

TERMS OF REFERENCE FOR THE DEVELOPMENT OF A DIAGNOSIS AND ACTION PLAN ON GENDER-RESPONSIVE URBAN PLANNING FOR THE MUNICIPALITY OF NABLUS (PALESTINE)

Budget code: EEP001

Project: SAFE SPACES

Imputation item: 5.4 (90%), 5.5, 5.6 (10%)

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 project “Improving the Gender Perspective in Urban Planning in the Municipality of Nablus – SAFE SPACES: City Response for Citizen Well-being and Emergency Situations”, financed by the Municipality of Barcelona (2026), designed to enhance quality of life, promote inclusion, and guarantee women’s rights through gender-responsive local public policies.

The main objective of the project is to strengthen the institutional and technical capacities of the Municipality of Nablus, enabling it to systematically integrate a gender perspective into urban planning processes.

The 2026 phase will focus on capacity building, the development of a gender-sensitive urban diagnosis, and the formulation of an action plan for a pilot area. This process is intended to inform a subsequent implementation phase in 2027.

Furthermore, as the Municipality of Nablus is scheduled to develop its new strategic plan between September and December 2026, this project represents a key opportunity to mainstream gender considerations into municipal strategic planning, ensuring that urban policies and public spaces respond more effectively to the needs, safety, and well-being of all residents, particularly women and girls.

1. Objective

The objective of this service provision is to develop a diagnosis and action plan on gender-responsive urban planning for the municipality of Nablus (Palestine).

2. Scope of the services

The scope and characteristics of the services are as follows:

General objective

To develop a participatory and evidence-based diagnosis and a local action plan aimed at improving gender-responsive urban planning in a selected neighbourhood of Nablus, focusing on the everyday life needs, safety, mobility, and access to public space of women and other underrepresented groups.

Specific objectives

General Secretariat

Àrea Metropolitana de Barcelona – Carrer 62, núm. 16-18 Edifici B, Zona Franca, 08040 Barcelona, SPAIN
Tel. (+34) 93 506 93 58 – Fax (+34) 93 223 48 49 – contact@medcities.org – www.medcities.org

- Co-develop a gender-responsive participatory methodology for urban diagnosis and action planning in collaboration with the international expert leading the SAFE SPACES training foreseen in September 2026 in Barcelona.
- Conduct a gender-sensitive diagnosis of the selected area, using participatory methods and an intersectional lens.
- Facilitate community engagement and support the municipality in identifying priority actions and co-designing solutions.
- Deliver a realistic and impact-oriented Action Plan, including a proposal for a pilot intervention to be implemented in 2027.
- Mainstream gender considerations into the municipal strategic plan for 2027-2030.

Activity A. Capacity building training, stakeholder mapping, site selection and co-development of the participatory methodology

- Participate at the SAFE SPACES 2-day training (Barcelona, September 2026) and collaborate with the international expert to co-develop the participatory methodology, diagnostic tools and road map for the action plan. This will ensure continuity between the training content and the implementation of the methodology. Travel and subsistence costs for his/her participation will be covered by the project.
- Carry out a mapping of local stakeholders (CSOs, women's groups, urban actors, municipal departments).
- Support the municipality in the definition of the target area for diagnosis (if not already confirmed) according to the project's criteria.
- Organise a workshop in Nablus to present the project to the local community and provide feedback from the training to local entities so that they become familiar with the methodology.

Deliverables

- A.1. Adaptation of the PPT from the international expert and other training materials for the delivery of the workshop in Nablus.
- A.2. Stakeholder mapping and participatory methodology. To be submitted 10 days after the training. The participatory methodology should be co-developed with the international expert.
- A.3. Site selection report.

All deliverables may be incorporated into a single activity report.

