priority actions document generated, in order to incorporate useful inputs or actions shared during the visit.
 - Review the document of diagnosis and set of strategic actions to increase and enhance the use of green infrastructure performed by the local experts in Saida, Bethlehem and Jerash, and suggest any needed changes to the local experts (D3).
 - The local experts will define a pilot project for the participatory creation of green spaces in concordance with the defined strategic actions, by selecting one of the areas defined in the strategic actions document and performing a pre-selection of possible green spaces to be implemented, including the means and actors needed for its implementation, and designing a methodology to carry out such participatory process through which the green space to be implemented will be defined. The service provider of this offer will participate and provide inputs in a meeting in which the three local experts, together with each municipality, will share the pilot project defined.
 - Participate in the online capitalisation event with MedCities members, to be held at early December 2022.

Deliverables:

D1. Document containing the objectives and methodology to be implemented to determine the set of strategic actions to increase and enhance the use of green infrastructure in Saida, Bethlehem and Jerash. Deadline: July, 6th 2022, updated if needed by September, 30th 2022

D2. Template of document to determine the diagnosis and set of strategic actions to increase and enhance the use of green infrastructure in Saida, Bethlehem and Jerash. Deadline: July, 6th 2022, updated if needed by September, 30th 2022

D3. Reviewed diagnosis and set of strategic actions to increase and enhance the use of green infrastructure performed by the local experts in Saida, Bethlehem and Jerash (November, 15th 2022).

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 notification of the order until December 2022. The service will be carried out in the premises of the service provider and in Jerash (Jordan).

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 €10.743,80 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €13.000 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, transport and travel expenses, remuneration for the staff under its control and all verification and job costs. The international transport cost and the accommodation for the Jerash study visit will be carried out by MedCities.

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:

- 40% of the total amount after the delivery of D1 and D2
- 60% of the total amount after the Delivery of D3

General Secretariat

Àrea Metropolitana de Barcelona – Carrer 62, núm. 16-18 Edifici B, Zona Franca, 08040 Barcelona, SPAIN
Tel. (+34) 93 506 93 58 – Fax (+34) 93 223 48 49 – contact@medcities.org – www.medcities.org

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
- Budget code and project name indicated in the header of this document
- 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 around 30 days after the date of the invoice (bank account details are required) and always after internal favourable report issued by the General Secretariat of MedCities after the delivery of the deliverables.

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

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

- 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 methodology design and coordination of local experts for the definition of strategic actions to increase and enhance the use of green infrastructure in Saida, Bethlehem and Jerash”
- 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.

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, 10th of June 2022

Josep Canals Molina
MedCités Secretary General

General Secretariat

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