

## **TERMS OF REFERENCE FOR THE CREATION OF A LOCAL SUPPORT, FOLLOW-UP AND COORDINATION SERVICE TO SUPPORT EL MINA MUNICIPALITY (LEBANON) IN THE PREPARATION AND IMPLEMENTATION OF ACTIVITIES OF THE NATURIncMed PROJECT.**

Budget code: EEP001  
Project: NATURIncMed  
Imputation item: 2.1.8

### **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 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.

NATURIncMed (Promoting the naturalisation of public spaces with social inclusion and ecosystem services) is a project founded by the Spanish Agency for International Development Cooperation (AECID) that provides support to 3 southern Mediterranean municipalities (Madaba in Jordan, El Mina in Lebanon and Gabès in Tunisia) in the planning and design of green and socially inclusive spaces as a leverage for a more climate resilient and socially impactful urban environment.

This project aims to support the three pilot municipalities in the identification of strategic spots in each city where to design and plan a green and socially inclusive space. In the first stage, each pilot municipality will receive expertise and economic support to conduct, a participatory diagnosis to identify what are the main challenges and needs of the green local urban environment and its future possible development. On the basis of this first study, an expert will support the municipality in elaborating a technical project proposal for a green and socially inclusive public space, which will include a detailed description of the project, works and equipment. In order to adequately implement the project activities in the city of El Mina an external support is needed for the mobilisation of stakeholders in the participatory process, the logistical organisation of activities and the coordination between MedCities and the Municipal services.

### **1. Objective**

The objective of this service provision is the creation of a local support, follow-up and coordination service to support El Mina municipality (Lebanon) in the preparation and implementation of activities of the NATURIncMed project.

### **2. Scope of the services**

The local coordination service will play a key role in ensuring a smooth preparation of local activities and meetings, and effective community engagement (identification and mobilisation of stakeholders), logistical organization and documentation of the project activities, regular

reporting to MedCities to ensure the monitoring of all project activities, as well as communication and coordination with the pilot municipality.

The service will be involved as liaison and coordination point between the municipality, the experts in charge of the activities and MedCities in the organization of the local participatory diagnosis and its implementation. Specifically, the local coordination service will be responsible for the following tasks:

A1. Project monitoring, follow up and reporting:

- Support MedCities in tracking the project activities schedule to ensure and facilitate the implementation and smooth execution of activities according to the established deadlines.
- Follow-up meetings (1 every two weeks) with brief reports (monthly) to MedCities to discuss on the project's advancement (delays, risks, issues and possible mitigation actions).

*Deliverables/proofs of validation*

- Attendance to biweekly meetings
- 4 quarterly reports (PDF between 3 and 6 pages)
  - o D1.1 to be delivered in the first quarter (limit June 2025)
  - o D1.2 to be delivered in the second quarter (limit September 2025)
  - o D1.3 to be delivered in the third quarter (limit December 2025)
  - o D1.4 to be delivered in the fourth quarter (limit March 2026)

A2. Liaison & coordination:

- Act as a link between the pilot municipality, MedCities and the experts' teams that will be deploying the methodology and the participatory diagnosis in El Mina.
- Assistance and support to MedCities team when arranging missions to El Mina (transport and accommodation) if requested
- Assistance to the meetings with the municipal staff
- Assistance in the preparation of the participation of the Municipality in international activities of the project.

A3. Procurement & suppliers:

- Identify and coordinate local service providers (catering, printing, venue setup, etc.) to ensure the smooth delivery of project activities.
- Support MedCities in the identification of needs related to procurement (i.e. external expertise) while ensuring compliance with the requirements (ToR).

*Deliverables/proofs of validation*

- List of identified service providers (Excel sheet) with contact details, services offered, and cost estimates (as part of the quarterly reports).

A4. Engagement, communication and data:

- Data collection of all the relevant existing information or indicators for the smooth development of the activities in collaboration with the municipality and the services (hired by MedCities) that will be deploying the methodology and the participatory diagnosis.
- Mobilise local stakeholders and diverse target populations during the methodology training (between 2 and 5 co-creation sessions) and in the participatory diagnosis process (different

activities with different social actors) and ensure continuous engagement and involvement across the project development.

- Support and logistics (i.e. trainer's needs for the preparation of the training etc.)
- Engagement strategies and actions to mobilise stakeholders for the different actions (i.e. messaging, social events)
- List, gather and update records of people and institutions (contact details) that will be mobilised along the project implementation.
- Capture videos and photos during the development of project activities, ensuring proper documentation and supporting communication efforts to enhance project visibility.
- Contribute to the dissemination of the project at local level by preparing press notes, social media posts and other communication material, subject to the approval of the Municipality.

*Deliverables/proofs of validation*

- Stakeholder database (Excel worksheet) updated throughout the project, listing mobilized people and institutions with contact details (gender-disaggregated).
- Event attendance lists (PDF signed by participants).
- Photos and video recordings (JPEG/MP4) documenting project activities.
- Media coverage or social media posts (links/screenshots).
- Satisfaction survey with a summary of participants' feedback (PDF Report 2-3 pages).
- Visibility materials (flyers, posters, social media posts).

Required qualifications & experience:

The ideal candidate in charge of the service provision should meet the following criteria:

- Based in El Mina region with a high local context knowledge
- Prior experience in project management, coordination of activities and particularly in community development and participatory initiatives.
- Desirable proven expertise in implementing different strategies to engage and mobilize citizens
- Skills in logistics, communication and facilitation.
- Native Arabic speaker with good command of English (oral and written)
- Desirable previous experience working in international projects

Expected outputs and general aspects:

All the outputs should be following the instructions below:

*Format:* Document in word, worksheets in Excel

*Language:* Reports, Excel worksheets, internal communication and proofs of verification with MedCities should be in English. Contact details in attendance/participation lists should be in English.

*Deadlines:* All the deliverables and sources of verifications should be sent to MedCities following the internal deadlines established. Specifically

MedCities will debrief the local coordinator about specific tasks and deadlines and aspects to take into account.

### **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 service and with a 12-month duration. The service will be carried out in the premises of the service provider and in El Mina (Lebanon). 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 € 7.438,01 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €9.000,0 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 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, 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.

4 invoices are required according to the following details:

- 25% of the total amount after the delivery of D1.1 (limit June 2025)
- 25% of the total amount after the delivery of D1.2 (limit September 2025)
- 25% of the total amount after the delivery of D1.3 (limit December 2025)
- 25% of the total amount after the delivery of D1.4 (limit March 2026)

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 after the delivery of the needed monthly reports.

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 “creation of a local support, follow-up and coordination service to support El Mina municipality (Lebanon) in the preparation and implementation of activities of the NATURIncMed 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, detailing the actions/strategies to engage citizens or prospective participants or projects in which the bidder has covered similar tasks.
- 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, April 2nd, 2025

Josep Canals Molina  
MedCities Secretary General