Activity B. Participatory Urban Diagnosis

Local expert(s) will carry out a diagnosis on women's access to public spaces in a pilot neighbourhood of Nablus to identify needs, barriers to accessing services, and situations of insecurity. The diagnosis will be conducted with the involvement of women's associations and other local organizations. It will include "exploratory walks" and participatory workshops with women of different ages and socioeconomic backgrounds in order to incorporate an intersectional perspective from the outset. At least two participatory workshops shall be organised as part of the diagnostic process, including the implementation of exploratory walks.

Main tasks:

- Apply the co-developed methodology to gather gender-sensitive data through the collection methods previously defined, namely focus groups, interviews, community mapping, exploratory walks with women and underrepresented groups, etc.
- Mobilise key local stakeholders, and organise and facilitate participatory activities, including all related logistics, in close coordination with the municipal team.

- Document key challenges related to safety, accessibility, public space usage, access to public facilities and services, mobility, time use, and care infrastructure.
- Integrate evaluation forms into participatory activities to measure impact and participant satisfaction. These forms can gather data segregated by gender, age, and other characteristics to be able to make a gender and intersectional analysis of participation.
- Produce a Gender-Responsive Urban Diagnosis Report, including findings, visuals, and key recommendations.
- The international expert will monitor the implementation of this methodology and provide technical guidance throughout this phase.
- The project foresees at least two physical diagnosis workshops (to be adapted to the agreed methodology).

It is important to consider the following considerations when organising participatory events to ensure women's full participation:

- Logistical considerations for women's participation: methodological design must ensure women's full participation by addressing logistical barriers such as:
 - Distance to the activity venue and availability of public transportation
 - Scheduling that considers caregiving responsibilities
 - Provision of child-friendly spaces during workshops to support work-life balance
 - Adapting the methods to the characteristics of the group
 - Accompany the activity with food or snacks
 - If possible and needed, cover the cost of transportation to the activity
- Communication and outreach: Awareness-raising and mobilisation efforts must be adapted to reach a broad and diverse female audience. If developing communication materials, these should be in dialectal Arabic (Palestinian) and consider levels of female illiteracy and limited digital access in some segments of the population.

Deliverables

- B.1. Gender-Responsive Urban Diagnosis Report. To be submitted 2 weeks after fieldwork. Expected date: October 2026.

Activity C. Development of the Local Action Plan

The local expert(s) will prepare an action plan agreed upon with the stakeholders involved in the diagnosis and the municipal teams, with the aim of adapting public space from a gender perspective. The plan will include a proposal of interventions, from which one will be selected for development and implementation in 2027 with the support of MedCities.

Main tasks:

- Organise and facilitate at least one participatory workshop to validate diagnosis results and develop the action plan with local stakeholders.
- Accompany and support the municipal team in the whole process.
- Draft an Action Plan that includes:
 - Vision and strategic objectives
 - Priority actions (short-, medium-, and long-term)
 - Indicators for monitoring and evaluation
 - Budget estimates
 - A proposal for one pilot intervention to be implemented in 2027 by the SAFE SPACES project of around 40.000 EUR* (*This figure is an approximation, and the*

final budget will depend on the approval of the Barcelona City Council's municipal budget for 2027).

- Provide recommendations to ensure the ongoing use of gender-sensitive approaches in urban planning by the municipality.
- Whenever possible, the integration of nature into the urban environment will be promoted in the identified actions, to improve the sustainability, quality of life and resilience of cities.
- Integrate evaluation forms into participatory activities to measure impact and participant satisfaction.
- Once both the diagnosis and the action plan are done, the service provider will arrange a meeting together with the municipal team to analyse the lessons learned of the whole process with the international expert.

Deliverables

- C.1. Gender-Responsive Urban Action Plan. Expected date: November 2026.

Activity D. Presentation and exchange of results: Final Local Seminar

At the end of the project, a final seminar will be organised in Nablus to share the results with other public institutions holding responsibilities at the local and national levels, and to foster debate on the inclusion of a gender perspective in urban planning and municipal policies in general. Other Palestinian members of MedCities, such as Bethlehem and Ramallah, shall be invited to participate.

