

TERMS OF REFERENCE FOR THE COORDINATION OF FIVE PILOT ACTIONS ON MULTI-STAKEHOLDER LOCAL GOVERNANCE IN WASTE MANAGEMENT

Budget code: EEP001
 Project: Gov4GreenMed
 Imputation item: 4.2

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 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.

The Gov4GreenMed project is funded under the Interreg NEXT MED Programme, within the Specific Objective 4.1 (ISO6.6): “Other actions to support better cooperation governance.”

The project aims to establish multi-stakeholder consultation spaces to support the development of participatory local governance models and measures for municipal solid waste management and food waste policies. These approaches will be tested through five pilot actions implemented in municipalities in Spain (Mancomunitat La Plana), Italy (Scandici), Türkiye (Finike), Jordan (Ein Al-Basha), and Tunisia (Nabeul).

The project is currently finalising a participatory and collaborative framework under Work Package 3 (WP3), which will be adapted and applied across all pilot territories. MedCities is responsible for coordinating Work Package 4 (WP4), focused on the implementation of pilot actions to operationalise multi-stakeholder local governance processes for municipal solid waste and food waste management in the participating municipalities.

Each municipality or associated partner is linked to a specific project partner, as detailed in the table below. The selected thematic focus of each pilot territory is also indicated.

Municipality/AO	Country	Project Partner	Type of pilot focus
Mancomunitat la Plana	Spain	UVIC (LP)	Re-use circuits and citizen engagement in waste prevention
Scandici	Italy	COSPE (PP02)	Food policy, organic district governance and food waste reduction
Finike (Antalya Municipality)	Türkiye	AMM (PP05)	Metropolitan organic fertiliser from municipal organic waste and farmer awareness
Nabeul	Tunisia	CITET (PP03)	Participatory integrated municipal waste management plan and composting pilots

General Secretariat

Ein al Basha	Jordan	FPEC (PP04)	Composting initiatives for both the commercial sector and households
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MedCities has already undertaken preliminary groundwork to support the establishment of multi-stakeholder consultation spaces in each participating municipality. This includes the development of operational guidelines for Project Partners, as well as the collection of key information—through a dedicated form under Activity A4.1.1—to support the definition of the participatory process in each pilot territory.

From May onwards, the five pilot territories will begin the testing, adaptation, and implementation of multi-stakeholder spaces and local governance models under Activity 4.2.1. This activity involves conducting multi-stakeholder consultation processes, consisting of at least five consultation sessions per territory, and will be based on the common territorial participatory approach and methodology developed by the project, to be finalised by the end of April 2026.

In parallel, each pilot territory will implement tailor-made actions aligned with the priorities identified through Activity 4.2.1 at municipal level. Such actions may include, but are not limited to, feasibility studies, procurement of small-scale infrastructure or equipment, capacity-building activities, and the provision of external technical expertise.

In addition, study visits to comparable experiences will be organised to gain in-depth knowledge and insights from relevant initiatives, thereby supporting the effective implementation of the pilot actions (Activity 4.3.1). The destination of each study visit will be selected by the pilot territories from a catalogue of best practices previously developed. As a guideline, a maximum of three study visits will be organised.

In terms of organisation, each pilot territory has appointed three ambassadors, who act as focal points and constitute a key link between the project and the pilot initiatives. One ambassador represents the project partner, one the associated organisation, and one a local civil society organisation. The ambassadors play a central role in the definition and development of pilot activities and actively participate in the thematic study visits.

To support the successful delivery of these activities, MedCities seeks international expertise in waste management and participatory processes to contribute to the development and implementation of WP4 activities and to provide regular technical assistance to both Project Partners and Associated Partners. The service provider must be fluent in English and Arabic language.

1. Objective

The objective of this service provision is the coordination of five pilot actions on multi-stakeholder local governance in waste management.

2. Scope of the services

The scope and characteristics of the services are as follows:

General coordination and technical supervision

- Ensure overall technical coherence and quality of WP4 implementation across all pilot territories, in line with the methodology developed under WP3.

- Coordinate and facilitate regular follow-up meetings with MedCities, Project Partners, Associated Organizations, and local experts to monitor progress, address challenges, and ensure alignment.
- Develop Output 4.0, a monitoring document enabling rapid follow-up of pilot actions (meetings, agreements, deadlines). At least one monthly meeting per pilot territory.

