

## TERMS OF REFERENCE FOR A SERVICE TO FACILITATE AND ANIMATE A COMMUNITY OF PRACTICE OF LOCAL GREEN ECONOMIC PROMOTION CALLED THE LASERMed COMMUNITY.

Budget code: 24EEP001

Project: LASERMED 24

Imputation item: 2.6

### Introduction

The Associació MedCités / MedCités 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.

The LASERMed 2024 project started in January 2024 and lasted for 12 months. It was financed by the Diputació de Barcelona and led by MedCités in association with the two implementation municipalities: Agadir (Morocco) and Zarqa (Jordan). This project aims to support strengthening local public policies to promote local economic development and fight against climate change.

The project seeks to enhance local governments' institutional capacities relating to the territory's economic promotion. The project has three main areas of intervention:

- Implementing a pilot scheme to promote green economic and entrepreneurship programmes among vulnerable women and/or Youth.
- Developing a community of practice on green economic promotion.
- Boosting of the Covenant of Mayors for Climate and Energy.

These terms of reference aim to detail the framework of the objectives and expected results of the second level of the exchanges between the LASERMed Community foreseen in the project, consisting of two online meetings and a study visit to different municipalities in the province of Barcelona. The Community will have a capitalisation guide for one of the topics to choose as the most significant challenges and lessons learned.

Therefore, MedCités is looking for a thematic expert who will develop and facilitate the online exchanges, participate in the study visit in Barcelona, and develop the LASERMed 2024 capitalisation guide.

### 1. Objective

This service provision aims to facilitate and animate the LASERMed Community, a community of practice for local green economic promotion.

### 2. Scope of the services

#### General Secretariat

The scope and characteristics of the services are as follows:

**i. Facilitate two (2) online sessions for the LASERMed Community on green socio-economic promotion policies.**

One of the transversal objectives of the project is to form and feed a community of partners involved and interested in the design, implementation and evaluation of local public policies on local socio-economic promotion and climate resilience. The project, therefore, envisages the organisation of two virtual sessions with the support of specialised external expertise to strengthen knowledge and identify synergies in these areas and local pilot actions. The first one will be introductory for the whole Community and should identify a common need on the theme of the project. The second one will develop more in depth the potential solutions of the identified need, including case studies and practical examples for the community.

The sessions will have a mixed workshop format and the provision of theoretical content, and at least the Secretariat of MedCities will participate; the two implementing cities and an attempt will be made to mobilise the towns associated with the LASERMed project and at least one city in the area of the Provincial Council of Barcelona. Interpretation service from and to Arabic will be provided.

Therefore, the thematic expert will be responsible for:

- Making a proposal for agenda contents where the content (theoretical and practical) and objectives of each session will be clearly visible, as well as the methodology for facilitating the workshop.
- Facilitating the two workshops and draw conclusions (lessons learned, difficulties and proposed solutions, interests and proposals for improvement).
- Writing the report of each session.

*The deliverables linked to this task 1 are:*

- 1.i A concept note and programme for each seminar - due 20 days before each workshop.
- 2.i Powerpoint presentation or any other supporting material used during the two online seminars - due 5 working days before each online seminar.
- 3.i A brief report with the main contents and lessons learnt during each session is to be drafted in English or French – due 10 days after each online seminar.

**ii. Participation in the technical visit to learn about inspiring projects of municipality/s of the Diputació de Barcelona**

The project foresees a study visit by the municipal teams of the implementing cities and the LASERMed Community to learn about the experiences of local economic promotion policies with a social and environmental perspective within the territorial scope of the province from Barcelona. The participants will be technical profiles, supported by the thematic expert who will

accompany and facilitate knowledge exchanges, as well as produce a mission report. The visit will last two or three days, most probably during the first or the second week of June.

Therefore, the thematic expert will be responsible for:

- Contributing to the content of the mission.
- Facilitating a specific session to conclude in order to start developing the capitalisation guide.
- Producing a final report of the mission, describing and systematising the contents and identifying proposed solutions, lessons learned and interests.

*The deliverables linked to this task 2 are:*

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| 1.ii | Supporting material for the presentation during the visiting study – due 7 working days before the mission. |
| 2.ii | Brief report of the study visit – due to 10 working days after the mission.                                 |

**iii. Elaboration and presentation of a practical guide for local councils on local economic promotion at the closing virtual seminar of the project for the LASERMed Community and MedCities members**

The thematic expert hired will develop this practical guide, which should be a dynamic instrument that analyses the challenges of the economic promotion of the vulnerable population with an environmental perspective based on LASERMed experiences and systematises the solutions found by the Mediterranean municipalities to make this promotion effective. In other words, it should give an overview of the potential tools feasible in its territories to address the different issues of socio-economic promotion. Still, it will also develop some matters more comprehensively.

The guide will start from the conclusions and recommendations of the capitalisation report of the 21-23 edition to expand its content and develop it in more depth.

The idea is for it to be a living document that will be expanded with future editions. In addition, the guide is expected to be presented in the project's closing online seminar, to which the LASERMed Community and members of MedCities will be invited.

A suggested structure of the guide would be:

- A thematic frame and summary of contents of the online seminars and visiting study;
- A catalogue of at least three best practices and cases drafted as a result of the exchanges in a format provided by MedCities and usable in the [MedUrbanTools](#) platform;
- A list of interesting resources and references targeting city officers;
- Key recommendations to support the further development of projects in this field.

At the end of this task, the thematic expert will do an online presentation of the results of the guide for the Community and those invited to the session.

*The deliverables linked to this task 3 are:*

- 1.iii The capitalisation guide.
- 2.iii The PPT or similar materials to present the guide in the closing online event of the project.

### **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 for the provision of services from the notification of the order until December 31, 2024. The service will be carried out online.

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 5785,12€ (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be 7000,00€ 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.

Transport and travel expenses linked to the study visit foreseen in the province of Barcelona in June 2024 will be a part of the contract and they will be taken in charge by MedCités.

### **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 are required according to the following details:

- 100% of the total amount at the end of the service on the submission of all the deliverables (December 15 2024).

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.

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.
- The subject line of the email should specify “Service offer to facilitate and animate a community of practice for local green economic promotion called the LASERMed Community”
- 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](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.

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 a period of 5 working days from the final submission date for offers.

Barcelona, 10 April 2024

Josep Canals Molina  
MedCités Secretary General