

TERMS OF REFERENCE FOR THE DESIGN, TECHNICAL DIRECTION, WORKS SUPERVISION AND REFURBISHMENT OF A STAIRWAY IN DAHR EL MOGHR

Budget code: EEP001

Project: MELUP

Imputation item: 2.9.4, 4.1.2

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.

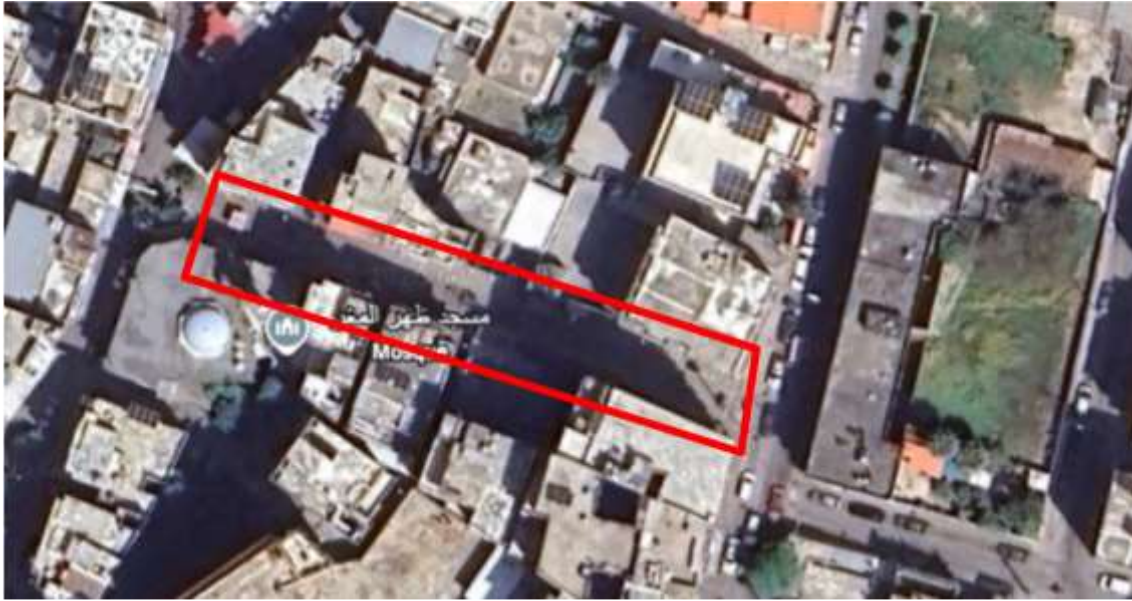
MedCities coordinates the “Mediterranean Everyday Life Urban Planning (MELUP): Gender Perspective in Urban Development” project, funded by the Catalan Agency for Development Cooperation (ACCD). This initiative aims to strengthen the capacities of the municipalities of Al-Hoceima (Morocco) and Tripoli (Lebanon) to integrate a gender perspective into urban planning. The project runs from June 2025 to December 2026.

The first axis of action focuses on promoting inclusive urban planning through the active participation of women’s organisations and residents’ associations. A participatory gender-sensitive diagnosis and action plan has been conducted in the neighbourhood of Dahr El Moghr in Tripoli from November 2025 to February 2026 in close cooperation with women’s associations. The diagnosis identifies needs, barriers to accessing services, and situations of insecurity in public spaces for women, while the action plan proposes a set of interventions to adapt public spaces to the women’s needs.

Among the interventions proposed in the plan, the incremental upgrading of key stairways—including improved lighting, installation of handrails, structural repairs, and the addition of rest stops—has emerged as a top priority. Several factors underpin this prioritisation:

- Stairs serve as critical pedestrian infrastructure in Dahr El Moghr, linking residents to services, schools, and main circulation routes.
- Upgrades provide an immediate and visible improvement in mobility and safety.
- The benefits are measurable and respond directly to concerns raised by residents.
- Caregivers, older women, and adolescent girls—particularly those commuting to school—are expected to benefit significantly from smoother and safer stairs.
- The intervention reduces the physical burden on women carrying children or goods along steep passages.
- Improved visibility and lighting enhance safety for girls and women, particularly during evening hours.

