

## **TERMS OF REFERENCE FOR THE SERVICES TO MANAGE THE MEDCITIES' KNOWLEDGE TRANSFER CENTRE FOR EASTERN MEDITERRANEAN BASED IN AL-FAYHAA**

### **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 sixteen different states. It 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 capitalization of best practices. The network was created in 1991 and, since then, it has carried out dozens of projects in Mediterranean cities.

MedCities General Secretariat is based in Barcelona, at the premises of Barcelona Metropolitan Area (AMB). The Association has a decentralised structure with two territorial antennas (Knowledge Transfer Centres – KTC) in Sfax (Tunisia) and the Urban Community of Al Fayhaa (Lebanon)

### **1. Objective**

MedCities aims to contract the services for dynamizing the MedCities territorial antenna, known as Knowledge Transfer Centre, KTC) in Lebanon to implement a range of activities and support to the following MedCities members:

Urban Community of Al Fayhaa  
Batroun  
Union of Municipalities of Batroun  
Union of Municipalities of Dannieh  
El Mina  
Federation of Municipalities of Haut Chouf  
Jbeil/Byblos  
Union of Municipalities of Jezzine  
Jounieh  
Union of Municipalities of Koura  
Union of Municipalities of Minieh  
Saida  
Tripoli  
Zgharta-Ehden  
Greater As-Salt Municipality  
Greater Irbid Municipality  
Greater Madaba Municipality  
Greater Zarqa Municipality  
Greater Jerash Municipality  
Gaziantep,  
Bodrum  
Antalya  
Izmir  
Mersin  
Larnaka  
Limassol

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

#### **General Secretariat**

The scope and characteristics of the services are as follows:

Backup to the MedCities General Secretariat during the implementation of projects in Eastern Mediterranean, participating in events and meetings on behalf of MedCities, liaising with member municipalities of the Network and those interested in joining, and identifying member needs and engagement opportunities.

These functions will be carried out within the terms of agreement between MedCities and the Urban Community Al Fayhaa setting the conditions of the Knowledge Transfer Centre (KTC) in Al Fayhaa, linked to the activities of MedCities.

These functions include four areas of responsibilities:

- i. **RELATIONSHIP WITH THE CURRENT AND FUTURE MEMBER CITIES**
  - Strengthen the relationship with member municipalities to assess their prioritised needs better, thus identifying potential technical assistance and knowledge transfer activities that the General Secretariat could support. At least 8 meetings with 8 members will be conducted and a meeting report will be drafted.
  - Promote MedCities network within the territorial scope of the KTC facilitating contact and information to those municipalities or unions of municipalities interested in joining the network.
  - Support the organisation of missions (in KTC territory or international) to reinforce contacts between the KTC East MED in Al Fayhaa or General Secretariat and members of the Network.
  - Collaborate with other MedCities KTCs for pooling experiences and promoting teamwork within the MedCities network. At least 1 meeting will be organised quarterly with the two KTCs and the General Secretariat
  - Disseminate outputs and products of the MedCities network and the KTC Al Fayhaa at national, regional (Mashreq) and international level.
  - Encourage and follow up on the participation of East Mediterranean member cities in MedCities events and training opportunities including especially the annual General Assembly.
  - Follow up on members economic obligations towards MedCities General Secretariat.
  - Reinforce the cooperation with municipalities in the implementation of projects and technical assistance to members.
  - Follow up of the Turkish and Cypriots members especially those less active.
  - Organise at least one joint meeting with all MedCities Lebanese members in Lebanon. The costs of the event will be covered by MedCities General Secretariat.
- ii. **PROJECT IMPLEMENTATION**
  - Follow up MedCities projects and technical assistance activities in the territory, including field visits when required. Participation online or onsite of NATURE MED project meetings,.
  - Follow up of LaserMED and any other projects initiated in Lebanon during the duration of the service.
  - Support the consolidation of the KTC Al Fayhaa as a territorial antenna
  - Assist MedCities Secretariat in disseminating good practices of KTC territory cities, particularly in the transfer of know-how (seminars, assemblies, workshops, etc.).
- iii. **PARTICIPATING IN EVENTS AND MEETINGS ON BEHALF OF MEDCITIES**

