

## **Terms of Reference**

### **Support for the development of recommendations and definition of a Policy Paper as final outcome of the MADRE Project**

#### **Background information**

MedCities<sup>1</sup> is participating in the Interreg MED modular project MADRE - “Metropolitan Agriculture for Developing an innovative, sustainable and Responsible Economy”, funded by Interreg MED Programme 2014-2020.

MADRE fits in the Interreg MED Priority Axis 1: “Promoting Mediterranean innovation capacities to develop smart and sustainable growth”; specifically contributing to the Specific Objective 1.1.of the programme: “To increase transnational activity of innovative clusters and networks of key sectors of the MED area”.

The Interreg MED programme is a transnational European Cooperation Programme for the Mediterranean area. It is co-financed by the ERDF (European Regional Development Fund), an instrument of the EU regional policy and of its new programming period.

#### **Brief description of the scope of the project**

MADRE is an innovative project that aims to meet the challenge of promoting Metropolitan & Peri-urban Agriculture (MPA) within key stakeholders and to create a transnational cluster on MPA in the Mediterranean area. MADRE project will capitalize on the wide set of academic knowledges, pilot actions and policies networks, to allow metropolitan agriculture reaching a critical level and to initiate a clustering process.

MADRE project started in February 2017 and will last until July 2018 (18 months).

It involves a multidisciplinary, pluralistic and multilevel partnership from 6 different territories of the MED area located in Spain, France, Italy, Greece and Albania. Partners represent six flagship metropolitan areas: Barcelona, Marseille, Montpellier, Bologna, Thessaloniki, and Tirana.

MADRE capitalizes a wide set of academic knowledge, pilot actions, policies and networks to promote a new design of urban agricultural planning suitable for integrating agriculture into urban development, involving private actors (producers and SMEs), civil society (consumers’ group, NGOs), academia and public authorities and enhancing their

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<sup>1</sup> The Association MedCities is a network of Mediterranean cities which pursues urban sustainable development as a way to improve living conditions in the Mediterranean region [www.medcities.org](http://www.medcities.org)

capacity of eco-innovation.

It will have a direct positive impact on MED territories and urban agriculture. It will boost key drivers for the local economic and sustainable development:

- Job creation in farming, food processing, marketing, logistics;
- Social inclusion of large communities without any gender, age, social or ethnical differences;
- Educational, health and nutritional benefits;
- Quality upgrading and value creation of local food chain;
- Organizational benefits through innovative and collaborative business model;
- Territorial integrity/land management to preserve agriculture in urban and peri-urban areas;
- Environmental benefits as concrete measures for the minimization, treatment and recovery of agricultural and food-processing waste;
- Synergies and cooperation between public authorities, academia, private sector and civil society.

Further details on the project objectives, approach and expected outcomes can be found on the project website <https://madre.interreg-med.eu/>

## Context of these Terms of Reference

In the frame of MADRE, MedCities leads the **Work Package 3 (WP3) “Capitalising”** in collaboration with all project partners. This Work Package includes most of the activities of the project. All partners will be participating in all activities although each of them will have specific responsibilities.

Within WP3, MedCities leads the following activities and deliverables:

- 3.2. Establishment and Organisation of 6 Metropolitan Working Groups (MWG): Methodological definition and organisation of the two MWG meetings in Barcelona.
- 3.6. Organisation of a Transnational Working Group on social innovation and a Technical Visit in Barcelona.
- 3.8. Elaboration of thematic recommendations to feed the Policy Paper and the Action Plan of the transnational cluster (6 White Papers).
- 3.9. Elaboration of a transnational Policy Paper on MPA.

The MWG meetings took place during the first months of 2017. The objective of all the MWG has been to analyse the situation of the urban and peri-urban agriculture on the metropolitan areas, counting on the participation of actors representing the quadruple helix: local administrations, producers, scholars and consumers/ civil society. The Barcelona Metropolitan Working Groups have already taken place and the report on

discussions and conclusions (**MADRE Deliverable 3.2.1.**) will be facilitated to the selected expert as well as the reports from the MWG in other territories.

