

ISTITUTO AGRONOMICO MEDITERRANEO DI BARI

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1. OBJECTIVES & EXPECTED OUTPUTS

The external service provider will provide CIHEAM Bari with an **IT platform (A.6.1.1)** foreseen in WP6 that integrates various components developed throughout the project implementation regarding peer learning among partners (WP3), tools and methodologies to manage participatory approaches (WP5) and governance solutions to support other Local Public Authorities (LPAs) implementing food policies in the Mediterranean (WP4).

1.1. Overall objective

The overall service complies with the overall objective of the FOODGaP project, "Food Governance and Policies at Local Level," funded by the Interreg NEXT MED Programme.

The result the external service provider must contribute is to:

- Increase local public authorities' capacities to collaborate across-sectors and actors to develop local food policies
- Strengthen the transnational cooperation among local public authorities and stakeholders to develop local food policies in the Mediterranean

1.2. Specific objectives and expected outputs to be achieved by the contractor

In WP6 - Mediterranean Food Policy Coalition

- **A.6.1.1 IT Platform**

The provider will develop the IT platform and co-design its content with the involvement of project partners and CIHEAM Bari (LP) with the objective of consolidating the existing network by strengthening, scaling, and capitalizing on their cooperation and attracting new allies to the Mediterranean coalition aimed at supporting the implementation of local food policies.

2. SCOPE OF THE WORK

2.1. General

2.1.1. Description of the assignment

The External Service Provider will set up the **IT Platform (A.6.1)**, conceived as a digital collaborative environment that fosters dialogue, knowledge exchange, and collaboration among stakeholders. Indeed, it will be designed to capitalize FOODGaP methodologies, results, and lessons learned to leverage cities' capacities for food policy development and favor civil society participation in the Region.

The platform design will build on a **co-design approach** that will involve project partners to effectively feed it.

The MED coalition platform will:

- Collect and organize the contents produced throughout the project implementation (participatory approaches, policy tools, pilot actions and action plans formulation;);
- Host and channel the LPAs profiles and the journey undertaken to improve governance models validated by piloted solutions;
- Provide a digital toolkit to support knowledge sharing of other cities, metropolitan cities and local authorities in the Mediterranean in developing local food policies

- Valorize the networks of actors, projects, and organizations active in local food systems in the Mediterranean, amplifying the FOODGaP impact in the region and favoring opportunities of transnational cooperation in the Mediterranean.

2.1.2. Geographical area to be covered

The Mediterranean region within the NEXT MED and EURO MED Cooperation Area.

2.1.3. TARGET GROUPS

Local public institutions, both at the project level and beyond; associate partners; quadruple helix stakeholders (public administration/government, business, civil society, academia/research institutions); and higher policy-level representatives.

2.2. Specific work

The design of the IT Platform will be guided by principles of **transferability**, with a strong focus on **usability and clear communication**, ensuring that the platform and its contents are **accessible** to a broad range of Mediterranean cities beyond the project partners and can be adapted to different territorial contexts and needs.

The work shall follow the below-listed phases:

Phase 1: Analysis, co-design, and information architecture

Analysis of project requirements, co-design and technical coordination of the platform architecture, and mapping of information needs. The IT platform capitalizes on an output already achieved by integrating **CIBA2030 platform** contents and messages. The content shall be of high quality, relevant, and engaging. Well-written texts, well-curated images, and interesting videos not only enhance the user experience but also facilitate the effectiveness of the platform.

Phase 2: Participatory UX/UI design

Design of the platform's information architecture and user interface, including navigation flows, wireframes, and validation with project partners.

Phase 3 Platform Development

Development of the frontend and backend implementation, CMS integration, modular architecture, and integration of the initial content.

Phase 4- Hosting, Licensing, Testing, and Release

Hosting, deployment, licensing, and testing of the platform, including environment configuration, functional and usability testing, and first-year operational support.

Key Responsibilities:

Implement the IT platform, leading workshops of co-designing with CIHEAM Bari and the project's partners to define the platform's objectives and functions, content, and the overall structure.

2.3. PROJECT MANAGEMENT

2.3.1. Responsible body

The Innovation and Knowledge Transfer Area of the CIHEAM Bari will be responsible for managing the contract related to the project.

3. LOGISTICS AND TIMING

3.1. Start date & period of implementation of tasks

The period of implementation of the contract is intended from September the 1st 2026 to July 7th 2028.

4. REQUIREMENTS

4.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

4.1.1. Key experts

Given the nature of the assignment, two/three key expert positions have been identified. The implementation of the project's activity requires professionals with complementary expertise capable of providing both strategic guidance and technical input for the design and development of the IT platform. Together, the two experts will ensure the integration of content, governance, and technological dimensions, enabling the coherence between the conceptual framework of the Mediterranean coalition and the operational design of the IT platform. Their combined expertise will turn the platform into a strategic instrument for capitalizing knowledge, strengthening regional networks, and creating a common vision of the Mediterranean urban food policies.

Note that the selection procedures used by the contractor to select the experts who provide input to the contract must be transparent and must guarantee the absence of professional conflicting interests and the absence of any discrimination based on former or current nationality, gender, place of residence, or any other ground. The findings of the selection panel must be recorded.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

Key expert 1: IT expert

Key expert 2: UI/UX designer

Key expert 3: Process facilitator-service designer

4.2. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

4.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial, and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.,

4.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

5. REPORTS

5.1. Reporting requirements

The contractor will submit the following reports in English in one original copy:

- **1st Interim report after the period of co-design.** In the report the contractor shall describe, e.g., initial findings, progress in collecting data, and any difficulties encountered or expected in addition to the work programme. The final report must be provided along with the corresponding invoice.
- **Final report after the delivery of the platform.** A max. of 12 pages to be produced at the end of the implementation period (M28, corresponding to the project end). In the report the contractor shall describe e.g. initial findings, progress in collecting data, and any difficulties encountered or expected in addition to the work programme. The final report must be provided along with the corresponding invoice (M36).

5.2. Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.