The selected stairway (coordinates: 34.4337851, 35.8477734) connects two main roads, is heavily used by schoolgirls returning from a nearby school and offers sufficient spatial width to accommodate a range of small-scale improvements. In line with the action plan’s emphasis on improving safety, accessibility, and everyday mobility through targeted and feasible interventions, the site was assessed by municipal engineers, who confirmed that both the stairs and the surrounding buildings are safe for a project implementation.



Location of selected stairway for pilot intervention 34.4337851, 35.8477734

The public space functions as a stepped urban corridor that is vital for daily pedestrian movement. However, it is currently in a state of significant physical deterioration, with limited maintenance and increasingly unsafe conditions.

The stairways and the central sloped path show pronounced structural wear, including eroded and uneven surfaces, broken or crumbling step edges, and scattered patchwork repairs that have not addressed the underlying issues. These conditions severely reduce accessibility and create safety risks—particularly for children, older adults, caregivers with strollers, and individuals with limited mobility. Existing handrails offer partial support but are insufficient to compensate for the overall degraded state of the infrastructure.

Cleanliness and waste management also present notable challenges. Scattered litter and informal waste-dumping points signal inadequate municipal servicing and contribute to a sense of neglect. The unclear state of drainage, combined with debris accumulation, suggests potential flooding or water stagnation during rainfall, further undermining safe use of the space.

The surrounding built environment reinforces this pattern of decline. Building façades exhibit visible deterioration, including peeling finishes, exposed utilities, and improvised extensions. Irregular overhead cabling adds to visual clutter while introducing potential electrical and safety hazards. Together, these conditions underscore the urgency of a comprehensive refurbishment to restore safety, mobility, and dignity to this important public passageway.



Selected stairway for pilot intervention 34.4337851, 35.8477734

Refurbishing the stairway is essential to improve daily mobility, safety, and social life within the neighbourhood. When properly rehabilitated, stairways can become vibrant open spaces that foster social interaction in dense urban areas. Community feedback shows that women in particular have welcomed similar improvements in nearby neighbourhoods, indicating strong local demand for better-designed pedestrian routes.

Many groups in the community rely on the stairway and currently face significant barriers. Caregivers need smoother, more even steps to navigate with strollers and small children. Girls and women require safer, well-lit routes to move confidently through the area, especially at night. Elderly residents and pregnant women depend on stable, continuous handrails for support, while long stairways call for strategically placed resting points to make the climb manageable for all.

Furthermore, technical and spatial constraints make upgrading the stairway urgent. Variations in step size and slope create safety hazards and complicate rehabilitation. Narrow sections restrict the installation of handrails or resting areas, while the dense urban fabric limits emergency access and increases risks during construction. These conditions reinforce the necessity of a carefully planned and supervised intervention to ensure safe and functional mobility within Dahr El Moghr.

1. Objective

The objective of this contract is the design, technical direction, works supervision and refurbishment of a stairway in Dahr El Moghr.

2. Scope of the services and works

General Secretariat

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The scope of the services and works covered by this contract includes the execution of all activities necessary for the correct and complete implementation of the services and works described below, in accordance with the approved technical specifications, applicable regulations, good construction practice and applicable regulations.

The services and works shall include, at least, the following elements:

2.1. General Scope

The service provider shall co design the refurbishment of the stairway in close collaboration with local women residents and neighbourhood women's associations, ensuring that environmental, social, and public safety considerations are fully integrated into the design. The approach shall prioritise nature-based solutions whenever feasible and apply sustainable construction and management practices throughout the project cycle.

Female residents and community stakeholders will play a central role in shaping the design of the public space. The stakeholder mapping developed during the diagnostic phase, together with the diagnosis and action plan documents, will constitute the foundation for public consultations and participatory design activities.

The final design proposal must be reviewed and formally validated by the Engineering Department of the Municipality of Tripoli and MedCities.

The service provider shall deliver the following services:

- Design services (Months 1–2)
- Construction works (Months 3–6)
- Site management and supervision (Months 3–6)
- Health and safety coordination (Months 3–6)

At the conclusion of the assignment, an inauguration event will be held at the stairway, accompanied by a local community awareness campaign highlighting the MELUP project's main results and the role of women in shaping public space. The service provider will be invited to present the co design process and explain the rationale behind the selected intervention.

