

## TERMS OF REFERENCE FOR THE DESIGN AND DELIVERY OF A FACE-TO-FACE TRAINING IN EL MINA (LEBANON) WITHIN THE NATURINC MED PROJECT

Budget code: EEP001  
Project: NATURIncMed  
Imputation item: 2.1.4

### 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 91 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.

NATURIncMed (Promoting the Naturalisation of Public Spaces with Social Inclusion and Ecosystem Services) is a project funded by the Spanish Agency for International Development Cooperation (AECID). It supports four southern Mediterranean municipalities - Madaba (Jordan), El Mina (Lebanon), Gabès (Tunisia), and Tétouan (Morocco) - in the planning and design of green, socially inclusive public spaces as a lever for more climate-resilient and socially impactful urban environments.

The project aims to assist the pilot municipalities in identifying strategic urban areas where green, inclusive, and nature-based interventions can be planned and implemented. In this context, Nature-Based Solutions (NbS) are promoted as key tools for inclusive urban regeneration, climate adaptation, and improved quality of life in Mediterranean cities. To support this process, the project will mobilise an external capacity-building training service aimed at strengthening the capacities of municipal staff in El Mina (Lebanon) to integrate inclusive, environmental, and long-term approaches into urban policies.

### 1. Objective

The objective of this service provision is a capacity building training programme on site to strengthen the capacities of the Municipality of El Mina to plan, design, and promote inclusive public and green spaces, integrating Nature-Based Solutions (NbS) and long-term policy approaches.

### 2. Scope of the services

The scope and characteristics of the services are as follows:

The selected contractor will be responsible for the design, preparation, and delivery of a face-to-face training programme, structured into three morning sessions (approximately 4 hours each), to be delivered between April and June (exact dates to be agreed with the municipality).

#### Training sessions

Session 1 – Improving municipal capacities for inclusive public space design (including principles of accessibility, equity and inclusivity in approach and design with practical cases)

Session 2 – Learning about Nature-Based Solutions (NbS)

Session 3 – Promoting long-term public policies on green spaces (including management and tools)

The training shall combine theoretical inputs, practical examples, and interactive exchanges, encouraging active participation.

### Methodology

- Face-to-face and interactive training approach
- Use of presentations, facilitated discussions, and practical exercises
- Adaptation of content to the local context of El Mina
- Clear and accessible language, suitable for mixed technical and non-technical profiles

### Deliverables

The contractor shall deliver the following:

**D1. Detailed training programme**, including agenda and content of the three sessions (in English for MedCities and Arabic for local usage) *Deadline: 10 days before the training*

**D2. Training materials**, including presentations and any supporting documents used (Arabic for local usage before the training. *Deadline: 5 days after the training*

**D3. Final implementation report** (in English 10-15 pages). The report will include:

- Description of the sessions delivered
- Number and profile of participants
- Overall assessment and key lessons learned
- Key concepts addressed
- Photographies of the training sessions
- Main recommendations for the Municipality of El Mina
- Suggestions for follow-up and practical application

*Deadline: 7 days after the training*

In addition to these deliverables, the contractor will be required to participate in regular follow-up meetings with MedCities to communicate progress in the preparation and implementation of the training activities.

Target participants: civil servants with a technical background in architecture, urban planning, and/or engineering or similar.

### Service provider requirements:

The service may be provided by an individual expert or a team with the following profile:

- Academic background in urban planning, architecture, environmental sciences, public policy, or related fields.
- Minimum 5 years proven experience in:
  - Design and/or management of public and green urban spaces
  - Nature-Based Solutions and sustainable urban development
  - Development or support of local public policies
- Demonstrated experience in training and capacity-building, particularly with local authorities.
- Knowledge of the Mediterranean context specifically in Lebanon.
- Ability to deliver the training in the required language(s) Arabic for local purposes and English for reporting and documents.
- Strong communication, facilitation, and stakeholder engagement skills.

### **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 30 June 2026. The service will be carried out in the premises of the service provider and El Mina (Lebanon).

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 €3.400,00 (all taxes included).

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.

1 invoice is required according to the following details:

- 100% of the total amount after the delivery of D3.

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 provision.

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 this 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 "Service offer for the design and delivery of a face-to-face training in El Mina (Lebanon) within the NATURIncMed 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:

- Detailed offer of the services: a 5 pages technical offer highlighting the proposed methodological approach for the training with examples (links to previous trainings and capacity building activities), a draft training programme, including the main topics and contents per session, adaptation to the local context and the specific audience).
- 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](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.

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, February 17, 2026

Josep Canals Molina  
MedCities Secretary General