

## TERMS OF REFERENCE FOR THE IMPLEMENTATION OF MEDCITIES' CLIMATE URBAN CAPACITY PROGRAMME IN THE EASTERN MEDITERRANEAN

Budget code:	EEP001
Project:	MedCUC
Imputation item:	2.2

### 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 81 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.

MedCities is a beneficiary of the City Climate Gap Fund under its Capacity Development for Knowledge and Advocacy partners strand for the implementation of **MedCUC - MedCities Climate Urban Capacity programme**. MedCUC is an 18-month programme which objective is to leverage the capacity of MedCities in the Mediterranean area to offer to its members' needs-oriented and sustainable support to prepare climate resilient and low carbon urban projects. The programme targets municipalities and local governments of the Mediterranean from countries covering 3 geographical zones: the Middle East (Jordan, Lebanon, Palestine), North Africa (Libya, Morocco, Tunisia, Algeria) and Europe (Albania, Bosnia and Herzegovina, Montenegro, Türkiye).

Through MedCUC, MedCities is expected to develop and implement of a **portfolio of services** aiming to support Mediterranean municipalities and local authorities in the preparation of urban projects that address the challenges of climate change, consisting of:

- 1. MedCUC project preparation pack:** elaboration of a pack to enhance the project preparation readiness of cities, consisting of (1) training material, including generic information on project preparation combined with specific contents targeting the cities' needs (used for 3.1); and (2) a compilation of tips and practical recommendations for City Promoters on how to prepare climate resilient and low carbon projects, including real cases featuring innovative financing and best practices.
- 2. MedCUC Assessment Programme:** service that offers training and technical support to Mediterranean cities for the preparation of their urban climate projects. This service consists of an online initial generic training on project preparation (using the material developed under the MedCUC preparation pack), followed by an individual assessment consisting in providing assessment and recommendations regarding project identification and preparation, funding intelligence and resource mobilisation (for at least 9 cities assessed in its 1<sup>st</sup> edition). The preparation of this new service will entail defining the service's structure and format (at least 3 meetings), especially the Call for

Applicants to select the beneficiaries (ToRs, selection criteria, etc.) that will be disseminated through a communication campaign.

- 3. Mapping of financial opportunities and “Financers to cities” matchmaking sessions:** identification of potential financing opportunities available to Mediterranean cities for the preparation of their project in a dynamic database that will also include the criteria to access this funding. The database will be updated through continuous funding opportunities intelligence and monitoring of open calls, which will be regularly disseminated to eligible member cities (e.g. via MedCities’ newsletter and social networks) and used to set up 2 online “Financers to Cities” matchmaking sessions within the framework of the programme. The sessions will consist of an introduction on financing project preparation (e.g. key concepts, steps, etc.) based on the project preparation pack, presentations of financial opportunities by potential financiers (e.g. EU funded programmes, AFD, CCGF, Climate Funds, BEI, BAfD, etc.), and a Q&A. At least 20 cities will benefit from these 2 online sessions - one in English (Middle East & Europe) and one in French (North Africa).
- 4. Peer-to-peer sessions:** within the framework of MedCities Working Groups – organisation of 8 online exchange sessions focused on the preparation of projects tackling climate transition in cities (2 per WG). Each session will consist of a 2-hour peer-to-peer exchange targeting a specific topic of interest within the WGs’ thematic (determined based on the initial survey), during which cities from eligible but also non-eligible countries (especially the EU) will be invited to present a project and share their best practices and lessons learnt, including how they fund it, that will serve as a starting point for a discussion among peers.

Given the geographical coverage of the programme and the nature of its activities, MedCUC requires to involve two experts:

- **a Middle East focal point**, in charge of the implementation of MedCities’ Climate Urban Capacity programme in the Eastern Mediterranean
- **a North Africa focal point**, in charge of the implementation of MedCities’ Climate Urban Capacity programme in the Southern Mediterranean

The two experts will work closely with the **project coordinator and Europe focal point at the General Secretariat** based in Barcelona on the premises of the Barcelona Metropolitan Area.

