

## TERMS OF REFERENCE FOR THE DEVELOPMENT OF AN NBS ENABLER PACK OF URWAN PROJECT, INCLUDING COMPREHENSIVE TOOLS AND RECOMMENDATIONS FOR NBS PLANNING ,IMPLEMENTATION, MAINTENANCE AND MONITORING.

Budget code: EEP001

Project: URWAN

Imputation item: 3.5

### Introduction

The Associació MedCités / MedCités 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.

URWAN Project -*Urban Regenerative Water Avant Garde(N)*- is a pioneering initiative co-funded by the European Union through the INTERREG Euro-Med programme. URWAN's objective is to promote the use of multifunctional Nature-based Solutions (NbS) as an effective way of developing living areas that are resilient to climate change and water-related risks. These solutions are developed through community-driven design processes involving decision makers, technicians and citizens. By supporting the wider use and transfer of knowledge acquired in recent years, the project aims to promote the adoption of these solutions.

To do so, URWAN is implementing a series of activities such as:

- Implementation of a decision support system for NbS selection through the creation of a digital twin of the cities of Ferla, Ptuj and Sarajevo
- Implementation of a co design methodology and development of a Roadmap water and climate resilient territories, in the cities of Ferla, Ptuj, Sarajevo, Rome and Cuba
- Implementation of demonstrative NbS for water reuse, in the cities of Rome and Cuba
- Design and implementation of capacity building activities in each of the participating cities, based on an analysis of needs.

Apart from the aforementioned activities and in order to promote the transfer of the knowledge, learnings and products developed by the project to other Mediterranean **local authorities**, the project will produce a **ready-to-use NbS Enabler Pack** that will include:

- “NbS URWAN Catalogue”<sup>1</sup> (already developed under WP1 of the project)
- NbS co-design Methodology and Roadmap (named StartPark) to develop resilient territories (implemented under WP3 of the project)
- NbS design and implementation checklists to facilitate the mainstreaming of NbS in municipal action.
- A set of Recommendations about the optimal implementation and maintenance of NbS as well as the engagement of the community in the process.

MedCités is looking for a service provider experienced in the implementation of Nature-based solutions at local level and in the development of political, social, and technical

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<sup>1</sup> [https://urwan.interreg-euro-med.eu/wp-content/uploads/sites/67/o1.1\\_nbs-catalogue-for-final-users\\_eng\\_20250619.pdf](https://urwan.interreg-euro-med.eu/wp-content/uploads/sites/67/o1.1_nbs-catalogue-for-final-users_eng_20250619.pdf)

recommendations for local authorities to accompany the development of the NbS Enabler Pack. The service provider will develop NbS design and implementation checklists plus a set of recommendations at different levels and compile the components of the NbS Enabler Pack in a coherent, intuitive and user-friendly way.

### **1. Objective**

The objective of this service provision is the development of the NbS Enabler Pack of URWAN project, including comprehensive tools and recommendations for NbS planning, implementation, maintenance and monitoring.

### **2. Scope of the services**

The scope and characteristics of the services are as follows:

- Read and analyse the URWAN documents provided by MedCities in order to understand the work developed by the project and in particular the scopes and contents of the NbS Enabler Pack. These documents consist of, but will not be limited to:
  - URWAN Amplification Strategy and its annexes
  - Interviews of the 6 pilot cities and two pioneer cities (Barcelona and Cascais)
  - Outputs of the 1<sup>st</sup> (analysis of challenges) and 2<sup>nd</sup> Living Labs (analysis of solutions)
  - Contents of the 3 training kits (prepared for a 4-hours session each)
  - Results of continuous feedback mechanism to assess the challenges and solutions found during the implementation of the pilot NbS and the development of the co-design methodology
  - Other project outputs relevant for the creation of the checklist and set of recommendations.
- Read and analyse recent bibliography and lessons learnt from other projects that can provide additional inputs on barriers and solutions for the NbS planning, implementation and monitoring.
- Based on the review of URWAN existing material and other relevant bibliography, identify the needs, barriers and opportunities for the planning, design, implementation, monitoring and maintenance of NbS at local level; and which are the solutions to such barriers. For example, the provider will extract meaningful information on how different local authorities have managed to overcome those barriers; if there was some key governance structures and professional profiles; if something failed because they did not have a specific regulation in place or did not think about a specific issue; what were the key preparation documents; aspects related to the participatory process which helped at a later stage; or any other relevant information that a municipality needs to take into account when planning, implementing, maintaining or monitoring NbS.