2.2. Design Services

- Concept Design

The service provider shall co-design the project in close collaboration with local residents and women's associations in the neighbourhood. At least two co-design workshops shall be organised during the first two weeks of the assignment, specifically targeting women and girls of different ages (children, adolescents, adults) and diverse backgrounds living in the area. The meaningful involvement of local women and girls in the final execution of the works—such as participating in wall painting or similar activities—will be highly valued.

By Week 3, the service provider shall submit an initial concept design proposal, including layout options and an assessment of project feasibility. This proposal must obtain formal approval from both the Engineering Department of the Municipality of Tripoli and MedCities before moving into the next design stages.

- Basic Design / Preliminary Design

The service provider shall prepare a basic/preliminary design proposal by Week 4, ensuring full compliance with municipal planning regulations and providing a clear definition of the main architectural, structural, and functional systems of the stairway.

- Detailed Design / Construction Documents

By Week 6, the service provider shall deliver a complete detailed design and construction package, including all technical drawings, material specifications, measurement sheets, and a comprehensive Bill of Quantities (BoQ), suitable for accurate pricing and execution.

- Permitting Documentation

The service provider shall secure all required licenses, permits, and approvals from the Municipality of Tripoli and other relevant public administrations no later than Week 8 of the project.

Activity	Timeline
Concept design	Week 3
Basic Design / Preliminary Design	Week 4
Detailed Design / Construction Documents	Week 6
Permitting Documentation	Week 8
Construction works	Week 8 - 24
Health & Safety coordination	Week 8 - 24

2.3. Construction Works

The construction works will constitute a partial intervention on the stairway. The service provider shall define the scope of included and excluded elements based on the outcomes of the citizens' consultation. However, an initial assessment of the anticipated construction works is provided below for reference.

- Demolition / Stripping Works

Demolition and stripping works shall include the removal of damaged steps, deteriorated surfaces, outdated fixtures, and any structural or architectural elements that must be dismantled to enable safe reconstruction and installation of the new design.

- Structural Works

Structural works shall involve the reconstruction or reinforcement of damaged steps, landings, retaining edges, and any load-bearing components necessary to ensure the long-term stability and safety of the stairway.

- Envelope

Envelope-related works shall be limited to repairing or treating adjacent building façades only where they directly affect the safety, drainage performance, or visual quality of the stairway and its immediate public realm.

- Installations (Mechanical, Electrical, and Plumbing)

MEP installations shall cover all required electrical, lighting, drainage, and utility works needed to ensure safe, functional, and efficient service connections along the stairway, including lighting fixtures, conduits, drainage elements, and any necessary adjustments to existing utility lines.

- External Works / Landscaping

External works and landscaping may include improvements to the surrounding outdoor areas—such as surface treatments, drainage enhancements, lighting, greenery, seating, utility organisation, and overall site layout—to ensure a safe, accessible, and visually coherent public space around the refurbished stairway.

2.4. Site Management and Supervision (Construction Management)

The service provider shall nominate qualified personnel responsible for managing, coordinating, and supervising all construction activities. The following functions must be ensured by the Site Manager:

- Technical site supervision (Director of Works)

Responsible for overseeing all on-site construction activities to ensure they comply with approved designs, technical specifications, and regulatory standards.

- Execution control (quality, cost, time)

Ensures that construction works are delivered to the required quality, within the approved budget, and according to the established schedule.

- Certification of works

Verifies and formally approves completed works or work stages so that payments, progress reports, and contractual obligations can be validated.

- Coordination with contractor(s)

Manages day-to-day communication and problem-solving with contractor(s) to ensure smooth execution, timely decisions, and adherence to project requirements.

2.5. Health and Safety (H&S) Coordination

The service provider shall prepare a comprehensive Health and Safety (H&S) plan for the execution phase of the construction works. This plan must be approved by the contractor prior to the start of construction and must fully comply with local regulations, site-inspection requirements, and applicable safety-control procedures. The service provider shall ensure continuous monitoring of H&S conditions on site and must report, document, and address any incident or non-compliance throughout the duration of the works.

