

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF A CO-DESIGN PROCESS AND THE PREPARATION OF A PRELIMINARY PROJECT FOR AN INCLUSIVE GREEN SPACE IN EL MINA (LEBANON) WITHIN THE NATURIncMed PROJECT.

Budget code: EEP001
Project: NATURIncMed
Imputation item: 2.1.3

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. The diagnosis and co-design process will be based on the proposed methodology of the project. For the implementation of the methodology locally the project will mobilise an external urban planning/architecture service to work closely with the municipality and the local coordinator for the diagnosis and preparation of the preliminary design and technical project.

1. Objective

The objective of this service provision is the implementation of a co-design process and the preparation of a preliminary project for an inclusive green space in El Mina (Lebanon) within the NATURIncMed project.

2. Scope of the services

The selected service provider will undertake the following activities:

- Participation to 2 training sessions arranged by the methodological experts of the project. The training sessions will be held online (1) and in presence (1) in one of the pilot countries. One person will have to participate to the in-presence training in Madaba (Jordan). The travel and accommodation expenses for the participation in the

training in Madaba are to be assumed by the service provider. The meeting is planned for the month of June 2025.

- Analysis of the site proposed by the Municipality for the suggested intervention and identification of relevant stakeholders (together with local coordinator).
- Implementation and conduction of the participatory diagnosis involving local stakeholders and communities in the target city, following the common methodology provided by the project.
- Co-design of a preliminary green infrastructure project based on the participatory inputs and technical feasibility.
- Ensure the integration of nature-based solutions (NbS) or Water Energy Food Ecosystem (WEFE) solutions with a socially inclusive approach within the site design, when possible.

The selected service provider will be responsible for the on time and correct implementation of the following phases and related activities:

Phase 1. Initiation and planning

A1.1 Initial meeting with MedCities and definition of the work plan

A1.2 Identification of key actors (municipalities, community groups, NGOs, experts, local businesses) together with the municipal team and the local coordinator (hired by MedCities), who will be in charge of contacting stakeholders.

A1.3 Review of the methodology and participation in joint training sessions.

Output:

D1 Stakeholders participatory mapping

Format: PDF report (between 5 and 10 pages)

Language: English

General Instructions: The document should include a comprehensive list of stakeholders, their potential roles, and an engagement plan detailing how different actors will participate.

Deadline: output to be delivered by the end of June 2025

Phase 2. Participatory diagnosis

A2.1 Workshops and/or surveys: organisation of at least 2 sessions to collect community insights on environmental challenges and opportunities with different stakeholders.

A2.2 Urban, socio-economic and ecological assessment: deliver the analysis of the local context, including biodiversity, microclimate, and water management.

A2.3 Problem definition & priorities: co-develop key issues and project objectives with local stakeholders, incorporating NbS, resilient species, non-conventional water resources mobilisation, and the WEFE approach. Additionally, ensure that the participatory process address and integrates these aspects.

Output:

D2 Report on participatory diagnosis

Format: PDF report with annexes, between 20-30 pages, including images, graphs, and maps.

Language: English

General Instructions: The report should summarize stakeholder inputs, key findings, and environmental assessments, include visual elements to illustrate the participatory insights within the diagnosis.

Deadline: output to be delivered by the first half of September 2025

Phase 3. Preliminary project design

A3.1 Logistics and facilitation of at least 2 participatory workshops to generate design ideas and solutions.

A3.2 Scenario testing & prototyping: presentation of 2 different plots' design options and validation of feasibility with the municipal team and the local community involved. The 2 scenarios should incorporate when possible NbS or WEFE solutions to ensure sustainability.

A3.3 Adaptation and refinement session with the community of the selected plot design based on participatory inputs.

Output:

D3 Preliminary project proposal

Format: PDF report and design files (AutoCAD, GIS, or similar) 25-40 pages, including conceptual drawings, feasibility analysis, and sustainability strategies.

Language: English

General Instructions: The proposal should integrate all the participatory contributions, technical solutions, and cost estimates, the selected co-created preliminary project design (with the justification for the selection), including conceptual drawings, feasibility analysis, and sustainability strategies.

Deadline: output to be delivered by the first half of October 2025.

Phase 4. Presentation and final validation of the preliminary project

A4.1 Presentation of the preliminary project proposal D3 to the local authorities and the community involved in the process. This session will serve for the fine-tuning, refinement and final validation of the preliminary project.

A4.2 Drafting of the final report in which the inputs and possible adjustments proposed during the session will serve for the fine tuning and validation of the final version of the preliminary project proposal.

Output:

D4 Final report

Format: Report of the preliminary project proposal presentation event, fine-tuning and final validation.

Language: PPT for the presentation in Arabic (translation in English for MedCities), final report in English for MedCities

General Instructions: The final report should include a) the presentation of the project to the municipality and community invited with the summary of the inputs and possible adjustments for the fine tuning and validation proposed during the session and b) the final version of the preliminary project proposal.

Deadline: Presentation to be done and final report to be delivered by end of October 2025.

General Secretariat

Àrea Metropolitana de Barcelona – Carrer 62, núm. 16-18 Edifici B, Zona Franca, 08040 Barcelona, SPAIN
Tel. (+34) 93 506 93 58 – Fax (+34) 93 223 48 49 – contact@medcities.org – www.medcities.org

TIMELINE

Activities	2025											
	May		June		July		August		September		October	
	15	31	15	30	15	31	15	31	15	30	15	31
Phase 1. Initiation and planning												
Initial meeting with MedCities and definition of the work plan												
Identification of key actors and engagement strategy based on the selected site (D1)		D1										
Review of the methodology and participation in joint training sessions (1 online and 1 on-site)	x	x										
Phase 2. Participative diagnosis												
Organization of at least (2) workshops with local communities and actors			x		x							
Collection of data on the territory and environmental challenges												
Analysis and report of the participatory diagnosis (D2)									D2			
Phase 3. Preliminary project design												
Co-creation sessions (2) with communities and technicians									x	x		
Elaboration of design sites options and feasibility analysis												
Integration of comments and adjustments to the preliminary design (D3)											D3	
Phase 4. Documentation, validation & evaluation												
Presentation of the project to the authorities and communities												
Drafting and delivery of the final report fine-tuned and validated during the presentation session (D4)												D4

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Required qualifications & experience:

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

Compulsory:

- A background in urban planning, architecture, landscape architecture, or environmental engineering.
- At least 5 years of professional experience in similar initiatives or projects.
- Prior experience in community development and participatory initiatives.
- Strong communication and facilitation skills.
- Native Arabic speaker with a good command of English (both oral and written).

Desirable:

- Specialization in urban sustainability or urban ecology.
- Knowledge of the socio-economic context of the city.
- Previous experience working on international projects and collaborating with diverse professional profiles.

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.

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 order until October 2025. The service will be carried out in the premises of the service provider with presence in El Mina (Lebanon) when required.

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 €7.892,56 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €9.550,00 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 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. Specifically, the travel and accommodation expenses for one participant attending the training in Madaba (Jordan) are included in the budget of the service.

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.

2 invoices are required according to the following details:

- 50% of the total amount after the delivery of D2 on 15th September 2025.
- 50% of the total amount after the presentation of D4 on 31st 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 after the delivery of the reports D2 and D4.

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

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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 provision for the implementation of a co-design process and the preparation of a preliminary project for an inclusive green space in El Mina (Lebanon) within 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 with a preliminary plan for the diagnosis implementation detailing how the different activities will be deployed (Max. 5 pages)
- 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, April 7th, 2025

Josep Canals Molina
MedCities Secretary General