- The service provider will transform all above information into a **checklist for the various steps of the project (planning and design; implementation; monitoring and maintenance), as well as the different criteria that interventions shall fulfill to be considered as NbS, following the IUCN NbS Global Standard and related self-assessment tool.**<sup>2</sup> This checklist will be created for its use by local authorities of different sizes, experience and technical capacities. It will be direct, with plain language; short questions and an intuitive and friendly format. The contents of the checklist will direct the user to each one of the set of recommendations (see below).
- Produce a set of recommendations at different levels to facilitate local authorities' mainstreaming and uptake of NbS to tackle climate vulnerability and water related risks. These recommendations will be directly linked to the checklist and will serve to provide information that answers the questions set on the checklist. In addition, they shall include examples and case studies, particularly those arising from URWAN activities.  
Based on URWAN previous discussions carried out during the first two living labs, the following 5 key topics were pre-identified: Financial; Technical expertise and monitoring; Governance (both intra and inter), Social Perception and Mobilisation; Legal and regulation. It is advised to follow this categorisation when presenting the content of the checklist and recommendations, e.g. by tagging recommendations to be able to cluster later according to topics.
- Perform regular meetings and coordination with MedCities; plus occasional meetings with other relevant project partners to shape the contents of the checklist and recommendations.
- Participate or liaise with MedCities project officer for the 3rd living lab, which will take place in Malta, from the 11th to the 13th of February 2026, and lead a session related to the NbS enabler pack to gather feedback towards finalisation.
- Implement changes suggested by MedCities and project partners.
- The service provider will consider that some of the NbS implemented during the project may be implemented in parallel with the development of the checklist and recommendations, therefore there should be room to include extra recommendations if these arise during the implementation process.
- Propose a user-friendly format, adequate for the target group, for the checklist and recommendations, with a detailed proposal of structure and format to increase its appeal, clarity and intuitiveness in order to obtain the optimal result for its usage.

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<sup>2</sup> <https://nbs-sat.iucn.org/>

MedCities will provide a designer to format the checklist and the set of recommendations according to the guidance of the service provider.

The service provider will deliver the following:

D1. Outline of the NbS Enabler Pack based on the analysis of previous results and literature review, deadline: October, 31<sup>st</sup> 2025

D2. Checklist for NbS design, implementation and monitoring at local level.

D2A: First draft, deadline: November, 14<sup>th</sup> 2025

D2B: Last version, deadline: March, 6<sup>th</sup> 2026. This document will be delivered in the format of word and excel (formatted in sentences for its translation)

D3. Set of multi-level recommendations for NbS design, implementation and monitoring at local level.

D3A: First draft, deadline: November, 30<sup>th</sup> 2025

D3B: Last version, deadline: March, 20<sup>th</sup> 2026. This document will be delivered in the format of word and excel (formatted in sentences for its translation)

D4. The participation/contribution at the 3<sup>rd</sup> Living Lab (foreseen 11-13<sup>th</sup> February 2026).

D4A: Concept note for the NbS Enabler Pack, including the slides presentation of the advanced draft, deadline: 5<sup>th</sup> February 2026

D4B: Session report with main takeaways to be incorporated in the final version of the NbS Enabler Pack, deadline 20<sup>th</sup> February 2026

### **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 March, 2026. The service will be carried out in the premises of the service provider.

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 €12.396,00 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €15.000,00 including the VAT rate valid on the date of the publication of these terms of reference which is 21%. The consultant may propose attending the 3<sup>rd</sup> Living Lab in Malta, which travel costs will be directly covered by MedCities.

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

#### **General Secretariat**

08040 BARCELONA – CATALONIA  
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, D2A and D3A by November 30<sup>th</sup>, 2025
- 60% of the total amount after the delivery of D2B, D3B, D4A and D4B by March, 20<sup>th</sup>, 2026

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](mailto: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 these terms of reference.

## **10. Submission of offers**

The offer must be sent to the following email address: [contact@medcities.org](mailto: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 "Development of an NbS Enabler pack of URWAN project, including comprehensive tools and recommendations for NbS design, implementation and monitoring".

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 is required to present the offer, we invite you to contact MedCities by writing to the email address [contact@medcities.org](mailto: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.

MedCités 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 18th, 2025

Josep Canals-Molina  
Secretary General