

TERMS OF REFERENCE TO CONTRIBUTE TO THE NATURAL HERITAGE MISSION (NHM) DATABASE, TO SELECT AND DEVELOP THE FIRST 20 FACTSHEETS FOR THE D4N BEST POLICY PRACTICE CATALOGUE AND REVISE THE STAKEHOLDERS MAPPING AND THE ADVOCACY PLAN FOR 2026-2029.

Budget code: EEP001

Project: D4N

Imputation item: 4.1.1 (50%) and 4.1.2 (50%)

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.

The **Dialogue 4 Nature project, or D4N**, brings together MedCités, along with six other solid and diverse Euro-MED partners (Region of Crete, Region of Sardinia, IUCN Med, Plan Bleu, the Marine Institute of Croatia, and the Ministry of Environment of Montenegro).

D4N is part of the Natural Heritage Mission (NHM) of the Interreg Euro-MED Programme, which focuses on protecting, restoring, and valorising the natural resources of the Euro-Mediterranean area. The NHM includes:

- 2 Governance projects: One Institutional Dialogue (Dialogue 4 Nature, D4N) and one Thematic Community (Community 4 Nature, C4N)
- Currently, there are 16 Thematic Projects (TPs) to which the governance projects serve as amplifiers.

More specifically, D4N aims to amplify the dialogue between different public authorities to integrate the policy results of communities and enhance multilevel, multi-sector, and transnational coordination, beyond the cooperation area for improving the protection, restoration, and valorisation of Natural Heritage in the Mediterranean. For this purpose, it aims to respond to three identified challenges: (i) improving policy governance and coordination, (ii) mainstreaming nature conservation understanding, and (iii) enhancing capacities for policy delivery. One of the primary expected outcomes of the project is the establishment of the Mediterranean Resilience Network (MRN), which aims to coordinate cooperation at the broader Mediterranean scale on climate change, biodiversity, and sustainable development policies.

Within the framework of D4N, MedCités is leading Work Package (WP) 1 on REUSE. This WP, through its activities, will provide opportunities to share experiences and results, foster synergies, and open communication and cooperation channels which are necessary for transferring, mainstreaming, and liaising activities. This WP considers two main activities: mapping targets and opportunities (A1.2) and facilitating the reuse of knowledge, experiences, and project results (A1.3). The first activity aims to enhance the ability to better tackle D4N and the overall Mission policy actions, and the second activity aims to contribute to transferring the existing best policy initiatives.

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In this sense, MedCities is currently seeking an expert or a group of experts that can:

- Identify 6 policy instruments outside the Interreg Euro-MED programme.
- Contribute to the Natural Heritage Mission database, including 30 past Interreg Med-projects relevant tools.
- Elaborate on the first 20 fact sheets of the catalogue of the most transferable and relevant policy tools issued from the NHM database.
- Create a map of policy actors/stakeholders and opportunities and review the D4N advocacy plan.

1. Objective

The objective of this service provision is to contribute to the NHM database, select and develop the first 20 fact sheets for the D4N Best Policy Practice Catalogue, and revise the stakeholder mapping and advocacy plan for 2026-2029.

2. Scope of the services

The scope and characteristics of the services are as follows:

Task 1: Identification of six best policy practices outside of the Interreg Euro-MED Programme

By best practices of environmental governance, we mean both legal and policy instruments that respond to the following definitions:

- **A legal instrument** is a written legal document that records the formal execution of legally enforceable acts or agreements securing their associated legal rights, obligations, and duties. Some examples: EU Directives and Regulations and Decisions, Laws, contracts, deeds, and statutes passed by competent legislatures are examples of legal instruments, as are, at the international level, treaties (such as the EU treaties) and conventions (such as the Barcelona Convention) ratified by member (?) States
- **A policy instrument** refers to a governing tool or linkage between policy formulation and implementation that is used to achieve policy targets in resource management while considering social, political, economic, and administrative concerns. Some examples include the EU White Papers, which contain proposals for European Union action in a specific area, such as the EU Green Papers; environmental contracts; climate plans.

The service provider should identify:

- Two legal and/or policy applied instruments, to protect our natural heritage which are applicable in the case of local or sub-state administrations.
- Two legal and/or policy applied instruments to restore our natural heritage which are applicable in the case of local or sub-state administrations.
- Two legal and/or policy applied instruments to valorise our natural heritage which are applicable in the case of the local or sub-state administrations.

Legal and/or policy instruments must be Mediterranean-related and can come from other EU-funded programmes (LIFE, PRIMA, Next Med, HORIZON...) or static, regional or local self-funded initiatives.

The service provider should identify the major strengths and weaknesses of the selected best practices in terms of transferability, taking into account the Mediterranean context.

