

2020-06 TENDER CALL FOR A SENIOR EXPERT TO BE RESPONSIBLE FOR DYNAMIZING THE MEDCITIES TERRITORIAL ANTENNA IN LEBANON, AND IMPLEMENTING A RANGE OF ACTIVITIES IN THE TERRITORY (MASHREQ, CYPRUS, TURKEY).

Introduction

The Associació MedCités / MedCities is a network of cities and metropolitan areas, with its headquarters in Barcelona, dedicated to sustainable urban development in the Mediterranean. It comprises more than fifty cities in sixteen different countries 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 General Secretariat is based in Barcelona, at the premises of Barcelona Metropolitan Area (AMB). The Association has a decentralised structure with two territorial antennas (Knowledge Transfer Centres – KTC) in Sfax (Tunisia) and in the Urban Community of Al Fayhaa (Lebanon)

The present call refers to the KTC Al Fayhaa in Lebanon.

1. Objective

The objective of this service provision is to contract a senior expert to be responsible for dynamizing the MedCities territorial antenna in Lebanon, and implementing a range of activities in the territory (Mashreq, Cyprus, Turkey).

2. Scope of the services

The scope and characteristics of the services are as follows:

Backup to the MedCities General Secretariat, in representation tasks in Lebanon, Mashreq, Cyprus and Turkey, tracking the implementation of projects, liaison with member cities of the network and cities interested in joining, and identifying their needs. These functions will be carried out within the framework of the agreement between MedCities and the Union of Municipalities of Al Fayhaa to establish a Knowledge Transfer Centre (KTC) in Al Fayhaa, linked to the activities of MedCities.

These functions include:

- I. Preparation and backup to missions undertaken by representatives of the MedCities General Secretariat in the territory of KTC Al Fayhaa.
- II. Dissemination missions of the MedCities network and of the KTC Al Fayhaa at national, regional (Mashreq) and international level.
- III. Promotion of the MedCities network within the territorial scope of the KTC, contact with cities interested in joining, the identification of the needs of member cities and the analysis of synergies and priorities.
- IV. Organization of missions that plan to reinforce contacts between the KTC Al Fayhaa and member cities of the network.
- V. Collaboration with other MedCities KTCs for pooling experiences and promoting teamwork within the MedCities network.

- VI. Identification and tracking of MedCities projects in its territory, with the possibility of providing technical assistance, training and the exchange of experiences, plus others, having received prior validation from the MedCities General Secretariat.
- VII. The identification of new projects for the MedCities network in its territory, and backup to the General Secretariat to prepare them
- VIII. The Promotion of Strategic Urban Plans in the territory of the KTC, including backup visits to cities that are drawing up Strategic Plans.
- IX. Progress in the implementation of the permanent consolidation proposal of the KTC Al Fayhaa.
- X. Backup to the MedCities Secretariat in the dissemination of good practices of KTC territory cities, particularly in the transfer of know-how (seminars, assemblies, workshops, etc.).
- XI. Contribute to identifying good practices, experts and resources, and preparing contents for the MedUrbanTools platform developed by the General Secretariat.
- XII. Coordinate the work and team of the KTC, in cooperating with the Urban Community of Al Fayhaa and the MedCities General Secretariat.
- XIII. Contribute to the definition of the MedCities Strategic Plan 2021-2023 especially inputting the local knowledge and the main concerns of MedCities members in its area of influence to set priorities of action for the eastern Mediterranean.

3. Type of service, duration and place of execution

It will be a provision of services from the date following the award of this tender until the 31st December 2020.

The selected candidate will provide the services based in Lebanon, with particular link to the Union of Municipalities of Al Fayhaa, which is the institution hosting the MedCities Antenna in Lebanon.

The area of action includes the territory of Mashreq, Cyprus and Turkey. The selected people should be available to occasionally travel to the areas where MedCities develops activities, particularly Lebanon, Turkey, Cyprus and Jordan.

4. Base budget for the tender

The maximum budget for the assignment will amount to 12.376,75€.

Any offer exceeding this amount will be rejected and excluded from the adjudication process.