The MedCUC programme will be kicked off with a **3-day initial training of the MedCUC team** in Barcelona, to which both the Middle East and North Africa focal points are expected to participate.

## 1. Objective

The objective of this service provision is the implementation of MedCities’ Climate Urban Capacity programme in the Eastern Mediterranean.

## 2. Scope of the services

The scope of the service is to actively contribute to the execution of the MedCUC programme in the Eastern Mediterranean as a member of the MedCUC Team.

Concretely, the service provider is expected to:

### ***Capacity-building and development of MedCities' service portfolio***

- ✓ Engage in the analysis of the gaps of MedCities and the MedCUC team to be able to assist Mediterranean cities in their project preparation, carried out by an external service provider.
- ✓ Actively participate in the 3 capacity-building sessions, organised back-to-back over 3 days and face-to-face in Barcelona, focused on delivering hands-on knowledge and practical skills to develop the capacity to accompany members in accessing funding and technical assistance for the preparation of climate projects.
- ✓ Contribute to the finetuning of the services by assisting to the online coaching sessions and applying the advice, tips and recommendations given by the external expert regarding the improvement of the services, the organisation of the support to the cities, and the reinforcement of the team's knowledge and skills.
- ✓ Participate in the design of the MedCUC Assessment Programme, offering training and technical support to Mediterranean cities for the preparation of their urban climate projects, and ensure its adequacy to foster the participation of Eastern Mediterranean cities (format, structure, criteria of the call, etc.).
- ✓ Review the training material of the training preparation pack, including generic information on project preparation combined with specific contents targeting the cities' needs, to ensure its adequacy to the specificities of Eastern Mediterranean cities.
- ✓ Identify best practices and real cases featuring innovative financing from Eastern Mediterranean cities to collect tips and practical recommendations for City Promoters on how to prepare climate resilient and low carbon projects. At least 10 good practices identified (delivered in a database to be provided by MedCities).

### ***MedCUC Assessment Programme for the project preparation readiness of Mediterranean cities***

- ✓ Disseminate the Call for Applicants to Eastern Mediterranean cities to foster their participation.
- ✓ Participate in the evaluation of the candidatures received to the Call for Applicants, applying the selection criteria previously defined, within the timeline given by the Call.
- ✓ Carry out an online generic training on project preparation, targeting the needs of the cities.
- ✓ Carry out an individual assessment<sup>1</sup> to selected cities (minimum: 3): minimum of 3 meetings per city, consisting of (1) After the review of the documentation, initial

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<sup>1</sup> Specific focus: project identification and preparation (structure, budget design, etc.), funding intelligence (identification and monitoring of funding opportunities that match the cities' projects, including support for cities' clustering for funding application), and resource mobilisation (pitching,

discussion to define the scope and extension of the support; (2) Presentation of potential actions, tools and/or recommendations to the city; (3) Review of city’s feedback. Other ad hoc meetings or exchanges can be decided if the need arises. At least one transnational trip within the Middle East region will be organised to have face-to-face meetings with one or more selected cities, previously agreed upon with MedCities, if needed. The service provider will be required to enter the meetings into a monitoring file provided by MedCities, and to provide 3 reports on the individual assessments delivered to each city, 1 per city, including the conclusions of the initial discussion, the potential actions, tools and/or recommendations given by the service provider, and the conclusions of the city's feedback.

**Online “Financiers to Cities” matchmaking sessions**

- ✓ Identify potential financing opportunities available to Eastern Mediterranean cities for the preparation of their climate project, including the criteria to access this funding (to be provided by filling in the MedCUC dynamic database).
- ✓ Carry out a continuous funding opportunities intelligence and monitoring of open calls to be disseminated (to be provided and disseminated using a template provided by MedCities).
- ✓ Support the organisation of one of the 2 online “Financiers to Cities” matchmaking session (for Middle East & Europe - in English).
- ✓ Mobilise the Financiers identified during the mapping of financing opportunities in the Eastern Mediterranean area so that they can present their financial opportunities during the matchmaking session.
- ✓ Disseminate the session to the Eastern Mediterranean cities and foster their participation.
- ✓ Participate in the implementation of the session by presenting a part of the introduction on financing project preparation (e.g. key concepts, steps, etc.) based on the training material of the project preparation pack, by presenting the financial opportunities in the Eastern Mediterranean area identified through the mapping, and by helping moderate the Q&A.

