

TERMS OF REFERENCE FOR THE DESIGN AND FACILITATION OF A PARTICIPATORY WORKSHOP FOR LOCAL AUTHORITIES POLITICAL DEMANDS AND RECOMMENDATIONS FOR AN EFFICIENT WATER MANAGEMENT AT MEDITERRANEAN SUB-NATIONAL LEVEL

Budget code: EEP001

Project: METROMED

Imputation item: B1

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 (Promotion of the Metropolitan and Intermunicipal Cooperation in the Mediterranean), led by MedCities and funded by the Barcelona Metropolitan Area (AMB), supports the role of metropolitan areas and local authorities in the region that contribute to social, economic and environmental cohesion and integration in the Mediterranean basin. More precisely, the project search to promote the international action of the AMB and MedCities in the global Mediterranean agenda as well as, facilitate a metropolitan governance and debate on metropolitan issues and challenges highlighting good practices issued from the Barcelona metropolitan area.

Water resources in the Mediterranean are scarce, limited, unevenly distributed and often mismatching human and environmental needs (MedECC, 2020). Climate change, in interaction with demographic and socio-economic drivers, has increasingly challenging effects on the water cycle of the Mediterranean Basin. In addition, climate change impacts on urban areas are expected to be disproportionately high due to a concentration of population and assets together with hazard-amplifying conditions (e.g. heat island effect or increased water runoff and therefore floods due to soil sealing) (MedECC, 2020). Sustainable Water management in the Mediterranean is, therefore, a pressing issue that needs to be urgently addressed, and a challenge that needs to be tackled through strong transboundary cooperation and improved governance.

In this sense, the declaration of Marseille (2024) recognises the water as a fundamental human right and a common good for all humanity which, if poorly managed, can reinforce socio-economic inequalities. It also underscores that local and regional authorities in the Mediterranean play a crucial role in this process, given their growing responsibilities in water management and disaster prevention across the whole territory. In terms of public policies dedicated to water management, the territorial level confirms its legitimacy, competence, expertise and capacity for action. The declaration paves the way for the determination of specific actions towards an enhanced water management, through an increased knowledge and dissemination of water-related risks and solutions; spatial planning; resource preservation; diversification of resources; and local governance and financial mechanisms.

In the light of the process launched in 2024, MedCities, the Mediterranean Institute of Water (IME) and AVITEM, are willing to promote a regional debate between Mediterranean local and metropolitan authorities aiming at the identification of political recommendations stemming from and highlighting local action, in order to build a common voice towards the Euro Mediterranean Water Forum (Rome, October 2026) and the World Water Forum (Riyad, March 2027).

In this context, and under the MetroMed project actions and funded by the AMB, on October 16th MedCities, IME and AVITEM are co-organising an event taking place in Barcelona and hosted back-to-back with the World Metropolitan Summit which will take place from 15-17th October 2025.

The event will be called “Towards a Water-Resilient Mediterranean: Solutions from Local Authorities” and will be a mixed that should include political commitment and showcase good practices on WEFE solutions, precautionary planning and good governance to reduce consumption (see appendix 1: Concept Note of the Event). The final aim of this event will be to obtain a first set of political demands which, based on practical and scientific evidence, and focused on the potential role of subnational authorities, could facilitate an enabling environment for local authorities’ efficient water management in the Mediterranean.

To do so, MedCities is looking for a service provider with a background on governance and water management-related issues in sub-national authorities. The service provider will be in charge of design and facilitate two parallel sessions of the same workshop, to initiate a participatory process with relevant Mediterranean actors to start gathering some demands and recommendations that could help building a future policy document.

1. Objective

The objective of this service provision is the design and facilitation of a participatory workshop for local authorities’ political demands and recommendations for an efficient water management at Mediterranean sub-national level.

2. Scope of the services

The scope and characteristics of the services are as follows:

The service provider will oversee performing the preparatory works for a participatory 2 hour onsite workshop that will be done during the Conference “Towards a Water-Resilient Mediterranean: Solutions from Local Authorities” the 16th October in Barcelona.

The provider will design and implement those in a manner that will serve as a first step towards drafting a set of technical recommendations to facilitate the implementation of good water management practices at the sub-national level. These future set of recommendations will feed the discussions in the World Water Forum 2026 for the development of a set of Political Recommendations.

The provider, guided by MedCities, will perform the **preparatory works**. This will include:

- Analysis of the declaration of Marseille, its contents and revision in terms of potential role or local authorities in applying its recommendations and relevance of challenges included

- Based on this analysis and the final agenda, the provider should develop a participatory methodology to foster discussion and gather meaningful and common inputs, to nourish the future political recommendations document, based on the technical challenges and needs from a sub-national public authorities' perspective. The methodology should consider that the participants will be local authorities and institutions in charge of water management in the Mediterranean context.
A document with the methodology will be delivered 10 days before the Conference (*Deliverable 1. Deadline: October 05th 2025*).

Besides, in order to harmonise the morning session of the Conference with the participatory workshops of the afternoon, the service provider is called to guide MedCities in the organization of the sessions, by revising the agenda and suggesting some relevant actors related to local water management.