The participation of local media will be encouraged in order to strengthen the dissemination of the project's results and conclusions. The seminar shall be held on municipal premises.

In addition, the external expert will present the case of Nablus at the MELUP online seminar that will take place at the end of the year.

Main tasks:

- Prepare the concept note and the seminar programme.
- Ensure the mobilisation of municipalities and relevant stakeholders.
- Coordinate the logistical organisation of the seminar.
- Present the project results, in coordination with the municipal team.

Deliverables

- D.1. Concept note and final programme of the seminar.
- D.2. Event / media report, to be published in MedCities website.
- D.3. PPT presentation of the Diagnosis and Action Plan.
- D.4. Executive summary report (activities and lessons learned).

All deliverables may be incorporated into a single activity report. Expected date: December 2026.

Activity E. Promoting the gender perspective in the Nablus Strategic Plan 2027–2030

The Nablus Municipality plans to develop its Municipal Strategic Plan 2027–2030 between September and December 2026, coinciding with the inclusive urban planning activity. This represents an excellent opportunity to incorporate a gender perspective into the Strategic Plan. The local expert will support the Strategic Planning Department providing the transversal gender perspective into the discussions of the Municipal Strategic Plan 2027–2030. In this sense, he/she

will organise a short training for members of the different local committees (e.g. environmental, economic development, etc) taking part in the definition of the Strategic Plan.

Main tasks:

- Organise a short training session for municipal staff to mainstream the gender perspective

Deliverables

- E.1. PPT of the training.
- E.2. Executive summary report (activities and lessons learned).

All deliverables may be incorporated into a single activity report.

All deliverables will be submitted in English and include relevant annexes: attendance lists, photos, minutes of the meetings, workshop materials, survey tools, and documentation of community engagement. If the training materials are developed in Arabic, a brief explanatory note shall be provided for the contractor.

Coordination, supervision and organisation of the workshops

- The service provider will work under the supervision of MedCities and in close coordination with the international expert who will:
 - Provide guidance on methodological development
 - Participate in relevant online and in-person meetings
 - Monitor the correct application of the methodology during the diagnosis and action planning process
- The service provider shall organise the planned participatory workshops, seminar, and training session, and shall cover all logistical requirements necessary for the proper implementation of these activities (including catering, local transport, etc.). The meetings should ideally be held at municipal facilities, in coordination with the municipal team.

Minimum Profile of the Service Provider / Expert

- Proven experience in gender-responsive urban planning, participatory processes, or urban diagnosis.
- Familiarity with intersectional gender analysis and urban development issues in Palestine or the MENA region.
- Ability to coordinate with international experts and adapt international methodologies to local contexts.
- Previous experience working with MedCities members and/or municipalities in the region will be an asset.
- Fluency in English and Arabic (written and spoken).

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 31st of December 2026. The service will be carried out in Nablus (Palestine) and at the service 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 €12.190,08 (all taxes included). If the bidder has its tax domicile in Spain, the maximum amount will be €14.750,00 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
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.

3 invoices are required according to the following details:

- 25% of the total amount after submission and validation by the MedCities team of the deliverables included under activity A. This invoice should be charged to imputation item 5.4.
- 65% of the total amount after submission and validation by the MedCities team of the rest of deliverables and end of the service. This invoice should be charged to imputation item 5.4.
- 10% of the total amount after submission and validation by the MedCities team of the rest of deliverables and end of the service. This invoice should be charged to imputation item 5.5 and 5.6 “Logistics workshops”.

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 first invoice, to send after submission of the deliverables included under activity A, should include

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 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 days from the date of these terms of reference.

- The subject line of the email should specify “Service offer for the development of a diagnosis and action plan on gender-responsive urban planning for the municipality of Nablus (Palestine)”.

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 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, June 29th, 2026

Aleix Villatoro i Oliver
MedCities Secretary General