Their analysis will feed the discussions at a transnational level, starting October 2017, which will conduct to the definition of political recommendations for the Euro-Med region.

The approach and methodology for the Transnational Working Groups are currently being defined with the objective of:

- Sharing experience and peer learning amongst stakeholders from various metropolises and countries
- Feeding a Policy Paper on MPA
- Feeding an Action Plan for a future transnational MED MPA cluster together with a Memorandum of Understanding

Each TWG will focus on a different transnational theme: farmer's innovation, consumers' innovation, academic research, territorial innovation, social innovation and transnational innovation. Based on the discussions and technical visits of each TWG, a thematic White Paper is to be produced containing recommendations in order to feed the policy paper on MPA to be presented at the final conference. The Policy Paper will include recommendations for developing metropolitan and peri-urban agriculture (MPA) in the Mediterranean area. The scope of the paper will not be limited to the partners' area of influence but to all eligible territories of the MED Programme.

**The scope of these Terms of Reference is to select an expert(s) for the development of recommendations (White Papers) and definition of a Policy Paper as final outcome of the MADRE Project.**

- 1) The expert(s) will elaborate on pre-existing documents as the MWG Reports as well as through the **active participation in the 6 TWG and Technical visits**. The tentative schedule for these meetings is:
  - Friday 27 and Saturday 28 October 2017: "Aplec" on urban agriculture, Barcelona, focusing on Social Innovation.
  - Wednesday 8 and Thursday 9 November 2017: Marseille, focusing on Producers Innovation.
  - December 2017, 2nd week: Bologna, focusing on Transnational Innovation
  - January 2018: Montpellier, focusing on Territorial Innovation.
  - February 2018: Thessaloniki, focusing on Academic Research.
  - March 2018: Tirana, focusing on Consumers' Innovation.

- 2) Following each of the TWG meetings and in close contact with the local organising partner, the expert(s) will draw a White Paper summarising the conclusions and recommendations of the TWG regarding constrains/needs/solutions and taking into account existing research work and initiatives on the relevant topic. **A total of 6 White Papers** (approx. 10/15 pages) will be produced (MADRE Deliverable 3.8)
- 3) This effort will be followed by the Elaboration of a **transnational Policy Paper on MPA** (approx. 5/10 pages) (MADRE Deliverable 3.9), consolidating and summarising the 6 White Papers, identifying policy targets and including recommendations for developing metropolitan and peri-urban agriculture (MPA) at different levels in the Mediterranean area (e.g. local, regional, national, EU, International).
- 4) Simultaneously, a brief **Policy Impact Plan** (approx. 5 pages) will be elaborated by the expert(s) with inputs from MADRE partnership putting in relation the policy targets and recommendations of the Policy Paper with key institutions towards whom the Paper should be promoted. The Plan should include recommendations on the approach to follow and the most suitable contact person to address. The implementation of the Plan falls outside the scope of this ToR. .
- 5) Finally, the expert(s) will produce an attractive **Policy Paper PPT** and **present it at the project Final Conference** in Marseille on July 2018.

In order to implement the above described tasks the expert(s) should:

- Review literature on existing international schemes supporting MPA development
- Review the results of the MWG meetings (6 Reports)
- Provide a template for the White Paper reports to guide the expected TWG outcomes
- Work in close contact with MedCities and with the leader of the activity related to Transnational Working Groups and the one regarding the Creation of the MED cluster on eco-innovation on MPAs (ANIMA investment Network)
- Work in close contact with MADRE local partners to produce the White Paper reports

**Accordingly the outputs of this assignment will be:**

1. 6 “White Paper” reports as result of the 6 TWG meetings
2. One Policy Paper integrating the white papers towards policy targets
3. One Policy Impact Plan for the Policy Paper to be implemented by MADRE partners
4. One Policy Paper presentation (PPT) and its communication at the Final Event.

The working language and the language to produce the deliverables is **English**.

