

MedCUC - MedCities's Climate Urban Capacity Programme

CALL FOR MEDITERRANEAN LOCAL AUTHORITIES

Terms of Reference





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INTRODUCTION: ORIGINS OF THE MEDCUC PROGRAMME

The Mediterranean area is one of the most vulnerable to the impacts of climate change: with a warming rate 20% faster than the global average, the demand for water in the region should double or even triple by 2050 and extreme climatic phenomena such as flooding, storms, fires, heat waves or erosion, are expected to become more and more frequent and intense. Faced with this increasing pressure on already severely strained ecosystems as well as on local economies, Mediterranean territories must prepare themselves to be able to prevent, mitigate and adapt to the effects of climate change.

Municipalities and local governments are on the front line in managing both the short- and long-term consequences of this adverse context, but they are also confronted with many challenges. When it comes to it, many do not possess any sectoral or strategic plans to address these issues in an integrated manner, and when they do, they often lack the capacity, skills, technical competencies and knowledge to define, prepare and implement their projects. This is exacerbated by the absence of inter-departmental coordination and dedicated structures and the lack of political will to target climate change as a priority issue. Local governments are also usually unaware of or unable to access financing opportunities to fund their projects.

In this context, **cities' network associations play an essential role in informing**, equipping, and training local governments in the development of climate change adaptation strategies, as well as in the design and implementation of concrete measures that are essential to make the transition and adaptation operational. This is the role of MedCities.

MedCities is an association of local authorities, with its headquarters in Barcelona, dedicated to sustainable urban development in the Mediterranean. It comprises 81 municipalities and unions of municipalities from seventeen different states 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.

To offer Mediterranean local authorities from non-EU countries needs-oriented and sustainable support to **prepare climate-resilient and low-carbon urban projects**, MedCities developed a programme, financed by the Climate City Finance Gap Fund: MedCUC – MedCities' Climate Urban Capacity Programme. Concretely, through MedCUC, MedCities wants to develop a new service portfolio that will enable local governments and cities to share lessons learnt and replicate successful models for climate action, make financing opportunities known to local authorities, and offer city project promoters information and capacity development measures on primarily early-stage project preparation and individual training and technical support tailored to their needs, in the fields of sustainable urban mobility, solid waste management, energy efficiency, water management, greening of urban areas, and any other field of climate change adaptation and mitigation – which is what this Call for Mediterranean local authorities is all about.



1. ABOUT THE PROGRAMME AND THE CALL

The objective of this Call is to **select 9 Mediterranean local authorities** from non-EU countries committed to the climate transition – here after “Beneficiaries” – from Albania, Algeria, Bosnia and Herzegovina, Jordan, Lebanon, Libya, Montenegro, Morocco, North Macedonia, Palestine, Tunisia, Türkiye. Under MedCities’s Climate Urban Capacity Programme, these local authorities will receive a **boost in the preparation and funding of their urban climate project**. They will benefit from **training and technical support** regarding project identification and preparation as well as funding and resource mobilisation.

2.1 Scope of the support

Each Beneficiary will benefit from the following activities:

(1) Online training in climate project preparation and financing

Foreseen date: October 2025

This first activity will consist in a **6-hour online initial training**, in English and French, on project preparation (primarily early-stage) and financing gathering all the Beneficiaries and will take place over several days (exact dates and times will be provided at a later stage).

The objective of the initial training is to **provide the Beneficiaries with essential knowledge in project preparation and financing**. It will consist of a presentation of the four main phases of the project life cycle, especially emphasising the first two, and of the corresponding funding options and other opportunities, as well as provide some general tips and resources to better prepare climate infrastructure project.

At the end of this initial, the Beneficiaries will obtain the **following knowledge and skills**:

- Familiarity with project lifecycle
- Basic understanding of Climate Finance
- Introduction to general requirements for project funding
- Main tools of project preparation (preliminary concept note, problem analysis, stakeholder mapping, climate rationale, etc.)
- Awareness of the importance of early preparation, cross-sector collaboration and transformational change

...and will be able to self-assess their readiness and identify areas for deeper training.



Project Origination and Conceptualisation (Concept Note)	Feasibility & Strategic Planning	Project Structuring and Design
<ul style="list-style-type: none"> Establishing the need for a project. Understanding of the social and environmental context. Engaging stakeholders. Consider financing options. 	<ul style="list-style-type: none"> Site investigation. Collection of technical data. Understanding of beneficiary/ stakeholder needs & consultations. Developing detailed project plans, including technical specifications. Develop a detailed Business Case (or project design). Develop project governance structure, approach to procurement, management and risk management. Develop funding structure. 	<ul style="list-style-type: none"> Detailed design of the project (for infrastructure projects). Drafting of the tender documents if applicable.

