

TERMS OF REFERENCE FOR THE ELABORATION OF TWO TRAINING KITS AND TRAIN-THE-TRAINER SESSIONS TO SUPPORT LOCAL AUTHORITIES IN THE ADOPTION OF NBS WITHIN THE FRAMEWORK OF THE URWAN PROJECT

Budget code: EEP001

Project: URWAN

Imputation item: 3.3

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.

URWAN (Urban Regenerative Water Avant GardeN) is a pioneering initiative co-funded by the European Union through the INTERREG Euro-Med programme. Its mission is to showcase innovative solutions for climate change adaptation, especially water scarcity. It looks forward to harmonising solutions across diverse regions that help mitigate climate vulnerabilities and promotes sustainable urban development through a participatory, nature-based approach. In a word: it wants **to harness Nature-Based Solutions (NBS) for Sustainable Urban Development in the Mediterranean**. By engaging with local stakeholders and implementing multifunctional strategies that integrate sustainability, aesthetics, and social impact, URWAN aims to redefine urban water management, demonstrating the transformative potential of collaborative action in building resilient and sustainable urban environments.

To achieve this overall objective, URWAN is willing to, among other things, **enhance the capacity of local authorities** to plan and implement resilient urban development through NBS with a participatory approach, integrating an analysis of barriers from an economic, social and cultural point of view, to facilitate the mainstream of NBS by decision-makers at governance level. To do so, it will **develop training 3 kits for the 6 local territories** that participate in the project:

- Roma ¹
- Ferla
- Ptuj
- Cuba (Portugal) ¹
- Sarajevo
- Lanarka ¹

The aim of the training kits is to **facilitate the projection, design, installation, and maintenance of NBS by local authorities and technicians**. A generic version in English of the 3 training kits will first be designed, to be later on adapted to the needs of the 6 cities and translated into local languages by local trainers.

¹ Apart from testing the URWAN methodology (Roadmap) and tools (Catalogue of water NBS), these 3 cities also foresee pilot interventions to carrying out water NBS.

At a later stage, these training kits will be used to develop the **URWAN NBS Enabler Pack**, a guide for local governments willing to tackle the effects of climate change (especially drought and floods) through water management NBS. The Pack will also include (1) the URWAN catalogue of Mediterranean NBS, (2) the URWAN NBS co-design methodology and roadmap, as well as (3) a set of recommendations around the optimal implementation and maintenance of NBS at different levels (policy, governance, technical, etc.).

The training kits will also be used to shoot short videos for a **stand-alone learning module within the INTERREG Euro-MED Academy**, an open-access learning space, whose mission is to make the knowledge, the competences and the results of the Interreg MED Projects readily available to the next generation leaders of a sustainable, inclusive and resilient Mediterranean area.

MedCities is looking for a service provider to develop **2 of the 3 training kits** and accompany their adaptation to the local contexts by the local trainers.

1. Objective

The objective of this service provision is the elaboration of two training kits with their corresponding train-the-trainer sessions to support local authorities in the adoption of NBS within the framework of the URWAN project.

2. Scope of the services

The scope and characteristics of the services are as follows:

Task 1: Prepare the generic material of 2 of the 3 URWAN training kits

The following training needs have been identified based on the information collected and analysed through interviews with the 6 cities and the 1st Living Lab:

Training Kit nº1. Policy and regulatory framework to foster NBS
<p>Objective: Develop knowledge and skills to facilitate the mainstreaming of NBS within local urban governance, regulations, enabling a long-term sustainability for NBS projects.</p> <p>Target Audience: municipal urban planning departments, sustainability teams, decision-makers, policy makers, regulatory bodies</p> <p>Contents</p> <ul style="list-style-type: none"> • Overview of local regulatory frameworks paving the way for NBS mainstreaming (e.g., integrate NBS in public procurement) • Overview of financial tools and mechanisms (e.g., green bonds, public-private partnerships). • Examples / importance of internal governance structures as a need to coordinate properly (NBS- multidisciplinary). • Guidance on building partnerships with private sector stakeholders. • Local / regional case studies showcasing successful regulations for NBS implementation.