## **Tentative planning**

- The expert(s) is expected to start working on the assignment end September 2017 to contribute and prepare for the first TWG
- Inception meeting with MedCities on the week of 25<sup>th</sup> to 29<sup>th</sup> of September
- Outline of the roadmap to a Policy Paper including a draft template for White Paper reports by 6<sup>th</sup> October
- Presentation of the roadmap at the first TWG (Barcelona, 27 October)
- Participation at the remaining 5 TWG
- Draft White Papers for revision (14 days after the end of each TWG)
- Final White Papers (30 days after the end of each TWG)
- Draft Policy Paper and Policy Impact Plan (15<sup>th</sup> May)
- Final Policy Paper and Policy Impact Plan (30<sup>th</sup> May)
- Presentation of the final document at the MADRE Final Event (Marseille, July 2017)

Each above describe step will be validated by MADRE. Regular calls and meetings (presently or by skype depending on the expert location) with MedCities and/or other MADRE partners will be planned during the development the activities in order to ensure a smooth development of the tasks and that the results are adapted to the needs.

## **Selection of the expert(s)**

Bids are to be submitted in English and should include a Technical and Financial offer and the expert(s)'s CV.

The selection of the expert(s) will be done based on the following criteria:

- Evaluation of the technical offer: The bid must show the ability to implement the assignment successfully and the way the expert(s) plan to carry out the activities set out in these terms of reference.
- Evaluation of the economic offer including a breakdown of number of days needed for the completion of the work and the daily rate.
- Evaluation of CV of the expert(s): The expert(s) must have knowledge and experience on the area of work. More precisely, the qualifications required are:
  - Academic diploma that will allow the expert(s) to easily understand the subject matter of this ToR, assess challenges and solutions related to the topic and present them in a clear and synthetic manner (including references to previous reports and/or publications).

- Proven and relevant professional experience linked to the required services, in particular a solid knowledge of urban and peri-urban agriculture from a policy perspective.
- Proven experience in the Mediterranean Region.
- Ability to write and communicate in English.

### **Contractual and financial terms**

Administrative details of the Contracting Authority:

ASSOCIACIO MEDCITIES I/O MEDCITES  
C/ 62, 16-18, EDIFICI B, ZONA FRANCA  
08040 BARCELONA – SPAIN  
VAT number: ESG66401258

The **travel costs** for the participation of one expert in all TWG meetings and Final Event will be assumed by MedCités.

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 12.500,-€ maximum, including all taxes.

Two duly-issued invoices will be required for payment according to the following:

1. 50% of the total cost upon MedCités' approval of four of the total of six White Papers from the TWG
2. Remaining 50% upon MedCités' approval of the final document.

The payment term for the invoices will be: bank transfer 30 days after the invoice date (bank account details should be detailed)

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

### **How to apply**

The bids must be sent in **one file on PDF format** to the following e-mail address: '**contact@medcities.org**' with the following subject: 'Support for the development of recommendations and definition of a Policy Paper as final outcome of the MADRE Project' by **23h59 (GMT +2) of the 14<sup>th</sup> of September 2017 at the latest**. The successful candidate will be notified on 20<sup>th</sup> of September.

### **Intellectual property**

In the spirit of cooperation and exchange, the ownership of the work covered by the contract related to this ToR and co-funded by the Interreg MED Programme is open to the public and free of rights.

The deliverables and results of the project should be accessible and available for free to the general public in a usable format. The MA/JS and any other relevant Programme stakeholder can use them for information and communication purposes.

The authorship of the work covered by the contract related to this ToR is co-shared between the author and all the partners of the project.

### **Confidentiality clause**

Despite the public execution of the project, part of the information exchanged for the development of the purpose of this contract between MedCities and the selected expert, may be confidential. On this basis, only the documents and other pieces of information provided explicitly with the statement “confidential” will be dealt with as such.

The selected expert ensures that respect its confidentiality and do not disseminate it, forward it to third parties or use it without prior written consent from the MedCities.