- Participate on behalf of MedCities General Secretariat in local and regional events when required.
  - Identify funding for the member cities, and assist the cities in all the contacts needed in order to benefit from these funds. Meeting with 5 donors or relevant actors is estimated, with the consequent meeting report to be drafted.
  - At least one meeting with all the members of the KTC will be done during the contract to boost political dialogue as well as identify needs and common priorities.
- iv. **PROJECT and STRATEGIC NEEDS IDENTIFICATION**
- Identify new project opportunities in the territory, assist the General Secretariat in engaging member cities.
  - Write preliminary proposals (e.g. concept notes), ToRs, and review specific projects and technical assistance reports. The advance report shall include a search of funding opportunities and why those identified have not been developed. Drafting of at least 2 concept notes in case opportunities arise.
  - Inventorize the urban strategies and plans of all 12 Lebanese members in a report and promote sustainable urban development strategies as the best instrument to frame municipal action based on MedCities practical experiences.
  - Contribute to identifying local or international good practices, experts, and resources, and preparing contents for the MedUrbanTools platform developed by the General Secretariat. At least 8 practices will be identified filling the corresponding form, 3 of them involving cooperation among municipalities (members of metropolis or unions).
  - Coordinate the cooperation of the Urban Community of Al Fayhaa with MedCities General Secretariat.

### **3. Type of service, duration and place of execution**

These terms of reference and the winning proposal will define the service conditions as a contract of provision of services during 12 months from the date following the order's notification. The service will be carried out in the office of the service provider and requires a permanent presence in Lebanon.

The service will be governed by the Catalan law, the Spanish law and the courts of Barcelona.

### **4. The base budget of the service**

The maximum budget for this service is € 13000 (all taxes included). If the bidder has its tax domicile in Spain, the full amount will be € 15730 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 regular fulfilment of the services contracted such as general expenses, financial costs, insurance, Lebanon's local transport and travel expenses (international travel expenses are counted a part), 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 tender award, in line with the offer submitted.

4 invoices are required according to the following details:

- 15% of the total amount on 31<sup>st</sup> October 2022.
- 30% of the total amount on 31<sup>th</sup> December 2022.
- 30% of the total amount on 30<sup>th</sup> April 2023
- 25% of the total amount on 31<sup>st</sup> August 2023.

All invoices should be accompanied by an Activity Report covering the activities during the invoicing period and following a template facilitated by MedCities General Secretariat.

The payment term of the invoice will be bank transfer 30 days after the invoice's date (bank account details are required) after a 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.

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 taxes payment.

## **6. Participation requirements**

Those bidding for the service can be individual consultants, a consortium of several consultants, or companies with full demonstrated legal and technical capacity to carry out the work

The following conditions must be met by the candidates:

- With their regular and tax place of residence in Lebanon, individuals or legal entities have full capacity to act and are not subject to a prohibition to recruit.
- Consultants who can prove their technical solvency and professional experience in the sector.
- At least 8 years qualification in the field of this call corresponding to the responsibilities and professional experience required.
- Experience (minimum 5 years) in the backup to municipal network structures specially in Lebanon.
- Experience (minimum 5 years) in international territorial cooperation projects.
- Knowledge and skills in the development of urban and sustainability policies.
- Knowledge and experience in strategic urban planning processes.

- Knowledge of the socio-political and cultural reality of Eastern Mediterranean cities and work experience in this area.
- Oral and written communication skills.
- Facility for interpersonal relations.
- Languages: excellent level of English, Arabic and French.
- Initiative, proactivity and rigour.
- Organisation and responsibility.
- Work skills in multidisciplinary teams.

#### **7. Confidentiality clause**

The information that the service provider will have access to fulfil this contract's purpose 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 belong 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.

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

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

- Proposal submission deadline: 10<sup>th</sup> September 11.59pm (CET).
- The email subject line should specify "Service offer for a senior expert to be responsible for dynamising the MedCities territorial antenna in Lebanon and implementing a range of activities in the territories listed in item 1.
- The submission must 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 The detailed offer of the services, including a working plan, a methodology to follow-up projects, possible improvements with regards to the functions described in this tender, and any other information that the expert wish to provide to better inform how the service will be carried out.
- o Economic proposal: candidates must submit a financial proposal in euros that either they or their representative must sign. The prices offered should include any 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 Motivation letter and CV of the professional person or company involved and the working team give relevant examples of similar work undertaken and justifying the conditions set in article 6 above.

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

MedCités 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.

MedCités 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 5 working days from the offers' final submission date.

Barcelona, 5th August, 2022

Josep Canals Molina  
Secretary General