

TERMS OF REFERENCE FOR THE PREPARATION OF A STUDY ON THE DIGITAL TRANSITION OF MEDITERRANEAN MUNICIPALITIES AND METROPOLIS WITHIN THE FRAMEWORK OF THE METROMED PROJECT

Budget code: EEP001

Project: MetroMed

Imputation item: 4.2.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.

The MetroMed project has as one of its objectives the promotion of technical exchange between MedCities members on topics of interest to the Barcelona Metropolitan Area (AMB) and metropolitan municipalities, incorporating the metropolitan digital dimension. Within the framework of the project, and in line with the interests of the International Relations and Digital Metropolis area of the AMB, it is foreseen to work on the preparation of a study on the challenges and potentials related to the digitalization of municipalities and metropolises in the Mediterranean, taking into account the digitalization of urban services, such as that of municipal institutions and territories. The service must consider the work that will be carried out this year within the framework of MedCities working groups on Waste Management and Green and Resilient Cities regarding the use of technology and data when planning municipal action, service management and decision-making. In addition, whenever possible, connexions will be made to link this with the AMB's lines of work on the Digital Metropolis to contribute as much as possible to regional cooperation around this topic.

1. Objective

The objective of this service provision is the preparation of a study on the digital transition of Mediterranean municipalities and metropolis within the framework of the MetroMed project.

2. Scope of the services

The scope and characteristics of the services are as follows:

The objectives of the study are:

- Identify opportunities for digitalization and digital transition for Mediterranean municipalities and metropolises, related to municipal and metropolitan competences, and link them to the objectives and priorities of the European Union, to the related global and regional agendas and to the relevant national strategies.
- Identify the main challenges faced by Mediterranean cities in terms of digital transition, considering the diversity of challenges: territorial, societal, but also those of municipal and metropolitan administrations.
- Identify good practices and initiatives that exist in the Mediterranean, at municipal and metropolitan level, and illustrate them clearly. The study will identify between 7 and 10 cases of interest following the structure of the files of the [MedUrbanTools](#) platform,

managed by MedCities. The good practices will focus on relevant topics according to municipal and metropolitan competences and on aspects related to security. In the cases presented, it will be necessary to include the type of technology used (AI, Big Data, Smart Grid, IoT) and identify the national strategies, if applicable, within the framework of which these initiatives are part.

- Integrate the results of the MedCities working groups, mainly the Waste Management and the Green and Resilient Cities working groups, taking advantage of the results of the activities on the digitalization of services and the use of digital technology to improve municipal services.
- Make recommendations to strengthen the capacities of Mediterranean municipalities and metropolises for the digital transition and steps to follow for the effective digitalization of the territory and the administration.
- Propose a future action plan with accompanying actions by MedCities and the AMB.

To carry out the study, the service provider must prepare a methodology that includes and considers:

- A bibliographic and documentary review prior to the study and an analysis of the context in the EU and the Mediterranean. MedCities and the AMB may provide relevant documents for the analysis.
- Participatory elements for MedCities members when identifying their challenges and existing initiatives in the Mediterranean. A session is foreseen to present the preliminary results and discuss the action plan proposed by the study to the members of the association.
- The lessons learned from the exchanges within the framework of the MedCities working groups, if applicable.
- The orientation to provide knowledge and practical proposals and specify cases, learnings, opportunities and steps to be taken.

The working language and deliverables are in English, although there may be material to analysis in French.

Assignments and deliverables:

D1. Methodological proposal and detailed schedule: 15 days after the formal acceptance of the contract

The detailed methodological proposal must include a collection of basic documents, a pre-identification of the topics to be analysed throughout the study, a pre-identification of case studies to be analysed, methodological tools for collecting contributions from MedCities members and for introducing the results of the working groups, if applicable, an initial proposal for the study index and a detailed proposal for activities and the schedule for the preparation of the study.

D.2 Context analysis of digitalization in the Mediterranean: 3 months after the formal acceptance of the contract

The first part of the study must contain the context analysis and the identification of challenges and potentials. It will also contain a detailed analysis of the validated cases of interest, according to the MedUrbanTools template provided by MedCities and improved by the service provider (if applicable).

D3. First version of the study for review and validation: 1 month before the end of the contract

The study will include an executive summary of a maximum of 2 pages and may not exceed 20 pages. The cases of interest will be introduced within the text as capsules that allow the topics discussed to be illustrated with specific experiences and will be attached as detailed sheets at the end of the study (not counted in the 20 pages).

D4. Final version of the study: 15.12.2025**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 15 December 2025. The service will be carried out in the service 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 €6.000,00 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €7.260,00 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.

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.

1 invoice is required according to the following details:

- 100% of the total amount at the finalization 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 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 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 offer for the preparation of a study on the digital transition of Mediterranean municipalities and metropolis within the framework of the MetroMed 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:

- o Detailed offer of the services: methodological proposal and a detailed explanation of the technical proposal.
- 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.

If 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, 8 July 2025

Josep Canals-Molina
Secretary General

General Secretariat