

TERMS OF REFERENCE FOR THE CREATION OF A TOOLKIT OF RESOURCES IN URBAN MANAGEMENT IN THE MEDITERRANEAN

The Association MedCités/MedCities is a network of cities based in Barcelona working on urban sustainable development in the Mediterranean. It is composed of more than fifty cities from sixteen different countries and implements projects in the domains of urban strategic planning, urban services and environment and local social and economic development as well as training activities, technical support and capitalisation of good practices. The network was created in 1991 and since then has carried out dozens of projects in Mediterranean cities.

The creation of a “toolkit in sustainable urban management for the Mediterranean, aimed at planning cities for everyone, in order to make them inclusive, safe, resilient and sustainable” is one of the pilot initiatives of the Mediterranean Strategy on Sustainable Development (MSSD) for the period 2016-2025 in the framework of the Convention of Barcelona and the Action Plan of the Mediterranean of the United Nations Environment Program (UNEP MAP).

The Mediterranean Commission for Sustainable Development (MCSD), which is the structure in charge for monitoring the implementation of the Strategy, supported this initiative promoted by MedCities in its last meeting held in Athens on 4-6 July 2017.

Objective

The objective of this services demand is the conceptualization of a database (*Toolkit*) of resources in urban management responsive to the needs of Mediterranean cities, open and available, posted on the website of the Association www.medcities.org.

The purpose of the database is to expose, share and disseminate tools on urban and metropolitan management in the Mediterranean. It will be particularly valued the incorporation of guides, manuals, methodologic resources, videos, other suitable multimedia resources, tools TIC/SMART Cities etc. Although not being exhaustive, the toolkit is addressed to the following:

- Municipal technicians on the different disciplines related to urban management.
- Experts in urban sustainable development.
- Political leaders, local and national, from Mediterranean countries.
- Agents of decentralized cooperation, multilateral organisations, regional banks of development, public local and national cooperation agencies.

It will be valued the possibility to include tools tested in real cases easy to consult and adapt.

Execution

The assignment is structured into three consecutive phases:

PHASE 1: Design of the structure of the toolkit of resources in urban management, including the different thematic categories, the types of materials to be included and their visibility, detailing the reasons why the proposal is complementary to and provides added value compared to other existing initiatives. It will be particularly appreciated benchmarking with similar initiatives to ensure the complementarity of this toolkit with other available resources (i.e. CDS 2.0 of Cities Alliance www.city-development.org, Urban toolkit GIZ-CoMun www.co-mun.net/toolbox-fr, Urbanet Platform <http://www.urbanet.info/>).

PHASE 2: Identification of no less than 50 resources to be included in the database, during the assignment period that respond to the objectives established in phase 1 and serve as a pilot period. Follow-up of the adaptation in the configuration of the web page www.medcities.org that the proposal may require.

Resources suggested must comply with intellectual property laws.

PHASE 3: Design of a communication and dissemination strategy of the new tool both in cities and to relevant actors as well as the definition of a sustainability strategy of the initiative once the assignment is finished. This resources should be shown in the toolkit in a easy and friendly way. Visual solutions will be highly appreciated.

Methodology

The expert/company chosen will work together with the team of MedCities' General Secretariat along the different steps of the proposal. In general, this task will be carried out at the office of the tenderer to provide technical assistance. In addition, there will be the following activities:

- Regular meetings (minimum fortnightly) with the team of MedCities to valorize the evolution of the proposal.
- Telephonic, e-mail or Skype follow-up while the assignment lasts.

Working languages will be:

- English, materials in phase 2 can also be written in French.

The tenderer must indicate in detail the work team assigned to the development of this contract, its organisation, composition, professional qualification and professional CV. Previous works of the tenderer linked to the contract will be ranked. MedCities has the authority to ask for modifications deemed necessary to a successful fulfillment of the contract.

Economic conditions of the contract

The administrative details of the Contracting Authority are:
ASSOCIACIO MEDCITIES I/O MEDCITES
C/ 62, 16-18, EDIFICI B, ZONA FRANCA
08040 BARCELONA – SPAIN
VAT number: ESG66401258

The acceptance of the offer of the successful tender will implicate the acceptance of the conditions and schedules detailed in this ToR.

The budget for this contract is 17.850 € maximum (excl. VAT).

A duly-issued invoice will be required for payment payable at the end of the corresponding tasks.

First invoice: completion of phase 1 (5.950 € + VAT)

Second invoice: completion of phase 2 (5.950 € + VAT)

Third invoice: completion of phase 3. (5.950 € + VAT)

The General Secretariat of MedCities will submit a favourable report at the completion of each phase according to the materials delivered, thus leading to the payment of each one of the invoices. The payment term for the invoice will be: bank transfer 30 days after the invoice date (bank account details should be detailed).

All costs involved to develop the objective of this call should be taken under the tenderer offer.

The tax legislation in force at the date of acceptance of the offer will be applied.

MedCities may require information on the Tenderer to comply with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of its country.

Following the notification of the successful bid, the Tenderer(s) to which the contract is to be awarded must supply evidence about fiscal residence in their country including the financial identification number.

Authorship and ownership of the work

The ownership and authorship of the work covered by the Contract related to this ToR shall belong to the MedCities Association and any use or mention thereof in publications, articles, interviews, conferences, etc., in any language and without any temporal or territorial limitation, shall have the relevant authorization and indicate MedCities as the owner.

Confidentiality clause

The information to which the selected expert(s) obtains access for the development of the purpose of this Contract, provided that it is not classified as public, shall be of a confidential nature and may not be used for activities other than those included in this Contract. In the event that a particular use of the information raises doubts with regard to respect for this Confidentiality Clause, the successful bidder must, in any case, request the consent of MedCities.

Assessment Criteria

Assessment of the offers will respond to the most advantageous considering:

- a) Methodological content, technical proposal and work schedule
- b) Economic proposal

Completion of the three phases as a whole cannot exceed in any case six months since the formalization of the contract.

MedCities will ensure equal treatment of tenderers and keep the tenders confidential.

Submission of tenders

The submission of tenders must be sent to MedCities by e-mail at contact@medcities.org no later than the date and time indicated in the deadline above. No Tenders will be accepted beyond the submission date, unless informed otherwise on the website.

DEADLINE FOR SUBMITTING OFFERS: 3rd September 2017 at 11:59pm (GMT +2)

In case additional information is required to submit the proposal, we kindly invite you to contact MedCities by writing to the e-mail address contact@medcities.org. Only relevant questions in writing concerning clarifications of the Tender will be answered.

MedCities might request additional information with relation to the proposal in the case of unclear concepts. If this is the case, the Tenderers whose submissions require clarification will be asked to reply within a reasonable deadline set by the assessment team. If the Tenderer submits a self-declaration/statement as documentary proof, the contracting authority reserves the right to ask for further documentary evidence.

If MedCities suspects that a tenderer does not comply with the rules, it must ask the candidate/tenderer/applicant to provide evidence demonstrating actual compliance with the applicable rules.

Barcelona, 1st August 2017