Training Kit nº2. Communicating to foster social acceptance

Objective: Increase citizen awareness and commitment to NBS, encourage participation in NBS initiatives and foment a greater social acceptance of NBS among the stakeholders and citizens.

Target Audience: municipality personnel working in the field of communication and community actions, educators, community groups and environmental + water-related personnel

Contents

- Importance of public awareness to foster NBS co-creation and implementation
- Highlight the environmental, social, and economic benefits of NBS to foster greater public acceptance
- Simplify NBS concepts and demonstrate their relevance to daily life through public education campaigns
- Build communication and sociology skills to navigate the complexities of diverse stakeholder groups
- Use impact data to better communicate about NBS
- Methods for public analysis, engagement, and collaboration

While the service provider must take into account the needs detected during the cities interviews and the 1st living lab, suggestions to better shape the contents to the cities' needs are more than welcome.

The prepared **training material** corresponding to the **2 training kits** will have to be enough for a **4-hour training session each** (8 hours in total). They will consist of:

- 1 power point presentation per training kit, with side notes for the local trainers wherever they are needed.
- 1 supporting document per each training kit, with guidance, notes, links to documents, reference and links to specific examples and case-studies or other supporting material for the local trainers.

Furthermore, the training material must have the following **characteristics**:

- Language: be in English and in a language adapted to the target audience, i.e. mainly public employees
- Modular: be organised around modules (block of slides) to be easily adapted to the cities' specific contexts by the local trainers
- Design: the service provider will have to use the URWAN project templates
- Examples: be as concrete as possible, with many real examples, from Mediterranean cities with a diversity of size and characteristics similar to the target ones (Cuba, Larnaka, Sarajevo, Rome, Ferla, Ptuj).
 - Deliverable:
 - **D.1.1 Training Kit nº1. Policy and regulatory framework to foster NBS.**

Deadlines:

- Table of contents: 1 weeks after the starting date of the contract.
- Examples and case studies: 3 weeks after the starting date of the contract
- Draft version: 5 weeks after the starting date of the contract.
- Final version: 8 weeks after the starting date of the contract.

- **D1.2 Training Kit nº2. Communicating to foster social acceptance.**

Deadlines:

- Table of contents: 1 weeks after the starting date of the contract.
- Examples and case studies: 3 weeks after the starting date of the contract
- Draft version: 5 weeks after the starting date of the contract.
- Final version: 8 weeks after the starting date of the contract.

Task 2: Accompany the local trainers in their adaptation of the generic material

Once the generic version in English of the training kits has been finalised, they will be adapted to the local context and needs of the 6 cities, as well as translated into local languages, by local trainers.

The service provider is to accompany the local trainers in this process by:

- providing 2 online “train-the-trainer” sessions for all the local experts
 - being available for clarifications by email, or when deemed necessary videocalls, whenever necessary for the duration of the contract.
 - Performing a last Q&A session once the trainers have adapted the material.
- Deliverable:
 - D.2 Train-the-trainer sessions (x 2). Deadline: 9 weeks after the starting date of the contract.
 - D.3 Q&A session report. Deadline: October 2025

Task 3: Perform a recorded presentation or one-to-one interview regarding the contents of the training

The format of the record will be defined, but in general terms it will consist on a short recording or interview through an online platform for its future publishing.

- Deliverable:
 - D.4 Recorded session or interview

Deliverables and preliminary calendar of service implementation:

Preliminary calendar

Tasks	April	May	June	July	August	Septemb.	October
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insurance, transport and travel expenses, 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 according to the following details:

- 80% after the delivery of D1.1 and D1.2 (9 weeks after the starting date of the contract)
- 20% of the total amount after the delivery of D2 and D3 (October 2025)

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.

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 these 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 elaboration of two training kits with their corresponding train-the-trainer sessions to support local authorities in the adoption of NBS within the framework of the URWAN project"

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, March 13th, 2025

Josep Canals Molina
MedCities Secretary General