- *Deliverable 1 associated with this task: Document with the six best policy practices out of the Interreg Euro-MED Programme, with the information required to fulfil the NHM database (described in task two).*

Task 2: Include 30 solutions in the Natural Heritage Mission database issued from previous Interreg MED projects or other EU-Funded programmes.

Led by the C4N, the NHM has developed a database on good nature protection, restoration and valorisation practices, gathering relevant good practices produced by projects from the previous Interreg program or other funding programmes, as well as all the results of the Thematic Projects from the current Interreg Euro-MED NHM programming period (outputs and key deliverables) to foster REUSE and TRANSFERENCE towards target audiences.

The database form¹ requests information on the following themes for all identified solutions:

1. What: challenges (drop-down menu), problems (explanation), solutions (explanation), and type of solution (drop-down menu).
2. Policy context on the international, Mediterranean, and EU context (drop-down menu for each framework).
3. Who: solution givers vs solution takers
4. Where: Implementation practice/policy (local, national, and/or regional level) or place of development (pilot site, place of the consortium...).
5. When
6. How (description of the process)
7. More information (links)
8. Keywords (up to 5)
9. SDGs relation (drop-down menu)

This database aims to be a unique platform that encompasses all the solutions identified during this period.

As described in Appendix 1 of this document, MedCities has identified 12 solutions from the Biodiversity Knowledge Platform that need to be included. The C4N partners will identify a maximum of 12 technical solutions issued from the aforementioned programmes to be included in the database.

The service provider is expected to:

- Contact the organisations leading the development of the MedCities and C4N-identified tools to gather any missing information required to fulfill the NHM database. NHM partners will be responsible for facilitating the initial contact.
- Contact the leader of the initiatives identified in Task 1 and gather all the data needed to fulfil the NHM database.
- Insert the 30 solutions identified in Tasks 1 and 2 into the NHM database.

- *Deliverable 2 associated with this task: a document with the 30 solutions and the information required to fulfil the NHM database.*

¹ Please see the full form here: <https://natural-heritage.interreg-euro-med.eu/forms/community4nature-data-collection-template/>

Task 3: Design and develop the first 20 fact sheets of the selected governance solutions to include in the D4N Good Policy Initiatives Catalogue.

As leaders of the REUSE WP, MedCités is responsible for developing a catalogue of good policy practices accessible for reuse and transfer in the Mediterranean context. The solutions chosen for the catalogue must be on the NHM database, but they must be the most robust and transferable policy solutions at the local, subnational, and national level. To ensure the continuity of the catalogue, it will be made available online through existing long-lasting platforms, such as Panorama Solutions.

In this sense, the service provider must:

- Review all the policy solutions included in the NHM database and do a shortlist of the twenty most prominent.
- Identify at least three potential platforms to host the catalogue, consider other options, and investigate the possibility of including the D4N solutions on it.
- Develop and adapt in optimised format the catalogue factsheet for each of the twenty shortlisted solutions. The factsheet must be compatible with the chosen platform or platforms.
- The 20 fact sheets should have at least one picture.

➤ *Deliverable 3 associated with this task: The first 20 fact sheets of the catalogue.*

Task 4: Revise and organise the stakeholders/policy targets mapping for the NHM

D4N is willing to upscale best practices from associated thematic projects to the Mediterranean and EU policy levels, engaging with decision-makers and relevant authorities at the science-policy interface. Additionally, the NHM is developing joint position papers relevant to the region and seeks to contribute to preserving our natural heritage while enhancing the quality of life for all the people in the Mediterranean region.

From the beginning of the project, the best-positioned partners of the NHM have been actively participating in high-level events, including the COP, Barcelona Convention events, UNOC3, European Week for Cities and Regions, Mediterranean Green Week, national and sub-national clusters, and working groups.

In this line, the service provider should:

- Revise the work done and organise a stakeholder mapping of the relevant policy makers to be influenced by the NHM.
- Include the potential entry doors to influence their positions in relation to the NHM objectives and interests, especially regarding any policy revision processes that are foreseen in the mid-term.
- Organise the mapping according to Global policy frameworks, Mediterranean policy frameworks, EU policy frameworks, and two different national policy frameworks of Mediterranean states, which will be inspirational examples, so that the NHM can complete the rest of the identifications autonomously.

The NHM partners will supply the service provider with all the documentation already created in the framework of the Mission, such as the first version of the database of policies proposed by Plan Bleu, the TPs Bilateral Meetings Results, and an anonymised list of the events with the

NHM partners' participation, and the institutions belonging to the NHM Community of practice map (<https://natural-heritage.interreg-euro-med.eu/home/our-story/our-map/>) .