TECHNICAL REQUIREMENTS

2.6. Regulatory Framework

- National Construction and Building Regulations (Lebanese Construction Law)

Lebanese construction practices are governed by the Lebanese Construction Law, Municipal Codes, and the national Decree on Urban Planning, which define building obligations, technical standards, and permitting procedures.

- Urban Planning and Zoning Regulations

Urban planning requirements are set through the national Decree on Urban Planning, which regulates land-use, zoning, street alignment, and building setbacks across Lebanon, including Tripoli. As for municipal planning regulations, the targeted area falls under the law governing heritage zones. Since the project does not involve infrastructure works, it is limited to consulting residents of the concerned neighbourhood to obtain their approval for the stairway rehabilitation, specifically regarding their property (buildings).

- Fire Safety Requirements (Decree 7964/2012)

Fire-safety compliance in Lebanon is mandated under Decree 7964 (2012), which introduced updated building safety requirements and a technical auditing system for enforcement.

- Accessibility and Safety Standards

Nationwide standards for building safety and accessibility fall under the Lebanese Construction Law and associated technical specifications, which include dimension requirements, lift standards, and safety audits referenced in Lebanese standards. With regard to persons with disabilities, the project shall comply with the relevant national legislation governing accessibility.

- Building Energy Efficiency Codes (BEEC / T-BEEC)

Tripoli is actively implementing the Building Energy Efficiency Codes (BEEC/T-BEEC), which set requirements for energy performance in new and existing buildings, including lighting efficiency and environmental targets.

- National Energy Efficiency Guidelines (LCEC)

Lebanon's energy-efficiency building code recommendations, published by the Lebanese Center for Energy Conservation (LCEC), complement the BEEC by specifying performance levels for lighting, insulation, and energy systems.

2.7. Design Criteria

The service provider shall incorporate the following design criteria into the proposal:

- Functional requirements.

The refurbished stairway must guarantee safe, comfortable, and continuous pedestrian circulation by providing uniform steps, secure handrails, efficient drainage, and adequate lighting across the entire corridor.

- Spatial standards.

The design must follow basic size requirements for steps, landings, and handrails to ensure consistent dimensions and prevent narrow or unsafe areas.

- Accessibility requirements.

The stairway must incorporate inclusive features—such as resting points, continuous handrails, smooth pathways for strollers, and reduced physical barriers—to ensure safe use by children, older adults, caregivers, and individuals with reduced mobility.

- Energy performance targets.

All lighting solutions must prioritize energy efficiency by using durable, low-consumption LED luminaires powered where possible by solar energy, ensuring adequate illumination while minimizing maintenance needs.

- Durability and maintenance criteria.

All materials and construction solutions must be long-lasting, weather-resistant, easy to clean, and designed to reduce future maintenance needs, preventing rapid deterioration of steps, surfaces, and drainage elements.

2.8. Materials and Construction Systems

The service provider shall incorporate the following material and construction system requirements into the proposal:

- Required performance levels

All materials and construction systems must meet high durability, safety, and performance standards appropriate for intensive outdoor use, ensuring long-term stability, user safety, and reduced maintenance needs.

- Preferred materials

The project should prioritise robust, natural, recycled, and locally sourced materials—such as nature-based elements, stone, concrete, or durable metal components—selected for their proven longevity, low environmental impact, and compatibility with the surrounding urban context. Engaging with the municipal gardening greenhouse is recommended when evaluating potential renaturalisation options.

- Restrictions

The use of low-quality, non-durable, non-certified, or environmentally harmful materials and systems is strictly prohibited, including any elements susceptible to rapid deterioration, corrosion, structural failure, or inadequate performance under outdoor conditions.

2.9. Sustainability and Environmental Requirements

The service provider shall incorporate the following sustainability and environmental requirements into the proposal:

- Energy efficiency targets.

All design and construction solutions must prioritize low-energy consumption, including efficient LED lighting and, where feasible, solar-powered systems to minimize operational energy demand.

- Use of renewable materials.

Renewable, low-impact, and locally sourced materials should be used whenever possible to reduce the project's environmental footprint and support sustainable resource cycles.

- Waste management during construction.

The contractor must implement a structured waste-management plan, included in the Health and Safety Plan, that minimizes waste generation, ensures proper sorting and recycling, and prevents any uncontrolled disposal on or near the site.

