

## TERMS OF REFERENCE FOR TECHNICAL SUPPORT IN DESIGNING AND IMPLEMENTING A CALL FOR SOCIO-ECONOMIC AND SUSTAINABLE PROJECT PROPOSALS

Budget code: EEP001

Project: LASERMed26

Imputation item: 2.8

### 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.

Since 2021, MedCités, with the technical and financial support of the Barcelona Provincial Council (DIBA), has implemented the LASERMed program to strengthen the role of local councils in promoting local socio-economic recovery initiatives, including through the identification and implementation of socio-economic pilot projects. One of the objectives of the project “LASERMed26: Local development initiative from a social and environmental perspective, in the Mediterranean” is to identify potential new pilot projects that municipalities from Jordan, Lebanon, Morocco and Türkiye would implement while finding synergies between these municipalities and the municipalities of the province of Barcelona to enable an exchange of experiences and good practices, thus feeding the design of the pilot projects.

In order to identify pilot projects, MedCités will launch a call for socio-economic promotion and sustainability project proposals aiming MedCités member municipalities in the above-mentioned 4 countries, namely Jordan, Lebanon, Morocco and Türkiye (43 potential municipalities in total). Based on thematics that will have been pre-defined, according to the interests and priorities of the municipalities of these 4 countries and those of the municipalities of the province of Barcelona, up to 4 proposals aiming at implementing sustainable socio-economics projects and submitted by MedCités members municipalities will be selected. In a second phase, in order to support them further develop these pilot project ideas, the selected municipalities will be invited to participate in a study visit organized at the end of the year in the province of Barcelona to exchange experiences with their counterparts and collect the best practices.

An expert is needed to support the implementation of this activity, in particular to identify the thematics to work on, design and implement the call for project proposals and assess them.

#### 1. Objective

The objective of this service provision is a technical support in designing and implementing a call for socio-economic and sustainable project proposals.

#### 2. Scope of the services

The scope and characteristics of the services are as follows:

An external expert will be in charge of:

#### General Secretariat

### **A) Identifying the priorities and interests of the targeted municipalities**

As a first step, the expert will have to do some research to identify priorities and topics of interest in terms of sustainable and inclusive socioeconomic development for both the municipalities of the province of Barcelona and the municipalities of the 4 eligible countries. For this task, MedCities and DIBA will provide information and potential contacts to get in touch with. This analysis will identify at least 3 topics of interest to work on (e.g. socio-economic promotion of sustainable sectors, labour market, territorial promotion and tourism).

The service provider is expected to:

- Collect information on the municipalities of the province of Barcelona and the municipalities that are MedCities members from Jordan, Lebanon, Morocco and Türkiye.
- Analyse their interests and priorities in terms of socioeconomic development and identify the topics to work on within the framework of the call for proposals.

Deliverables of Task A:

- A.1 A report (5 pages minimum) identifying the priority thematic in the field of inclusive and sustainable socioeconomic development for the targeted municipalities (from the province of Barcelona, Jordan, Lebanon, Morocco and Türkiye) – in English. The report will be considered finalized upon validation by MedCities.

Estimated date for deliverable delivery: 20/04/2026

### **B) Designing the call for project proposals**

This phase consists in the preparation of the call for proposals to develop sustainable and inclusive socioeconomic pilot projects targeting MedCities municipalities. The service provider will be in charge of designing this call. He/she will have to establish the terms of reference of this call, a methodology to assess the applications including the eligibility criteria, the assessment process and the scoring system as well as an application form.

Prior to the launch, the service provider will coordinate with MedCities in order to find the most appropriate platform to launch the call for proposals and to ensure receiving as many valid applications as possible.

Once the call is launched and with the objective to receive good quality project proposals, MedCities will organise a first webinar to introduce the call to potential applicants and answer their questions. The service provider will support MedCities in the moderation of this webinar.

The service provider is expected to:

- Develop the terms of reference of the call for proposals for the potential applicants including the most relevant information.
- Develop a methodology to assess the applications.
- Develop an application form including relevant fields that will enable the expert to collect the requested information and assess the applications.
- Support MedCities in the moderation of the webinar aiming at informing potential applicants and engaging them.