Remuneration includes all national taxes to be covered by the consultant and travelling expenses, within the territory of Lebanon, required to fulfil the functions of the contract. Remuneration does not include ACCOMMODATION expenses within the territory of Lebanon, when necessary, nor travelling expenses OUTSIDE the territory of Lebanon, which will be agreed and managed in each case by the MedCities General Secretariat.

5. 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

4 invoices are required according to the following details:

- 25% of the total amount on 31st March 2020
- 25% of the total amount on 30th June 2020
- 25% of the total amount on 30th September 2020
- 25% of the total amount on 15th December 2020

All invoices should be accompanied by an Activity Report covering the activities during the invoiced period and following a template facilitated by MedCities General Secretariat.

Bank commissions resulting from the payment of services will be covered by the issuer.

The payment term of the invoice will be: bank transfer 30 days after the date of the invoice (bank account details are required) after favourable report issued by the General Secretariat of MedCities at the end of each phase.

The selected candidate will have to present a tax residence certificate and a current account bank certificate where payments should be made.

MedCities may require information from the service provider regarding its compliance with obligations relating to social security contributions and the payment of taxes.

6. Participation requirements

The following conditions must be met by the candidates:

- Individuals or legal entities, with their normal and tax place of residence in Lebanon, who have full capacity to act and are not subject to prohibition to recruit.
- People who can prove their technical solvency and professional experience in a similar position.
- Qualifications in the field corresponding to the responsibilities required and professional experience of at least 10 years in the fields regarding the call.
- Experience (minimum 7 years) working with Lebanese municipalities in the field of municipal services and urban development.
- Experience (minimum 3 years) in the backup to municipal network structures.
- Experience (minimum 7 years) in international territorial cooperation projects.
- Knowledge and skills in the development of urban and sustainability policies.
- Knowledge and experience in strategic urban planning processes.
- Knowledge on the sociopolitical and cultural reality of Mashreq and work experience in this area.
- Oral and written communication skills.
- Facility for interpersonal relations.
- Languages: excellent level of English, Arabic and French.
- Initiative, proactivity and rigor.
- Organization and responsibility.
- Work skills in multidisciplinary teams.

7. Confidentiality clause

The information that the successful bidder 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 successful bidder 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 4 of this tender for objective reasons or without notice period if it is for force majeure.

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 time this tender is published on the MedCities website.
- Specify in the email subject line “Proposal for Tender 2020-06 for a senior expert to be responsible for dynamizing the MedCities territorial antenna in Lebanon, and implementing a range of activities in the territory (Mashreq, Cyprus, Turkey)”
- It is essential that the submission should clearly indicate in the body of the mail: the business/expert name, address, phone number, email address and the Fiscal ID Number (VAT – Tax number) of the bidding company/individual expert.

The offer must include the extent of the services offered and fulfil the conditions expressed in the previous sections. Notwithstanding that bidders can attach to their offer any complementary information they consider to be of interest, the tender must include the following documentation:

- Cover letter indicating their motivation as a candidate.
- Curriculum vitae: Anyone interested in this offer and who meets the set requirements, should submit their curriculum vitae, including:
 - description of prior experience in work and responsibilities, similar to the position offered
 - brief list of facts that justify their socio-political knowledge and reality of local governments of the geographic area where the tasks are to be developed.
- Detailed offer of the services.

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 written questions about clarifications of the tender will be answered.

MedCities may request additional information related to the proposal if it deems it appropriate. 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.

11. Assessment criteria

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

1. For the best offer to the economic proposal defined in this document, up to 20 points.

As for the best economic offer, the highest score will be given to the most economical and the rest of the offers will be scored proportionally according to the price they offer, according to the following:

$$PE = 20 \times (VL - VE) / (VL - Vmin)$$

being:

PE Score according to economic offer

VL Amount of bidding

VE Amount of the offer

Vmin Lowest bid amount

2. Criteria of value judgment up to 80 points.

- Adequacy of the motivation as expressed in the motivation letter up to 20 points
- Relevant prior experience and justification of socio-political knowledge and reality of local areas in the geographical area up to 40 points
- Detailed offer of the services: up to 20 points.

Only those offers meeting all participation requirements will be assessed.

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, 28 February, 2020

Josep Canals Molina
Secretary General