- *Deliverable 4 associated with this task: Stakeholder mapping document according to the different frameworks mentioned in Task 3 (global, Mediterranean, EU, national).*

Task 5: Revision and update of the D4N advocacy strategy for 2026-2029.

D4N partners have drafted a first version of an advocacy plan for 2024 and 2025. With the results of task 3, the service provider should revise the D4N advocacy strategy document and build a draft version that covers 2026 until 2029, which is the end of the project.

The service provider can use the 2024-2025 draft as an inspiration, but the final document must include:

- A link between policy targets and identified actions. This also means identifying which tools the NHM will use to achieve its objectives (policy documents, presentations, meetings, formal participation process, etc.)
- A road map to upscale the policy documents created in the framework of the NHM (documents issued by the governance projects).
- At least three thematic road maps to upscale TP policy documents.
- An indicator matrix to enable the follow-up of the plan.

- *Deliverable 5 associated with this task: The Advocacy Plan document 2026-2029.*
- *Deliverable 6 as a final service deliverable: Final report on the services provision.*

TENTATIVE CALENDAR:

| Tasks | Oct 25 | Nv 25 | Dec 25 | Jan 26 | Feb 26 |
|---|--------|-------|--------|--------|--------|
| Task 1: Identification of six best policy practices outside of the Interreg Euro-MED Programme | X | X | | | |
| Task 2: Include 30 solutions in the Natural Heritage Mission database issued from previous Interreg MED projects or other EU-Funded programmes. | | X | X | | |
| Task 3: Design and develop the first 20 fact sheets of the selected governance solutions to include in the D4N Good Policy Initiatives Catalogue. | | | X | | |
| Task 3: Revise and organise the stakeholders/policy targets mapping for the NHM. | X | X | | | |
| Task 4: Revision and update the D4N advocacy strategy for 2026-2029. | | | X | X | X |
| Final report | | | | | X |

PROFILE:

Education

University degree in Environmental Policy or similar, or a degree in Environmental or Social Sciences.

Experience

Experience of at least 5 years covering all the following fields:

General Secretariat

- Global, EU, and Mediterranean environmental policy context.
- Advocacy and lobbying for environmentally related initiatives.
- Drafting of policy documents, policy briefs and/or statements. Previous experience in working with local authorities will be considered an asset.

Competences

- An excellent command of English is a must. Working knowledge of other Mediterranean languages is an asset.
- Good knowledge of the latest environmental policy landscape at the Mediterranean and European levels.
- Good knowledge of European and other cooperation programmes in the Mediterranean basin focused on ecosystem conservation, restoration, and valorisation.
- Good knowledge of the Mediterranean Basin and stakeholders related to ecosystem conservation, restoration, and valorisation.
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3. Type of service, duration and place of execution

These terms of reference, together with the selected proposal will define the conditions of the service as a contract of provision of services from the notification of the order until the 28st February 2026. The service will be carried out at the 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 €10,000.00 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €12,100.00, 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, transportation 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
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 will be paid upon the submission of deliverables 1 and 2.
- 60% of the total amount will be paid upon the submission of deliverables 3, 4, 5 and 6.

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
- Details 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 an 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 belong 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 to contribute to the NHM database, to select and develop the fact sheets of the first policy initiatives for the D4N Best Policy Practice Catalogue and revise the stakeholders mapping and the advocacy plan for 2026-2029".

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, 25th September 2025

Josep Canals-Molina
Secretary General

General Secretariat

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APPENDIX 1:

REUSE IDENTIFICATION SOLUTIONS (only 12, will be chosen to be included in the NHM database)

ENSERES CATALOGUE

1. [ISEA Scheme to standardise MPA management](#)
2. [Stakeholder Participation Toolkit for the Identification, Designation, and Management of MPAs](#)
3. [Handbook for Coastal Wetlands Governance](#)
4. [MARISTANIS Wetland Contract](#)
5. [A Guide to Surveillance and Enforcement of Regulations in Mediterranean MPAs](#)
6. [Fishermen's Engagement in Mediterranean MPAs](#)
7. [MedPAN Resource Centre](#)
8. [Sustainable management of Posidonia beach Systems](#)

MBPC CATALOGUE:

9. [Governance Toolkit for Managing Small-Scale Fisheries in Marine Protected Areas](#)
10. [MPAs Small-scale Fisheries Governance Toolkit](#)
11. [Environmental Contracts in Marine Protected Areas](#)
12. [MPA Contracts](#)
13. [Guidelines for drafting a standard Marine Protected Area Management Plan](#)
14. [Wetlands Contract](#)
15. [Coastal governance good practices database](#)
16. [Climate Change Participatory Action Plans](#)