- Water efficiency.

All construction and operational measures must incorporate water-efficient practices, including controlled use during works and drainage solutions that prevent wasteful runoff or water loss.

DELIVERABLES

The service provider shall submit one report for each phase of the assignment, including the following associated deliverables:

2.10. Design Phase Deliverables

All documents specified in section 2.2., including:

- Report on the co-design of the project (consultation activities) with women's associations
- Drawings (plans, sections, details)

- Technical specifications
- Bill of quantities / cost estimate
- 3D models

2.11. Construction Phase Deliverables

- Work schedule, warranty and insurance certificates
- Monthly progress reports (M3-6)
- Final report, including As-built drawings

2.12. Health & Safety Deliverables

- Health & Safety Study / Plan
- Site inspection reports
- Incident records

TIMEFRAME

2.13. Milestones

Milestone	Timeline
Design completion	Week 6
Permit approval	Week 8
Start of construction	Week 8
Completion of works	Week 24

COST CONTROL

2.14. Cost Control Requirements

The service provider shall comply with the following cost-control requirements to ensure transparent financial management and effective budget oversight throughout the project.

- Cost tracking.

The service provider must maintain a transparent cost-tracking system and include updated budget monitoring in each monthly progress report throughout the construction phase.

- Variations approval process.

Any proposed variation to scope, quantities, or cost must be justified, documented, and submitted through the monthly progress report—or earlier if urgent—and receive written client approval before execution.

- Value engineering requirements.

The service provider shall identify and present value-engineering opportunities in the monthly progress reports, ensuring that any proposed cost-efficient alternatives maintain all required quality and performance standards.

TEAM REQUIREMENTS

2.15. Required Profiles and minimum experience.

Profile	Minimum Years of Experience	Qualifications	Language Requirements
Architect / Lead Designer	Minimum 7 years of relevant experience	Bachelor's or Master's degree in Architecture; registered with the Order of Engineers and Architects (OEA) in Lebanon; proven experience in public-realm or urban-infrastructure projects.	Arabic (fluent) and English (professional proficiency)
Structural Engineer	Minimum 7 years of experience in structural design and supervision	Bachelor's or Master's degree in Civil/Structural Engineering; registered with the OEA; experience with stairs, retaining structures, and complex urban sites.	Arabic (fluent) and English (professional proficiency)
MEP Engineer	Minimum 5 years of experience in outdoor lighting, drainage, and utility coordination	Bachelor's degree in Mechanical or Electrical Engineering; registered with the OEA; experience with Lebanese electrical and drainage codes.	Arabic (fluent) and English (working proficiency)
Site Manager	Minimum 7 years managing construction sites in dense urban environments	Degree or technical diploma in Civil Engineering, Construction Management, or related field; demonstrated field supervision capacity	Arabic (fluent) and English (working proficiency)
Health & Safety Coordinator	Minimum 5 years of experience in construction safety supervision	Knowledge of Lebanese safety regulations and international standards	Arabic (fluent) and English (professional proficiency)

COMMUNICATION AND REPORTING

2.16. Reporting Structure

The service provider shall report directly to MedCities, while ensuring that all official reports, deliverables, and site-supervision outputs are shared simultaneously with the Municipality of Tripoli, with technical specialists reporting internally to the Architect/Lead Designer and all site-level personnel reporting to the Site Manager.

2.17. Meeting Schedule

The service provider shall participate in regular coordination meetings—weekly during construction and bi-weekly during design—attended by MedCities, and the Municipality when required, and shall include the minutes of meeting in the progress report.

2.18. Documentation Management

All project documents shall be uploaded to the MedCities-designated digital repository, with shared access granted to the Municipality, and must follow the standard public-administration templates for reports, certifications, and other official documentation.

ANNEXES

- Cadastral map

2.19. Provisional acceptance and warranty period

The warranty period for all works is set at three (3) months from the date of provisional acceptance. The warranty applicable to the equipment supplied by the contractor shall be that established by the standards in force.

The works shall be considered completed once they have been fully executed and formally accepted by MedCities.

