

## TERMS OF REFERENCE FOR THE PREPARATION AND ANIMATION OF THE ONLINE ACTIVITIES OF THE MEDCITIES WORKING GROUP ON SUSTAINABLE URBAN MOBILITY

Budget code: 24EEP001

Project: AMB24

Imputation item: 3.5.

### 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 79 municipalities and unions of municipalities from eighteen 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 MedCités working group on sustainable mobility was officially launched last autumn 2023 with the objectives of promoting the exchange of knowledge between the city members of the network to support the design and implementation of local projects on sustainable mobility. The group focuses on interesting methodologies, tools, processes and concrete best practices, and shares knowledge about funding and partnerships' opportunities on the topics of interest.

The topics identified as shared priorities in 2023 and that will constitute the core content of the 2024 work program include:

1. Redefining public space to humanise cities
2. Involve stakeholders to transform the city Citizens' acceptance of urban transformations
3. Managing touristic mobility to preserve urban quality of life
4. Improving policy making for a stronger sustainable mobility
5. Sustainable urban mobility solutions for logistics and last-mile delivery

In 2023, the work program of the group included an exchange visit in Barcelona and 2 online training sessions with an average participation of 12 participants from 6 to 8 municipalities. With the support of the Barcelona Metropolitan Area, the MWG will pursue its work in 2024 with a renewed activity program and the aim of consolidating the group.

The 2024 activity program of the group will include 3 main activities :

1. An on-site exchange visit to Montpellier (October) – not included in the scope of services of the present ToRs;
2. Two online discussions with key stakeholders in the field of sustainable mobility (October – December);
3. A series of online peer-exchange meetings between the city members (November – December).

## 1. Objective

The objective of this service provision is the preparation and animation of the online activities of the MedCities' Working group on Sustainable Urban Mobility.

## 2. Scope of the services

The scope and characteristics of the services are as follows:

The provider is expected to deliver the following tasks in regards to activities 2 and 3 of the 2024 program (online activities).

- a. **Prepare and animate 2 online group sessions with experts and key stakeholders on sustainable urban mobility.** The sessions will have a duration of maximum 1h30 and be hosted by the contractor (MedCities' zoom account). The sessions will have to cover at least one of the pre-identified key topics of the working program and offer a space for discussion and exchange with leading stakeholders. The members of the working group may present as well important aspects of a project or policy.

The expert is expected to :

- Conceptualise the two meetings: agree with the contractor on the scope, goals and topic of each session. Provide support in the identification of at least 2 guest speakers per session (international transport sector operators, mobility experts or organisations leading a specific urban transport field).

a.1. Deliverable: Session concept note (one per session) including introduction to the topic of discussion, speakers' short biography and key aspects of interest in preparation of the discussion; references and links to further information to help the group members frame and prepare for the discussion in advance.

1-page, draft version is expected 10 days before the session, final version 1 week before the session.

- Animate the discussion and prepare PPT with an introductory section to the topic of discussion and presentation of the speaker. Prepare set of questions and facilitate the exchange.

a.2. Deliverable: PPT Slides – 1 week before the session.

- Draft a debriefing note that will be published and that should include: key discussion points and conclusions of each session, list of references (links and documents) of interest, set of recommendations and watching points on the topic of discussion targeting the members of the group. 2 pages per session.

a.3. Deliverable: Session's debriefing note. – 10 days after the last session.

- b. **Prepare and facilitate a peer to peer exchange within the group:** two city members of the group (*the takers*) will be invited by the contractor to identify a concrete challenge regarding sustainable mobility and will benefit from peer-support and advice from other

members of the group (*the givers*). The peer exchange will happen via online meetings and written feedback between November and December. The service provider is expected to prepare the tools to enable the exchange of knowledge and draft the key recommendations for the taker. More concretely, the service provider is expected to:

- Prepare a “challenge-sheet” template that will be used by the taker to describe the challenge and the main aspects that should be analysed by peers. The service provider will provide assistance to the taker, if needed, to fill in the sheet. Also, prepare a “Solution-giver” form to collect the peer-advice from givers’ city members on how to solve the identified challenge.

b.1. Deliverable: Challenge-sheet and solution-giver forms: Final versions are expected mid-October.

- Once completed by the takers, the challenge-sheet will be fine-tuned by the service provider. The service provider will support the taker in presenting the sheet to the group at an online session and will animate the discussion with the aim of better understanding the context and key aspects of the challenge. The presentation session will last 60 to 90’ maximum and will put the focus on the taker and givers’ discussion but will be open to the whole working group.

b.2. Deliverable: Presentation session concept note (aims, agenda and guidance questions) and PPT slides when needed. Concept note is expected 10 days before the session.

- Following the presentation session, the service provider will interview (online) the “givers” and complete the solution-giver form (integrating eventual feedback). The service provider will prepare and animate a peer-review online session (60-90’) where the key recommendations provided by the peers and the expert will be presented and discussed with the taker. The service provider will support the givers in the preparation of their participation to the meeting if needed.

b.3. Deliverable: Peer-review session concept note (aims, agenda and guidance questions) and PPT slides when needed. Fine-tuned forms. Concept note is expected 10 days before the session.

- Draft an internal note with recommendations and suggestions regarding the methodology and main lessons learnt from the knowledge sharing process (3 pages max.) and draft 3 best practices’ sheets using the information from the interviews and the contractor’s form, to be published on [www.medurbantools.com](http://www.medurbantools.com).

b.4. Deliverable: 3 pages internal note in English and 3 best practices sheets, 2-pager approx. per sheet, in English. To be delivered in final version by end of December 2024.

### Preliminary calendar of service implementation

	September				October				November				December			
Service kick off																
a.1. Conceptualise sessions																
a.2. Online sessions																
a.3. Debriefing note																
b.1. Preparation of forms																
b.2. Presentation session																
b.3. Peer-exchange session																
b.4. Final deliverables																

### Expert profile

- University degree or master in public administration, geography, political science, urbanism or any other relevant field.
- 5 years' experience in the field of knowledge exchange, training and/or advising public authorities in the field of mobility, urban transport and/or urban management and planning.
- At least one experience working with local governments.
- Proficient English – written and oral.
- Any experience in the MED Region will be an asset.
- Any experience facilitating peer-to-peer exchange in international programs such as UIA programme or URBACT will be an asset.
- French will be an asset.

### 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 2024. The service will be carried out in the provider's premises.

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 €6.611,57 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €8.000,00 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, 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 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.

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.

### General Secretariat

## **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 date: before the 30 August.
- The subject line of the email should specify “Service offer for the preparation and animation of the online activities of the MedCities’ Working group on Sustainable Urban Mobility.”

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 proving a good understanding of the services’ scope and goals, and a methodological note detailing what will be done and how, for each phase and expected deliverable, identifying key risks for the achievements of the results and mitigation measures suggested.
- 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/or of the working team, highlighting the experiences and projects that are particularly relevant for this service.

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, 25/07/2024

Josep Canals Molina  
MedCities Secretary General