

TERMS OF REFERENCE FOR THE DEVELOPMENT OF A DIAGNOSIS AND ACTION PLAN ON GENDER-RESPONSIVE URBAN PLANNING FOR THE MUNICIPALITY OF TRIPOLI (LEBANON)

Budget code: EEP001

Project: MELUP

Imputation item: 2.9.2, 2.9.3

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 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 coordinates the “Mediterranean Everyday Life Urban Planning (MELUP): Gender Perspective in Urban Development” project, funded by the Catalan Agency for Development Cooperation (ACCD). This initiative aims to strengthen the capacities of the municipalities of Al-Hoceima (Morocco) and Tripoli (Lebanon) to integrate a gender perspective into urban planning. The project runs from June 2025 to December 2026.

The first axis of action focuses on promoting inclusive urban planning through the active participation of women’s organisations and residents’ associations. A gender-sensitive **diagnosis** will be conducted in each pilot neighbourhood of Al-Hoceima and Tripoli to identify needs, barriers to accessing services, and situations of insecurity in public spaces. This process will involve local women’s associations and other community-based entities, ensuring an intersectional approach.

The methodology will include participatory workshops and other information gathering techniques with women of diverse ages and socio-economic backgrounds. Based on the findings, an **action plan** will be co-developed with local stakeholders and municipal teams to adapt public spaces through a gender lens. The plan will include a set of proposed interventions, from which one will be selected and implemented in each city with an approximate budget of 20.000 EUR.

At the end of the project, final seminars will be held in Al-Hoceima and Tripoli to present the results to regional and national public institutions, fostering dialogue on integrating gender perspectives in urban planning and municipal policies. Additionally, inauguration events for the adapted spaces will be organised to raise local awareness and highlight the importance of gender-sensitive planning.

The second axis aims to build the capacities of the municipalities of Al-Hoceima, Tripoli, and other MedCities member cities. A specialized **training** will be delivered by an international expert to elected officials, municipal staff, civil society representatives and the *local expert’s team in charge of developing the diagnosis and action plan* on gender-responsive urban planning from the **30th of September** until the **2nd of October 2025** in Tripoli.

To enhance impact and promote peer exchange, other network cities will also participate in capacity-building activities, including two study visits:

- The first, to Barcelona (January 2026), will focus on good practices in inclusive urban planning and public space regulation.
- The second, in July 2026, will explore the concept of “caring cities” and promote South-South cooperation.

In parallel, two “givers” cities from the MedCities network will engage in a peer-review process to support Al-Hoceima and Tripoli in developing gender-inclusive practices. Furthermore, based on the 2021 MedCities brief guide on participatory processes with a gender perspective, a guide on Everyday Life Urban Planning for Mediterranean municipalities will be developed.

Finally, an international online seminar on inclusive urban planning will be held to share the project’s outcomes with the wider MedCities network and promote knowledge exchange.

1. Objective

The objective of this service provision is to develop a diagnosis and action plan on gender-responsive urban planning for the municipality of Tripoli (Lebanon).

2. Scope of the services

The scope and characteristics of the services are as follows:

General objective

To develop a participatory and evidence-based diagnosis and a local action plan aimed at improving gender-responsive urban planning in a selected neighbourhood of Tripoli, focusing on the everyday life needs, safety, mobility, and access to public space of women and other underrepresented groups.

Specific objectives

- Co-develop a gender-responsive participatory methodology for urban diagnosis and action planning in collaboration with the international expert leading the MELUP training foreseen at the end of September 2025.
- Conduct a gender-sensitive diagnosis of the selected area, using participatory methods and an intersectional lens.
- Facilitate community engagement and support the municipality in identifying priority actions and co-designing solutions.
- Deliver a realistic and impact-oriented Action Plan, including a proposal for a pilot intervention.

Activity A. Stakeholder Mapping and Co-Development of the Participatory Methodology

- Carry out a mapping of local stakeholders (CSOs, women's groups, urban actors, municipal departments).
- Collaborate with the international expert leading the MELUP 2-day training (end of September 2025) to co-develop the participatory methodology, diagnostic tools and road map for the action plan. This will ensure continuity between the training content and the implementation of the methodology.
- Support the municipality in the definition of the target area for diagnosis (if not already confirmed).

Deliverables

- A.1. Stakeholder Mapping. To be submitted 10 days after the training and complementary to the Participatory methodology, co-developed with the international expert.

Activity B. Participatory Urban Diagnosis

- Apply the co-developed methodology to gather gender-sensitive data through the collection methods previously defined, namely focus groups, interviews, community mapping, exploratory walks with women and underrepresented groups, etc.
- Mobilise key local stakeholders and organise the logistics and facilitate participatory activities, in cooperation with the municipal team.
- Document key challenges related to safety, accessibility, public space usage, access to public facilities and services, mobility, time use, and care infrastructure.
- Integrate evaluation forms into participatory activities to measure impact and participant satisfaction. These forms can gather data segregated by gender, age, and other characteristics to be able to make a gender and intersectional analysis of participation.
- Produce a Gender-Responsive Urban Diagnosis Report, including findings, visuals, and key recommendations.
- The international expert will monitor the implementation of this methodology and provide technical guidance throughout this phase.
- The project foresees two physical diagnosis workshops (to be adapted to the agreed methodology).