**Deliverables and preliminary calendar of service implementation:**

Preliminary calendar

Tasks / months	2025								2026			
	A	M	J	J	A	S	O	N	D	J	F	M
Kick-off of the service												
Capacity-building and development of MedCities’ service portfolio												
MedCUC Assessment Programme for project preparation readiness												

communication, critical review of proposals, etc.) - depending on the needs of the cities identified through the Call.



- All good practices and case studies featuring innovative financing (copy of the database)
- All financing opportunities (copy of the database)  
All fiches of the identified calls that were disseminated
- Screenshots of the online matchmaking event
- 3 reports on the individual assessments delivered to each city, 1 per city, including the conclusions of the initial discussion, the potential actions, tools and/or recommendations given by the service provider, and the conclusions of the city's feedback
- Screenshots of the dissemination and communication: the Call for Applicants to MedCUC Assessment Programme; the project preparation pack; the online Financiers to Cities matchmaking session

***Deadline: end date of the service***

Reporting and Coordination

The external expert will report to MedCities and coordinate closely with all the members of the MedCUC to ensure seamless integration and execution of tasks.

**Expert profile**

MedCities is looking for consultants who can prove their technical solvency and professional experience in the sector with the following experience, knowledge and skills:

Required experience and knowledge:

- University degree in a field relevant for the service (e.g. climate finance, urban economic development, environmental engineering, environmental economics, ecology, urbanism, public administration)
- At least 3 years' experience in the design and preparation of climate resilient and low carbon urban projects, corresponding to the responsibilities and professional experience required
- At least 5 years of experience in supporting local governments in the preparation of urban projects especially in the Eastern Mediterranean region
- Knowledge of the socio-political and cultural reality of Eastern Mediterranean cities and work experience in this geographical area.

Required skills:

- Excellent English – written and oral
- Excellent Arabic – written and oral

Optional assets:

- Proficient knowledge of French – written and oral
- Knowledge of the funding opportunities available to local authorities in the Mediterranean
- Experience working with donors / financiers in the Eastern Mediterranean

### **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 for 12 months from the date following the order's notification.

The service will require to participate face-to-face in a 3-day initial training carried out in the facilities of MedCities in Barcelona (exact location to be confirmed at a later stage), and, if needed, one transnational trip within the Middle East region to have face-to-face meetings with one or more cities within the framework of the Assessment Programme, previously agreed upon with MedCities. The rest of the services will be carried out from the service provider's facilities.

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 9.000,00 € (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be 10.890,00 € 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 following costs of travel and accommodation will be covered by MedCities and the successful bidder is therefore not required to include them in the budget:

- Onward and return flight to Barcelona
- Accommodation for 4 nights (breakfast included)
- [If applicable] Visa fees related to the trip to Barcelona (3-day training)
- Subsistence costs related to the trip to Barcelona (3-day training)
- Expenditures related to travel(s) in the Eastern Mediterranean area within the framework of the MedCUC Assessment Programme.

### **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

#### **General Secretariat**

The contract price is the one established by the award of the tender, in line with the offer submitted.

Three invoices are required according to the following details:

- 20% of the total amount on the 31<sup>st</sup> of July 2025 upon completion and submission of Report n°1
- 20% of the total amount on the 30<sup>th</sup> of December upon completion and submission of Report n°2
- 60% of the total amount on the ending date of the service upon completion and submission of the Final Report

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
- 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 each phase.

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 these 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 for the implementation of MedCities’ Climate Urban Capacity programme in the Eastern Mediterranean.”

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, including a detailed methodological proposal and calendar.
- 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.

- 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, 27<sup>th</sup> March, 2025

Josep Canals-Molina  
Secretary General