

TERMS OF REFERENCE FOR THE COORDINATION AND DEVELOPMENT OF A RISK MAP OF SAIDA AND MULTILEVEL RESILIENCE DIAGNOSIS

Budget code: EEP001

Project: RESILIENCE

Imputation item:5.1

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 leading a project for the enhancement of Urban Resilience in the Mediterranean funded by the Barcelona City Council. One of the activities of the project consists on the “Enhancement of the multilevel resilience in Saida City through risk mapping and vulnerability decrease”. This activity aims at increasing the multilevel resilience of the city of Saida. The project will include different activities to create a map of risks the city of Saida is facing and a diagnostic of the resilience of the city.

MedCities is looking for a service provider who will take the leading role to coordinate the development of the map of risks of the city of Saida and produce a diagnostic of the city Resilience. This will include the identification of risks and vulnerabilities at different levels and coordinating the selection of the related indicators and data collection. The collection of data on the field will be the subject of another contract, provided by MedCities. The coordinator is expected to guide and coordinate this process.

This will be performed in conjunction and continuous coordination with the municipality of Saida, the experts on city resilience from Barcelona City Council, and will be guided by an expert team from UNHabitat, who will help to implement the “City Resilience Profile Tool”.

1. Objective

The objective of this service provision is the coordination and development of a risk map of Saida and multilevel resilience diagnosis

2. Scope of the services

The scope and characteristics of the services are as follows:

The external expertise needed is the following:

- Degree or masters in Geographer, Geologist, Urbanist, Environmental Scientist or related
- More than 8 years of experience in the assessment of urban risks and hazards detection, urban vulnerability, or urban disaster prevention.
- Expertise in the selection of indicators for urban risk assessment
- Expertise in urban on-site data collection and historical data gathering
- Deep knowledge on institutional, socioeconomic, infrastructural and other aspects related to urban risk assessment
- Deep knowledge on the characteristics of the city of Saida

- More than 5 years' experience in the usage of GIS for urban data
- Access to a GIS program with licence or free source, compatible with the available GIS data of Saida (ARCGIS)
- Proficient in Arabic and English language

The activities included in the scope of the services are the following:

A1. Lead the selection of hazard, risk and vulnerability indicators to be updated and newly created, and data collection.

The first phase envisages the creation or adaptation of a methodology to assess the risks and vulnerabilities of the city of Saida (probably through the adaptation of the "City Resilience Proofing tool" tool to the needs and expectations of the city of Saida). This will be performed through a series of meetings between the partners and collaborators involved (including the service provider), and a 3-day workshop in Barcelona City (see below). The service provider will be expected to actively participate in all these meetings.

The service provider will guide the junior expert (provided by MedCities) to perform a first analysis of the existing related project and initiatives in the city, all available data obtained in previous data collection campaigns as well as interviews or analysis performed. Once this data compilation is performed by the junior expert, the service provider will be responsible of analysing it in terms of its usefulness for the objectives of the project and the development of the risk, vulnerability and resilience analysis.

This will ensure optimisation of resources and working in line with previous initiatives, if relevant. The service provider will compile this information prior to the 3-day workshop in Barcelona, planned for the mid July. The service provider is expected to participate in the workshop.

A methodology will be defined between the service provider, the city of Saida guided by Barcelona City Council and inputs from UNHabitat. The service provider will ensure alignment of the methodology with Saida city characteristics and will adapt the methodology accordingly (D2). The service provider will propose the most appropriate indicators for the city of Saida to relate with the detection of multilevel risks, vulnerabilities and resilience of the City.

Some of the risks and vulnerabilities will be detected in conjunction with the Civil Society, through up to 3 on-site workshops. The service provider will be responsible for creating the methodology, organising and animating the workshop. To do so, the service provider will be guided by UNHabitat and Barcelona City Council. Logistic expenses will be provided by the project. A junior expert (provided by MedCities) will give support to the service provider during the implementation and reporting of such workshops.

Finally, the indicators dataset will be collected in a database, with the support of a data collecting service. This service provider will guide this process, ensure quality on the data collection, and ensure alignment between the methodology, objectives, indicators, data, plus usefulness for the final reports (risk map and city resilience diagnosis).

This activity will involve the following deliverables:

D1. Reviewed compilation and summary of existing plans, data sources, regulations and initiatives in the city of Saida in relation to the risk prevention, assessment and resilience

planning. Including a word document with a summary of the documents included in the compilation, the documents itself, **and a summarized presentation** to be presented during Barcelona Seminar. This document will be performed with the support of a junior expert (provided by MedCities), who will develop the data gathering and provide a first draft of the document, under the supervision and for its review by the service provider. *Deadline: July 14th 2025*

D2. Adapted methodology for risk and vulnerabilities of Saida's assessment. Including the preliminary scopes of the project and initial presentation of the challenges, agreed indicators and methodology. *Deadline: July, 14th 2025. Updated after the workshop.*

D3. Risk and vulnerability diagnosis Workshop material and report. Including objectives, methodology, list of participants, pictures, and conclusions from the stakeholders' workshops developed. *Deadline: September, 30th 2025 first draft. Update November, 30th 2025*

D4. Final database of risk and vulnerability-related indicators. Including all the reviewed gathered data related to the selected indicators. *Deadline: September, 30th 2025. Update if needed at the end of the project (15 December 2025)*

A2. Increasing the capacities of the city's technical network.

Once the indicators and the technical team responsible for the field work have been selected for their compilation, a series of training workshops will be held (possibly in collaboration with UNHabitat), with some online sessions and one 3-day workshop in Barcelona. These will aim to train the technical staff and service providers who will oversee data collection in order to: (i) align the teams in terms of final objectives, methodology, steps to follow for risk mapping, etc. (ii) obtain a database that is as homogeneous as possible in terms of quantification and qualification of the indicators. Municipal technicians from Barcelona will be mobilized to these sessions to provide technical background on city resilience building and to strengthen direct cooperation between the two entities.

To fulfil this activity, the service provider will be required to travel to Barcelona on the week of 14th of July. Travel and accommodation expenses will be covered by MedCities.

A3. Creation of a resilience diagnosis of the city of Saida.

Based on the information obtained in the data collection, the joint meetings between the service providers, Barcelona and Saida city council, plus UNHab experts, and an analysis of policies, plans and initiatives in the city, a diagnosis of the current resilience of the city will be carried out by the service provider. This will be accompanied by a risk map of Saida (Developed by the service provider with the help of the data gatherer, provided by MedCities). Both documents will lay the foundation for the future definition of actions for resilience in the city of Saida.

D5. Saida Resilience diagnosis report and Map of Risks. *Deadline: November, 30th 2025, updated at the end of the project after reviews.*

For the correct development of all the describe activities, the service provider will be required to have continuous communication with the city of Saida, MedCities, Barcelona and UNHabitat.

It will be responsible of ensuring proper and timely implementation of the activities and communicating possible deviations and solutions.

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 December 30th, 2025. The service will be carried out in the premises of the service provider and in Barcelona City. 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 €13.000 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €15.730 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, transport and travel expenses (except those related to the 3-day workshop in Barcelona City, to be held between June and July 2025 and which expenses will be covered by MedCities), 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:

- 30% of the total amount after the delivery of D1, D2 and D3
- 70% of the total amount after the delivery of D4 and D5

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 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.

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 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 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 and Saida City Council. 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 development of a risk map of Saida and multilevel resilience diagnosis"

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.
- 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.
- o 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, June 6th, 2025

Josep Canals-Molina
Secretary General