

TERMS OF REFERENCE FOR A SENIOR EXPERT TO MONITOR MEDCITIES PROJECTS AND ACTIVITIES IN EASTERN MEDITERRANEAN

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 63 members in sixteen different countries. It 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 and, since then, 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 the Urban Community of Al Fayhaa (Lebanon)

1. Objective

MedCities aims to contract a senior expert responsible for dynamising 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 the implementation of projects in Eastern Mediterranean, participating in events and meetings on behalf of MedCities, liaising with member cities of the Network and cities interested in joining, and identifying member needs and engagement opportunities.

These functions will be carried out within the agreement between MedCities and the Union of Municipalities of Al Fayhaa setting the conditions of the Knowledge Transfer Centre (KTC) in Al Fayhaa, linked to the activities of MedCities.

These functions include four areas of responsibilities:

- i. RELATIONSHIP WITH THE CURRENT AND FUTURE MEMBER CITIES
 - Strengthen the relationship with member cities to assess their priority needs better, thus identifying potential technical assistance and knowledge transfer activities that the General Secretariat could support.
 - Promote MedCities network within the territorial scope of the KTC facilitating contact and information to all cities interested in joining the network.,
 - Support the organisation of missions (in KTC territory or international) to reinforce contacts between the KTC Al Fayhaa or General Secretariat and member cities of the Network.
 - Collaborate with other MedCities KTCs for pooling experiences and promoting teamwork within the MedCities network.

- Disseminate outputs and products of the MedCities network and the KTC Al Fayhaa at national, regional (Mashreq) and international level.
 - Follow up on members obligations towards MedCities General Secretariat.
 - Reinforce the cooperation with Jordanian cities in the implementation of projects and technical assistance to members.
- ii. PROJECT IMPLEMENTATION
- Follow up MedCities projects and technical assistance activities in the territory, including field visits when required.
 - Support the consolidation of the KTC Al Fayhaa as a territorial antenna
 - Assist MedCities Secretariat in disseminating good practices of KTC territory cities, particularly in the transfer of know-how (seminars, assemblies, workshops, etc.).
 - Write preliminary proposals (concept notes), ToRs, and review specific projects and technical assistance reports.
- iii. PARTICIPATING IN EVENTS AND MEETINGS ON BEHALF OF MEDCITIES
- Represent MedCities and its interests as MedCities Network when required in front of local and decentralised institutions present in the territory.
 - Participate on behalf of MedCities General Secretariat in local and regional events when required.
 - Identify new alliances and funding opportunities for the organisation through cooperation with different stakeholders operating in the region in sustainable urban development.
- iv. PROJECT and STRATEGIC NEEDS IDENTIFICATION
- Identify new project opportunities in the territory, assist the General Secretariat in engaging member cities, draft concept notes and project proposals.
 - Promote sustainable City Development Strategies in the territory of the KTC, including bilateral meetings with cities that are engaging in strategic planning.
 - Contribute to identifying local or international good practices, experts, and resources, and preparing contents for the MedUrbanTools platform developed by the General Secretariat.
 - Coordinate the cooperation of the Urban Community of Al Fayhaa with MedCities General Secretariat.
 - Contribute to the definition of the MedCities Strategic Plan 2030 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.

Expert profile

The CV of the proposed expert should clearly present the experience in the subjects requested above:

- University degree + master's degree with at least 5 years of relative professional experience. If you do not have a master's degree, a university degree and 7 years of experience in the field.
- Demonstrable experience in urban development, sustainable development policies and working with local authorities in Lebanon. Desirable, experience in other countries concerned by the KTC Al Fayhaa.

- Demonstrable experience in the field of international projects, in particular the drafting, implementation and monitoring of European projects.
- Demonstrable experience in fundraising in international organizations working in the field of international cooperation and / or urban development.
- Demonstrable experience of interacting with other levels of government and civil society in the implementation of projects.
- Excellent command of French and Arabic, both oral and written. Fluency in oral and written English.
- Knowledge of the socio-political and cultural reality of the Middle East and the experience in the region.

In addition, the ideal candidate should have:

- Good organizational skills
- Autonomous work capacity and initiative
- Experience in the work of multidisciplinary teams.
- Excellent interpersonal skills and ability to communicate, speak in public and make oral presentations

3. Type of service, duration and place of execution

These terms of reference and the winning proposal will define the service conditions as a contract of provision of services from the date following the order's notification until 31st December 2021. The service will be carried out in the office of the service provider a requires a permanent presence in Lebanon.

The service will be governed by the Catalan law, the Spanish law and the courts of Barcelona.

4. The base budget of the service

The maximum budget for this service is € 12 376,03 (all taxes included). If the bidder has its tax domicile in Spain, the full amount will be € 14 975 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 regular fulfilment of the services contracted such as general expenses, financial costs, insurance, Lebanon's local transport and travel expenses (international travel expenses are counted a part), 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 tender award, in line with the offer submitted.

3 invoices are required according to the following details:

- 30% of the total amount on 30th April 2021.
- 40% of the total amount on 30th September 2021.
- 30% of the total amount on 15th December 2021.

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

The payment term of the invoice will be bank transfer 30 days after the invoice's date (bank account details are required) after a 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 regarding 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 taxes payment.

6. Participation requirements

Those bidding for the service can be individuals or companies with the full capacity to carry out the work, which is not subject to a ban on hiring staff and that can demonstrate their technical reliability and professional experience.

The following conditions must be met by the candidates:

- With their regular and tax place of residence in Lebanon, individuals or legal entities have full capacity to act and are not subject to a 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 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 of the sociopolitical and cultural reality of Eastern Mediterranean cities 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 rigour.
- Organisation and responsibility.
- Work skills in multidisciplinary teams.

7. Confidentiality clause

The information that the service provider will have access to fulfil this contract's purpose 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 belong 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.

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 date of these terms of reference.
- The email subject line should specify "Service offer for a senior expert to be responsible for dynamising the MedCities territorial antenna in Lebanon and implementing a range of activities in the territory (Mashreq, Cyprus, Turkey)".
- The submission must indicate business name, address, phone number, email address and the Fiscal ID Number (VAT – tax number) of the bidding company.

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:

- The detailed offer of the services, including a working plan, a methodology to follow-up projects, possible improvements with regards to the functions described in this tender, and any other information that the expert wish to provide to better inform how the service will be carried out.
- Economic proposal: candidates must submit a financial proposal in euros that either they or their representative must sign. The prices offered should include any 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.

- Motivation letter and CV of the professional person or company involved and the working team give relevant examples of similar work undertaken and justifying the conditions set in article 6 above.

If 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 5 working days from the offers' final submission date.

Barcelona, 16 March 2021

Josep Canals Molina
MedCities Secretary General