

TERMS OF REFERENCE FOR THE ANIMATION OF A WORKING GROUP ON INTEGRATED WASTE MANAGEMENT

Budget code: 24EEP001

Project: AMB24

Imputation item: 3.4

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 80 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 2021 General Assembly in Montpellier approved the creation of thematic working groups at the proposal of the General Secretariat. This instrument draws from the thematic training sessions of members in 2021, and aims to allow the perpetuation of this type of networking through the creation of thematic groups among MedCités members that give stability and an ad hoc working framework in small groups beyond the dynamics of projects that allow to involve a small number of members only.

The general objectives of these working groups are:

- exchange platform for practices
- capitalization of activities
- information on calls for proposals on the subject
- channel the positioning of Cities
- identify priorities and needs of members
- invite external experts and institutions that may provide insightful information or experiences

After several discussions with member cities during the General Assemblies of 2022 and 2023, four working groups were defined, and a consultation was organised to collect the initial interest of the members to participate. One of the thematic working group will deal with **integrated waste management**.

MedCités Secretariat has designed an activity programme for this working group that includes the following activities for 2024:

- 2 online seminars to present best practices on waste management
- A mission in Barcelona to exchange experiences related to the circular economy and waste management
- A report on recommendations

1. Objective

The objective of this service provision is the animation of a working group on integrated waste management.

General Secretariat

2. Scope of the services

The scope and characteristics of the services are as follows:

A. Design an action plan for 2025

The service provider will collect information from the working group members (12) through the online preliminary survey that has already been distributed in order to identify their priorities, needs and interests. On the basis of this data and the inputs of the online seminars (see activity B), the service provider will elaborate an action plan for 2025.

The service provider is expected to:

- Analyse the inputs of the preliminary survey (12) circulated among the working group and the online seminars.
- Draft an action plan for 2025, including all activities and means to implement them.

Deliverables of task A:

- Draft and final version of the 2025 action plan – to be drafted in English and delivered 10 days after the second seminar for the draft version, and 1 week after receiving the contractors feedback at the latest for the final version.

B. Conceptualisation and animation of two online seminars :

The first seminar, which exact date is to be confirmed and subject to final discussion with the service provider, will set the thematic framework of the working group and present a number of concrete cases and solutions that will have to cover the priority topics that would have been identified in accordance with the results of the preliminary survey.

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 cases will be uploaded afterwards at MedCities webpage MedUrbanTools and shall follow structure of the cases section (<https://medurbantools.com/cases/>).

The second seminar, which exact date is to be confirmed, will recap on the learnings and most interesting aspects discussed within the group after the first online seminar and the study visit (see activity B) and will gather inputs to prepare the report on policy and operational recommendations (see activity D).

The 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 contractor 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 B:

- 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.

C. Thematic expert support to the study visit in Barcelona that will be organised by the contractor in collaboration with the Barcelona Metropolitan Area (AMB). The visit is scheduled at the beginning of December, the 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 on circular economy and waste management and in line with the topics addressed in the first online seminar. The participation of the expert to the visit must help liaising the contents with the two online seminars and the report on recommendations (see Activity D).

The service provider is expected to:

- Contribute to the mission concept note to be drafted by the contractor (1 round of feedback);
- Prepare and deliver a presentation during the mission to set the thematic framework 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 C:

- 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.

D. Drafting of a report collecting recommendations and best practices on the topic of interest, which will be coordinated by the contractor and co-drafted with the working group's members.

The report will include:

- a. A thematic framework and summary of contents of the online seminars and study visit, 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 contractor to be showcased at the MedUrbanTools webpage;
- c. A list of interesting resources and references targeting city officers, in charge of the service provider;
- d. Key recommendations to support the development of operational 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 report: thematic framework and summary of contents; list of interesting resources and key recommendations (7 pages in total). Co-draft the recommendations section.

Deliverables of task D:

- Preliminary and final version of the service provider’s report sections – to be drafted in English and delivered 10 days after the second seminar for the draft version, and 3 weeks after receiving the contracting authority’s feedback at the latest for the final version.

Preliminary calendar of service implementation

	September			October				November			December		
Service kick off													
a.1. Draft version of action plan 2025													
a.2. Final version of action plan 2025													
b.1. Conceptualisation of sessions													
b.2. Online sessions													
b.3. Debriefing note													
c.1. Study visit with presentation													
c.2. Study visit report													
d.1. Draft version of the report													
d.2. Final version of the report													

Expert profile

- University degree in environment and sustainability management, circular economy, environmental engineering, political science, or any other relevant field.
- 5 years’ experience in the field of knowledge exchange, training and/or advising public authorities in the field of waste management.
- At least one experience working with local governments.
- Proficient English – written and oral.
- Any experience in the Mediterranean region will be an asset.
- Any experience facilitating peer-to-peer exchange in international programs 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 31st of December, 2024. The service will be carried out from the provider’s premises and in Barcelona for the study visit. 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 €6.400,00 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €7.744,00 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. The travel and accommodation expenses for the participation to the visiting study will be in charge of the contractor if he/she doesn't live in the Barcelona area.

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 according to the following details:

- 100% of the total amount on the finalisation of the service

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 service.

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 animation of a working group on integrated waste management "

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, 23 September 2024

Josep Canals Molina
MedCities Secretary General