It is important to take into account the following considerations when organising participatory events to ensure women's full participation:

- Logistical Considerations for Women's Participation: Methodological design must ensure women's full participation by addressing logistical barriers such as:
 - Distance to the activity venue and availability of public transportation
 - Scheduling that considers caregiving responsibilities
 - Provision of child-friendly spaces during workshops to support work-life balance
 - Adapting the methods to the characteristics of the group
 - Accompany the activity with food or snacks
 - If possible and needed, cover the cost of transportation to the activity
- Communication and Outreach: Awareness-raising and mobilisation efforts must be adapted to reach a broad and diverse female audience. If developing communication materials, these should be in dialectal Arabic (Lebanese) and consider high levels of female illiteracy and limited digital access in some segments of the population.

Deliverables

- B.1. Gender-Responsive Urban Diagnosis Report. To be submitted 2 weeks after fieldwork. Expected date: December 2025.

Activity C. Development of the Local Action Plan

- Facilitate at least one participatory workshop to validate diagnosis results and develop the action plan with local stakeholders.
- Accompany and support the municipal team in the whole process.
- Draft an Action Plan that includes:
 - Vision and strategic objectives
 - Priority actions (short-, medium-, and long-term)
 - Indicators for monitoring and evaluation
 - Budget estimates

- A proposal for one pilot intervention to be implemented in 2026 by the MELUP project (20.000 EUR budget available).
- Provide recommendations to ensure the ongoing use of gender-sensitive approaches in urban planning by the municipality.
- Whenever possible, the integration of nature into the urban environment will be promoted in the identified actions, to improve the sustainability, quality of life and resilience of cities.
- Integrate evaluation forms into participatory activities to measure impact and participant satisfaction.
- Support the external provider in charge of developing the pilot intervention in the design of the project and ensure a proper knowledge transfer of the project's outputs.
- Once both the diagnosis and the action plan are done, the service provider will participate in an online meeting together with the municipal team to analyse the lessons learned of the whole process with the international expert.

Deliverables

- C.1. Gender-Responsive Urban Action Plan. Expected date: February 2026.

Activity D. Presentation and Knowledge Sharing

The service provider will present a first version of the co-developed participatory methodology in front of Tripoli's local ecosystem in September 2025.

Additionally, MedCities will invite the service provider to take part in the following projects' events:

- Final awareness-raising and transfer of knowledge MELUP seminar in Tripoli. Expected date: October 2026
- Online international seminar with MedCities members on gender-responsive urban planning practices, where the MELUP project's results will be presented. Expected date: November 2026
- Inauguration ceremony of the public space pilot project adaptation. Expected date: December 2026

Deliverables

- D.1. PPT presentation of the Diagnosis and Action Plan.
- D.2. Executive summary report (activities and lessons learned).

All deliverables will be submitted in English and include relevant annexes: attendance lists, photos, minutes of the meetings, workshop materials, survey tools, and documentation of community engagement.

Coordination and Supervision

- The service provider will work under the supervision of MedCities and in close coordination with the international expert who will:
 - Provide guidance on methodological development
 - Participate in relevant online and in-person meetings
 - Monitor the correct application of the methodology during the diagnosis and action planning process

Minimum Profile of the Service Provider / Expert

- Proven experience in gender-responsive urban planning, participatory processes, or urban diagnosis.
- Familiarity with intersectional gender analysis and urban development issues in Lebanon or the MENA region.
- Ability to coordinate with international experts and adapt international methodologies to local contexts.
- Previous experience working with MedCities members and/or municipalities in the region will be an asset.
- Fluency in English and Arabic (written and spoken); knowledge of French is 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 May 2026. The service will be carried out in Tripoli (Lebanon) and at 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 €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, 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:

- 50% of the total amount after submission and validation by the MedCities team of the deliverables included under activity A and B.
- 50% of the total amount after submission and validation by the MedCities team of the rest of deliverables and end of the service.

Offer and invoices must contain at least the following information:

- Full tax name and full tax address of the supplier

General Secretariat

Àrea Metropolitana de Barcelona – Carrer 62, núm. 16-18 Edifici B, Zona Franca, 08040 Barcelona, SPAIN
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- 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 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

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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 days from the date of these terms of reference.
- The subject line of the email should specify "Service offer for the development of a diagnosis and action plan on gender-responsive urban planning for the municipality of Tripoli (Lebanon)".

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, September 1st 2025

Josep Canals Molina
MedCities Secretary General

General Secretariat

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