

## TERMS OF REFERENCE FOR THE ANIMATION OF A WORKING GROUP ON URBAN TRANSFORMATION AND SUSTAINABLE MOBILITY IN MEDITERRANEAN CITIES

Budget code: 23EEP001

Project: AMB

Imputation item: 2.1

### 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 73 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.

In October 2022, MedCities organised a working meeting with some members to discuss projects and priorities related to sustainable mobility. This was in the framework of the Mediterranean Mobility Forum held in Athens, the final activity of the Interreg MED Urban Transports Community project, co-financed by the AMB. The interest is to foster the creation of a thematic working group within the network, focused on sustainable mobility issues.

The **working group aims to the urban transformations led by the city councils by encouraging learning and the exchange of visions and solutions** that will help rethink urban areas and promote sustainable mobility, introducing safe active mobility, inter-connecting the territories, reducing public transport carbon footprint and better tracking daily user's experience.

The specific **objectives of the working group are** to: a. Exchange knowledge to support local projects tackling shared problems regarding interesting, tools, processes, which could be replicated across the Mediterranean; b. Provide key and tailored information on funding and partnerships' opportunities on the topics of interest; c. Promote political dialogue at regional level and the role of towns and unions of municipalities in the field of sustainable.

The main thematic focus of the group is the **transition towards more sustainable mobility, the challenges and role of city councils and associations of municipalities**. The shift towards sustainable mobility requires local governments to have a transformative vision. Mediterranean cities are currently testing and implementing projects to step out of a car-centred model, promote active mobility, public low-carbon transport, and create friendlier urban spaces, often facing opposition from various actors. City councils hold a key role in advancing for a change in perspective on mobility in favour of cleaner, more active and shared modes, which will benefit not only daily commuters, but also the well-being and social cohesion of all citizens.

MedCities Secretariat has designed an **activity programme for the working group** that includes the following activities for the period of autumn 2023:

- 2 Online training sessions on urban transformations in favour of sustainable mobility (October 24, 2023 – final date to be confirmed, and a second session in December, date to be determined);
- 1 Technical visit on urban transformations and sustainable mobility in Barcelona – 6 to 9 November 2023;

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- Publication of a practical guide on urban transformations in favour of sustainable mobility, by the end of the year, with contributions from the working group members.

## **1. Objective**

The objective of this service provision is the animation of a working group on urban transformation and sustainable mobility in Mediterranean cities.

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

The scope and characteristics of the services are as follows:

### **A. Conceptualisation and animation of two online seminars :**

The first seminar, scheduled for the 24th October, subject to final discussion with service provider, will set the thematic frame of the group work and present a number of concrete cases and solutions that will have to cover the following topics: active mobility and walkability, electrification of public transport and inter-connecting territories and areas. The cases showcased during the seminar will have to be from the Mediterranean region or clearly applicable to the context of Mediterranean cities. The cases will be prepared and presented in short and concise presentations both by the service provider (who is expected to prepare at least 3) and by the members of the group (around 3 in total).

The second seminar, scheduled for early December, exact date to be confirmed, will recap on the learnings and most interesting aspects discussed within the group after the first online seminar and the visiting study (see activity B) and will gather inputs to prepare the practical guide to be published by the end of the year (see activity C).

The lecturing methodology of both seminars should combine the delivery of presentations by the service provider, the intervention of the members of the group (presentation of cases and solutions) coordinated by the contracting authority, and the animation of the discussion.

The service provider is expected to:

- Prepare a concept note (2-pages) for each online seminar including objectives, expected results, content structure, agenda and methodology.
- Animation of two 3-hours online seminars in the role of main thematic expert including the introduction of main contents, animation of discussion using the validated methodology.
- For the first seminar, a first proposal of at least 3 solutions, cases or best practices on the topics mentioned and relevant for the Mediterranean region will be prepared (max 1 page explanation per solution).
- For the second seminar, the service provider is expected to prepare 3 new solutions or cases.

Deliverables of task A:

- 2-pages concept note (with solutions and cases in annex aside) – due to 7 days before each seminar;

- Power point presentation or any other supporting material used during the two online seminars - due to 5 working days before each online seminar.
- Brief report with main contents and lessons learnt during each session to be drafted in English (5 pages each) – due to 10 days after each online seminar.

- B. **Thematic expert support to the visiting study to Barcelona** that will be organised by the contracting authority in collaboration with the Barcelona Metropolitan Area (AMB). The visit is scheduled from 6 to 9 November, exact dates to be confirmed. The activity will target the working group members (city officers) and include field visits to concrete projects in the metropolitan area of Barcelona in line with the topics addressed in the first seminar. The participation of the expert to the visiting must help liaising the contents with the two online seminars and the practical guide (see Activity C).

The service provider is expected to:

- Contribute to the mission concept note to be drafted by the contracting authority (1 round of feedback);
- Prepare and deliver a presentation during the mission to set the thematic frame of the visit in relation to the outcomes of the first online seminar (30' presentation maximum and animation of discussion);
- Draft a 5 pages report of the exchanges and conclusions of the study visit discussions.

Deliverables of task B:

- Supporting material of the presentation during the visiting study – due to 1 week before the mission.
- Brief report of the study visit (5 pages) – due to 10 working days after the mission.

- C. Contribution to the drafting of a **thematic guide** collecting recommendations and best practices on the topic of interest, which will be coordinated by the contracting authority and co-drafted with the working group's members.

The guide will include:

- a. A thematic frame and summary of contents of the online seminars and visiting study, in charge of the service provider;
- b. A catalogue of at least 10 best practices and cases, drafted by the group- members and coordinated by the contracting authority;
- c. A list of interesting resources and references targeting city officers, in charge of the service provider;
- d. Key recommendations to support the further development of projects on this field, co-drafted by the service provider and contracting authority.

The service provider is expected to:

- Draft the following sections of the guide: thematic frame and summary of contents; list of interesting resources and key recommendations (7 pages in total). Co-draft the recommendations section.

Deliverables of task C:

- Preliminary and final version of the service provider's guide sections – to be drafted in English and delivered 10 days after the second seminar the draft version, and the latest 22<sup>nd</sup> December the final version.

### **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 31 December 2023. The service will be carried out in the offices of the service provider for most of the mission, while activity B will be carried out in Barcelona.

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 € 5.785,12 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be € 7.000 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, and remuneration for the staff under its control and all verification and job costs. The travel and accommodation expenses for the participation to the visiting study will be in charge of the contracting authority.

### **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 for the total amount and duration of the service and upon validation of the foreseen deliverables as indicated above.

Offer and invoices must contain at least the following information:

- Full tax name and full tax address of the supplier
- Tax identification number of the supplier
- Complete MedCities data
- Offer/Invoice number
- Offer/Invoice date
- Budget code and project name indicated in the header of this document
- Description of the service to be provided/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 at the end of the mission.

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.

## **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)

- Proposal submission period: 10 working days from the date of these terms of reference.

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- The subject line of the email should specify “Service offer for THE ANIMATION OF A WORKING GROUP ON URBAN TRANSFORMATION AND SUSTAINABLE MOBILITY IN MEDITERRANEAN CITIES”
- 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.
- 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](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, September 29, 2023

Josep Canals Molina  
MedCities Secretary General