Deliverables of Task B:

- B.1 Terms of reference of the call for proposals (1 page minimum) – in English.
- B.2 An assessment methodology (5 pages minimum) – in English.
- B.3 An application form template – in English.

All deliverables will be considered finalized upon validation by MedCities.

Estimated date for deliverable delivery: 30/04/2026

### **C) Selecting pilot project proposals**

The call for proposals will be executed in 2 stages:

The municipalities will be invited to submit their proposals before a deadline set by the call. The service provider will analyse them as a first step and choose the 10 best proposals. An online workshop will be organized by the expert with the representatives of the municipalities with the objective to improve the project proposals. The municipalities will have some time to change their proposals and will be invited to submit them a second time.

The service provider will assess these updated applications and make a second selection of proposals consisting in 4 project proposals. This assessment will identify the strongest pilot project proposals and provide some feedback on how to improve all proposals, if needed, whether the applicants were selected or not for the study visit, as the idea is to work with other proposals for the next editions of the LASERMed project. This improvement section must clearly appear for each proposal in the assessment as this content will be communicated to the applicants.

The service provider is expected to:

- Assess the applications received.
- Moderate an online work session with the municipalities to guide them and enable them to improve their proposals.
- Identify 4 municipalities that will participate in the study visit.
- Provide advice on how to improve the proposals, if needed.

Deliverables of Task C:

- C.1 An assessment report, including the ranking of the pilot project proposals, recommendations to improve the projects and a summary of the online workshop (5 pages minimum) – in English. The report will be considered finalized upon validation by MedCities.

Estimated date for deliverable delivery: 15/08/2026

### **D) Supporting the contractor in conceptualizing a study visit**

On the basis of the analysis the service provider will have carried out under Task A and the results of the assessment of Task C, the service provider will support MedCities in the elaboration of a 3-day study visit that will be organised in the province of Barcelona aiming at: 1) allowing municipalities to benefit from training on the themes of the selected pilot projects, 2) setting an exchange of experiences and knowledge between the selected municipalities and the municipalities of the province of Barcelona, and 3) enabling the municipalities to meet each other with the aim to foster Mediterranean intermunicipal cooperation.

The service provider is expected to:

- Support MedCities in the elaboration of the study visit.

Deliverables of Task D:

- D.1 A study visit concept note (1-2 pages) – in English. The concept note will be considered finalized upon validation by MedCities.

Estimated date for deliverable delivery: 1/11/2026

## Preliminary calendar of service implementation

	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
A. Identify thematic and priorities										
B. Develop a methodology and application form										
Launch of the call for proposals										
B. Organisation of the info webinar										
C. Online work session										
C. Assessment of the applications										
D. Drafting the concept note of the study visit										
Organisation of the study visit										

### Expert profile

- University degree in a field relevant for this service, such as economics, circular economy, urban economic development, public management, social inclusion or any other relevant area.
- A minimum of 5 years of experience in the field of socio-economic development
- A minimum of 5 years of experience in working with Mediterranean municipalities
- Proficiency in English and Arabic – written and oral is necessary. Knowledge of French and Turkish is a plus.
- Good knowledge of the socio-political and cultural context of Mediterranean cities and professional experience in Southern and Eastern Mediterranean.

### 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 15 November, 2026. The service will be carried out from 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 €7.024,79 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €8.500,00 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

#### General Secretariat

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 on the finalisation of the deliverables of Tasks A and B
- 50% of the total amount on the finalisation of the deliverables of Tasks C and D

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 MedCités 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 MedCités 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 MedCités 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).

MedCités 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 MedCités 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

### General Secretariat

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 and reports, 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 technical support in designing and implementing a call for socio-economic and sustainable project proposals”

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 methodological note indicating how the provider would implement the service, the proposed approach and the implementation schedule.
- 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.

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, March 27, 2026

Jordi Castellana Gamisans  
MedCités Acting Secretary General