Related deliverable:

- **Output 4.0. Coordination report**, summarising the process in each municipality (including schematic meeting minutes/agreements). *Expected date: April 2027.*

A4.1.1. Creation of multi-stakeholder consultation spaces in each municipality

- Building on the information collected through the project forms and the agreed methodology, the international expert will support Project Partners and Associated Organisations in defining and establishing multi-stakeholder consultation spaces and the corresponding participatory process, ensuring clear and balanced objectives, timelines, stakeholder mapping, budgets, and other key implementation elements.

Related deliverable:

- **Output 4.1. Pilot actions: setting the scene.** The international expert will review and complement this output based on the first version of the guidelines elaborated by MedCities. *Expected date: July 2026.*

A4.2.1. Testing, adaptation and implementation of multistakeholder spaces and local governance models & A4.2.2. Tailor-made activities

- Monitor the organisation and quality of consultation sessions (minimum five per pilot), ensuring they meet inclusiveness, participation, and governance standards.
- Ensure consistent application of the project's participatory methodology.
- Provide technical support and strategic guidance to local experts during the consultation spaces and implementation of tailor-made activities.
- Validate the coherence between identified needs, agreed priorities, and the design of tailor-made activities.

Related deliverable:

- **Output: 4.2 - Pilot actions: designing and implementation of public services.** It describes the activities implemented in the different multi-stakeholder spaces to develop local governance models on solid and food waste management. It includes the results of the consultation spaces, collecting the needs of stakeholders and citizens and decisions taken, that results into a common vision and definition of the pilot solution. According to that, tailor-made activities are implemented in each municipality such as specific trainings or purchasing specific infrastructure. The international expert will develop this output in accordance with the programme's guidelines and under the supervision of the MedCities team. In particular, the expert will develop the template documents required to collect information from each pilot territory and will coordinate the overall data-collection process. A PowerPoint (PPT) version of the document will also be required. At the end of the service, the five pilot experiences will be also collected in the template of the MedUrbanTools webpage that will be provided by MedCities for further dissemination. *Expected date: April 2027.*

A4.3.1. Study visits to similar experiences

- Advise on the selection of relevant study visits.
- Support definition of objectives, learning outcomes, and follow-up actions.

- Ensure effective integration of lessons learned into pilot actions.
- Promote structured knowledge exchange between pilot territories.

Related deliverable:

- **Output 4.3. Pilot actions: knowledge exchange.** The output will compile the experiences that were visited including a summary of the lessons learnt, drawbacks and actions that can be replicated in the respective pilot actions. The international expert will develop this output in accordance with the programme's guidelines and under the supervision of the MedCities team. In particular, the expert will develop the template documents required to collect information from each pilot territory and will coordinate the overall data-collection process. A PPT version of the document will also be required. *Expected date: April 2027.*

Contributions to other work packages' activities

- WP2: The expert shall support Activity 2.2 "Communication and awareness-raising campaigns in pilot territories" by providing technical input as required by the project.
- WP3: The expert may be requested to contribute to online training sessions on methodology, participatory processes, and waste management under Activity A3.1.3, as well as to support the exchange of experiences among ambassadors under Activity A3.2.2, based on project needs.
- WP5: Upon request and subject to project requirements, the expert may be required to contribute—based on the outputs and results of WP4—to the development of policy papers, participation in replication workshops, and support to the final capitalisation event (Activities A5.1.1, A5.2.1, and A5.2.2).

Profile:

- ✓ 8–10 years of experience in municipal solid and/or food waste management at local or regional level.
- ✓ Proven expertise in participatory and multi-stakeholder governance, including consultation processes with public authorities and civil society.
- ✓ Experience coordinating or technically supervising pilot actions or territorial projects, preferably in EU-funded or international programmes.
- ✓ Full professional proficiency in English and Arabic (mandatory).

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 30th of April 2027. The service will be carried out at the service providers' premises.

The service will be governed by the Spanish law and the courts of Barcelona.

4. Base budget of the service

The maximum budget for this service is €14.975,00 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €18.119,75 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:

- 25% of the total amount after the submission and validation by MedCities Secretariat of deliverable output 4.1.
- 75% of the total amount after the submission and validation by MedCities Secretariat of the rest deliverables and end of the service provision.

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.

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

- 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 coordination of five pilot actions on multi-stakeholder local governance in waste management".

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 MedCités by writing to the email address contact@medcities.org. Only written questions about clarifications of the presentation of offers will be answered.

MedCités 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, April 16th, 2026

Jordi Castellana Gamisans
Acting Secretary General