2.20. Informational plaque and visibility requirements

The contractor shall produce and install a permanent informational plaque in a visible location at the project site, in accordance with the visibility and corporate identity guidelines of the Catalan Agency for Development Cooperation (ACCD). The plaque shall include the official ACCD logo and the text: 'Project funded by the Catalan Agency for Development Cooperation'. The final design, materials, and placement must be approved by the MedCities and must comply with ACCD institutional communication standards. The plaque should also include the logo of MedCities and Tripoli municipality and the name of the project: "Mediterranean Everyday Life Urban Planning (MELUP) – Women Inclusion's in Urban Development".

3. Type of contract, duration and place of execution

These terms of reference and the winning proposal will define the conditions of the contract as a services and works contract, in accordance with the applicable Spanish public procurement regulations, from the notification of the award until 31, December, 2026.

The services and works will be carried out in the service provider premises and in Tripoli, Lebanon.

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

4. Base budget of the services and works

The maximum budget for the execution of the services and works is €24.000,00 (all taxes included).

Any offer exceeding this amount will be rejected.

It is understood that the budget includes all costs necessary for the full execution of the services and works, included but not limited to general expenses, financial costs, transport and travel expenses, remuneration for the staff under its control, materials, machinery, tools, waste management, insurance, health and safety measures and any other costs required for proper completion.

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 will be the one established in the award resolution, in accordance with the accepted economic offer.

3 invoices are required according to the following details:

- 17% of the total amount after submission and validation by the MedCities team of the deliverables included under the design phase (D2.10). The invoice should include imputation number 2.9.4. and the concept “Pilot project design and works management”.
- 40% of the total amount after submission and validation by the MedCities team of the work schedule, warranty and insurance certificate, included under deliverable 2.11, and the Health & Safety Study / Plan, under deliverable 2.12. The invoice should include imputation number 4.1.2. and the concept “Adaptation of Tripoli’s public space – 1st payment”.
- 43% of the total amount after submission and validation by the MedCities team of the rest of deliverables and end of the services and works. The invoice should include imputation number 4.1.2. and the concept “Adaptation of Tripoli’s public space – Final payment”.

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 services and works to be provided/provided
- Detail of the amount of the services and works and taxes (if any)

The payment term of the invoice will be: bank transfer around 30 days after the date of the invoice. Bank details are required to be indicated at the invoice. and always after a favourable internal technical report issued by MedCities confirming that the services and works have been correctly executed.

Invoices must be sent in digital format to contact@medcities.org.

Bank charges arising from the payment of invoices will be shared (SHA according to bank coding).

6. Taxes and obligations

The service provider and contractor will be directly responsible for paying all local or national taxes applicable to the execution of the services and works, except in the case of fiscal domicile in Spain, where current IRPF regulations will apply, if applicable.

MedCities may require documentation proving compliance with tax and social security obligations.

Those non-EU providers will be required to present a certificate of tax residence within 7 calendar days of the award of the services and works if the aforementioned document has not been provided to MedCities within 7 days, the contract may be terminated.

7. Participation requirements

Those bidding for the services and works may be individuals or companies with full legal capacity to carry out the design, technical direction, works supervision and construction/refurbishment works, not subject to any prohibition to contract and able to demonstrate technical and professional solvency appropriate to the nature of the services and works.

8. Health and safety

The contractor shall comply with all applicable occupational health and safety regulations and shall be solely responsible for any incident arising during the execution of the services and works.

9. Confidentiality clause

The information that the 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 provider must, in all cases, request the consent of MedCities.

10. Ownership and authorship of the services and works

The ownership of the results of the services and works executed under this contract belongs to the Municipality of Tripoli.

11. Termination of the service

By giving notice of one month, the contract may be terminated by either party for objective reasons, including failure to properly execute the services and works or non-compliance with contractual obligations.

12. 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 "Offer – Design, technical direction, works supervision and refurbishment of a stairway in Dahr El Moghr"

The offer must include:

- Technical description of the proposed execution of the services and works
- Economic offer (total amount in USD or EUR, taxes included)
- Identification details of the contractor

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.

13. Assessment criteria

The award will be made to the most economically and sustainable advantageous offer, taking into account price and technical adequacy to the requested services and works.

Barcelona, April 22nd, 2026

Jordi Castellana Gamisans
MedCities Acting Secretary General

