

TERMS OF REFERENCE FOR THE ONLINE CAPACITY-BUILDING PROGRAMME ON THE APPLICATION OF TECHNOLOGIC AND DIGITAL SOLUTIONS IN INTEGRATED MUNICIPAL WASTE MANAGEMENT

Budget code: 25EEP001

Project: AMB25

Imputation item: 4.3.E

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.

Last year 2024 MedCities launched a thematic working group (WG) on integrated waste management. During 2024 2 online seminars were organised to present best practices on waste management and some members took part in a study to Barcelona to learn about circular economy and waste management.

Currently, the group is formed by the following members: Ain Al Basha (JO), Al Fayhaa (LBN), As Salt (JO), Bethlehem (PS), Dannieh (LBN), Hatay (TR), Higher Chouf (LBN), Irbid (JO), Izmir (TR), Jerash (JO), Málaga (ES), M'Saken (TUN) and Zgharta Ehden (LBN).

In the framework of the MetroMED project, funded by the Metropolitan Area of Barcelona, MedCities will tackle the aspects of digitalisation and the use of digital solutions to improve the municipal service provision, including waste. Also, the final report developed by the external expert in charge of the WG coordination in 2024 highlighted “Specific software and technologies for waste management improvement” as one of the priority topics identified to focus the work of the WG in 2025, among others. This report is also attached to this ToR as annex to support the service provider to tailor-made the offer to the context and needs of the WG members.

1. Objective

The objective of this service provision is to provide an online capacity-building programme on the application of technologic and digital solutions in waste management for the members of the thematic working group on integrated waste management.

2. Scope of the services

The scope and characteristics of the services are as follows:

A. Webinar on “Introduction to the application of technology on municipal waste management”

The service provider shall organise a 1.5 to 2-hour webinar aimed at introducing participants to the use of technology in municipal waste management. The session should present key concepts related to efficient waste management models and the appropriate technological solutions applicable within this sector.

Topics to be addressed should include:

- Technological components integrated into bins, containers, collection vehicles, and other municipal waste management equipment.
- Functionalities of standard waste management digital platforms, such as fleet and urban furniture monitoring, route planning and optimisation, user and incident management, performance indicators, reporting, service-related mobile applications, etc.
- Considerations for technology implementation: procurement criteria, service integration, human resource and coordination requirements, administrative management, and monitoring of technology-related services.
- Monitoring and control of waste producers: introduction to the application of technology in door-to-door collection systems and access-controlled containers.

The service provider should illustrate these concepts with good practice examples tailored to the context of the Working Group (WG) members. The webinar must include a dedicated space for Q&A and encourage discussion where appropriate.

Expected implementation: June 2025.

Deliverables of task A:

- 2-pages concept note – due to 14 days before the webinar;
- Power point presentation or any other supporting material used during webinar - due to 5 working days before the webinar.
- Brief report summarising key content and lessons learnt during the session (3-5 pages) – due to 10 days after the webinar.

B. Training webinar on a specific IT tool to support municipal waste management

The service provider shall deliver an online training session focused on a specific IT tool designed to assist municipalities in improving their waste management systems. The selected tool must be relevant to the context and needs of WG members and enable municipalities to assess their performance from environmental, economic, and social perspectives.

The tool should cover all stages of the waste management chain, including generation, source separation, pre-treatment, treatment, transport, and final disposal. It should also account for impacts related to emissions and the consumption of resources such as electricity, fuel, and equipment. The tool should be free for use by any municipality.

By the end of the training, participants should have a clear overview of the current state of their municipal waste management systems.

The session should be interactive and dynamic, lasting approximately 2 to 4 hours, depending on the complexity of the tool.

Expected implementation: First quarter of July 2025.

Deliverables of task B:

- 2-pages concept note – due to 14 days before the webinar;
- Power point presentation or any other supporting material used during webinar - due to 5 working days before the webinar.

- Brief report summarising key content and lessons learnt during the session (3-5 pages) – due to 10 days after the webinar.

C. Mentoring programme on the implementation of the selected IT tool for 3 municipalities

The service provider shall accompany three selected municipalities in the application and use of the IT tool through a bilateral mentoring programme.

The provider will design an application process to select the three municipalities. The application form will include initial data collection to support later implementation of the tool. Priority will be given to municipalities that currently treat, or plan to treat, municipal biowaste.

The mentoring process will include:

- An initial comprehensive assessment of the current waste management system, including relevant waste streams, collection methods, treatment and disposal processes, transport logistics, and distance to treatment facilities.
- Support and validation of key data collection: generation, source separation, collection, treatment, and disposal data.
- Execution of simulations and/or alternative scenarios, leading to a final set of recommendations for improving the municipal waste management system.

The service provider shall hold at least two one-hour online meetings with each municipality: an initial meeting at the start of the programme and a concluding session at the end.

As an outcome of the mentoring programme, the service provider will produce tailored recommendations for each municipality, based on the application of the IT tool, with a specific focus on biowaste management.

Expected implementation: September to November 2025.

Deliverables of task C:

- A brief report summarising the mentoring programme, the main results from the application of the tool, and key recommendations for improving the waste management system in each of the three municipalities (5–10 pages) – due 10 working days after the programme's conclusion.

General Note:

All materials produced must include the logos of MedCities and the Barcelona Metropolitan Area (AMB) as the donor of the activity.

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 and the application of information technologies.
- At least one experience working with local governments.
- Proficient English – written and oral.

- Any experience in the Mediterranean region, and more particularly with the WG members, will be an asset.
- Any experience facilitating peer-to-peer exchange in international programs 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, 2025. The service will be carried out from the provider's premises.

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 €9.090,00 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €11.000,00 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.

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 on the submission and validation by MedCities Secretariat of the deliverables included under tasks A and B.
- 50% of the total amount on the submission and validation by MedCities Secretariat of the rest of deliverables and 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 online capacity-building programme on the application of technologic and digital solutions in 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, April 30th, 2024

Josep Canals Molina
MedCities Secretary General