During the conference, and with the support of MedCities technical staff, the provider will facilitate two workshop session in parallel, one in English and one in French, in order to gather the inputs and demands of the participants of the Conference and design the next steps to build in the future a policy joint document.

The service provider will provide a final report with the inputs gathered during the two workshops (*Deliverable 2. Deadline: November 15th 2025*)

At the end of the process, the service provider will deliver the final service document with all the activities done and a roadmap recommendation with the next steps to conclude with a political recommendations document for enhanced water management in Mediterranean sub-national authorities, ready for its presentation during the Euro-Mediterranean Water Forum. (*Deliverable 3. Deadline: December 1st 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 December 15, 2025. The service will be carried out in the premises of the service provider and Barcelona.

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 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €7.260 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.

2 invoices are required according to the following details:

- 40 % of the total amount after the delivery of D1 (October 2025)
- 60% of the total amount after the delivery of the rest of the deliverables (December 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 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 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: 5 working days from the date of these terms of reference.
- The subject line of the email should specify "Service offer for the design and facilitation of a participatory workshop for local authority's political demands and recommendations for an efficient water management at Mediterranean sub-national level"

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.

If additional information were 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, September 3 2025

Josep Canals-Molina
Secretary General

Session Concept note

**Towards a Water-Resilient Mediterranean:
Solutions from Local Authorities**

in the framework of



Barcelona

Thursday 16th of October, 2025

Session organised by:



Funded by:



Background

Water resources in the Mediterranean are scarce, limited, unevenly distributed and often mismatching human and environmental needs (MedECC, 2020). Climate change, in interaction with demographic and socio-economic drivers, has increasingly challenging effects on the water cycle of the Mediterranean Basin. In addition, climate change impacts on urban areas are expected to be disproportionately high due to a concentration of population and assets together with hazard-amplifying conditions (e.g. heat island effect or increased water runoff and therefore floods due to soil sealing) (MedECC, 2020). In this context, on June 2025 the EU has issued its Water Resilience Strategy, which includes different flagship initiatives to work towards water resilience.

Sustainable Water management in the Mediterranean is, therefore, a pressing issue that needs to be urgently addressed, and a challenge that needs to be tackled through strong transboundary cooperation and improved governance. In this sense, the declaration of Marseille (2024) recognises the water as a fundamental human right and a common good for all humanity which, if poorly managed, can reinforce socio-economic inequalities. It also underscores that local and regional authorities in the Mediterranean play a crucial role in this process, given their growing responsibilities in water management and disaster prevention across the whole territory. In terms of public policies dedicated to water management, the territorial level confirms its legitimacy, competence, expertise and capacity for action.

The declaration paves the way for the determination of specific actions towards an enhanced water management, through an increased knowledge and dissemination of water-related risks and solutions; spatial planning; resource preservation; diversification of resources; and local governance and financial mechanisms.

In the light of the process launched in 2024, MedCities, the Mediterranean Institute of Water (IME) and AVITEM, promote a regional debate between Mediterranean local and metropolitan authorities aiming at the identification of political recommendations stemming from and highlighting local action, in order to build a common voice towards the Euro Mediterranean Water Forum (Rome, October 2026) and the World Water Forum (Riyad, March 2027).

The event will take place in Barcelona on October 16th and will be hosted back-to-back with the World Metropolitan Summit, organised by the Barcelona Metropolitan Area from 15-17th October, 2025.

Objective

Obtain a set of political recommendations which, based on practical and scientific evidence, and focused on the potential role of subnational authorities, could facilitate an enabling environment for local authorities' efficient water management in the Mediterranean.

Programme

Thursday 16th of October, 2025

Place: Barcelona, venue to be confirmed

09.00 Welcoming remarks

09.30 Towards a Water-Resilient Mediterranean: a political debate between Mediterranean local authorities

10.30 Coffee break

11.00 Interactive sessions: “Practice to policy interface: showcasing Mediterranean local solutions”

- **The Nexus Between Water, Energy, Food and Ecosystems in Urban Water Management**

Session focused on the strong interlinks between Water-Energy-Food and Ecosystems, and their implications for water-management issues. It will also explore the potential of the WEF E nexus as an integral and multisectorial governance approach

- **Resilience in Water Management in Mediterranean urban areas: crisis response and precautionary planning of resources and the territory**

Session focused on sharing mainstreamed practices in terms of climate adaptive water management, taking into consideration the risks of floods and drought in the region

- **Building a shared risk culture : strategies and alliances for reduced demand**

This session will explore successful practices to engage with main urban water consumers and pave the way towards lowering water demand.

13.30 Lunch break

14.30 Working session: “Towards the Mediterranean Water Forum: crafting a joint position and an enhanced role for Mediterranean local authorities”

The workshop will foster discussions towards a common declaration and alignment document. The set of political recommendations resulting from this session will be revised and submitted to validation in an online session following the event. The common position will be presented in the 2026 Euro- Mediterranean Water Forum.

16:30 From Barcelona to Rome: conclusions and next steps