The first 3 stages of the project life cycle (source: Urban Emerge)

(2) Tailored technical assistance

Foreseen period: October 2025 – March 2026

The objective of this technical assistance is to **provide the Beneficiaries with tailored support and recommendations for their climate project**. It will consist of minimum 3 exchanges over a period of 4 to 6 months:

Exchange n°1: Joint definition of the scope and framework of the support

Foreseen period: October - November 2025

Together with the Beneficiary, the MedCUC advisor will review the application to jointly define the objective, scope and framework of their support and better respond the needs of the climate project in its current stage (e.g. identification of potential opportunities – funding or technical assistance; assistance in concept note elaboration; review of project structuration to match donors’ requirements; preparation of presentation / pitch to potential donors, etc.). This meeting will also be the occasion to set out the municipal staff to be involved and to list all the documentation and information necessary to the tailored technical assistance.

Following this initial discussion, the Beneficiary will share all the documentation and information with the MedCUC advisor, who will proceed with reviewing it and establish a series of advice, tools, opportunities and next steps to carried out by the Beneficiary.

Exchange n°2: MedCUC advisor’s feedback and recommendations for action

Foreseen period: December 2025 - January 2026

Based on the review of the available documentation, the MedCUC advisor will present the Beneficiary with potential actions to be carried out to meet the objective of the technical assistance programme, including tools, tips, recommendations, external resources, funding opportunities, etc. These actions will be discussed and agreed upon to meet with the objective of ensuring the continuity and improve the bankability of the climate project.



During the following weeks or months, the Beneficiary's staff involved will carry out the different tasks following the recommendations and commit to send the work carried out to the MedCUC advisor for revision.

Exchange n°3: Beneficiary's feedback, final recommendations and next steps

Foreseen period: February - March 2026

The third and last meeting of the technical assistance will take place after the revision of the tasks carried out over the last weeks or months by the MedCUC advisor. The latter will give their feedback to the Beneficiary to establish a series of actions to be undertaken in the near future to consolidate the climate project and answer potential doubts or questions. Following this meeting, the MedCUC advisor will provide their final report including these final recommendations to the Beneficiary.

These meetings will take place either online or in person, when feasible. Other ad hoc meetings or exchanges can be agreed upon if the need arises, especially during the implementation of the roadmap set by the MedCUC advisor.

(3) Participation in peer-to-peer exchange and matchmaking sessions

Foreseen period: Novembre 2025 – June 2026

The Beneficiaries will also have the possibility to participate in two other activities organised under the MedCUC programme:

- **Online matchmaking sessions with Financiers:** sessions with potential financiers during which the latter will present their opportunities available to Mediterranean local authorities to fund the conceptualisation, planning, design and implementation of their climate projects.
- **Online peer-to-peer exchange sessions:** thematic sessions gathering local authorities from all over the Mediterranean, including the northern shores, to share good practices and inspiring cases with each other - the thematics will be: sustainable waste management, coastal cities, green and resilient cities (including energy), and sustainable mobility.

2.2 Benefits

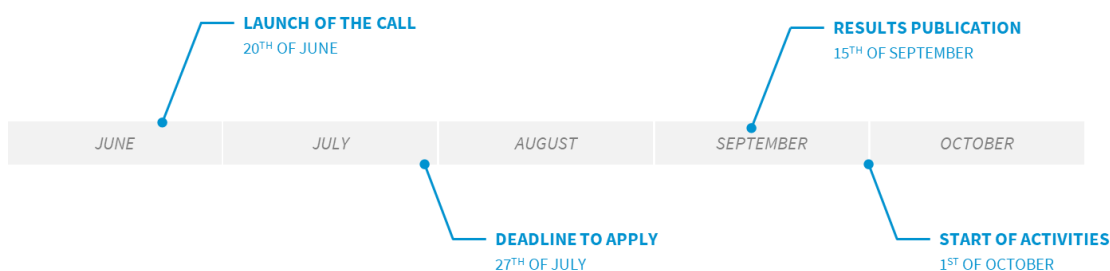
The benefits of participating in the Programme are:

- **Access to Expertise:** Obtain recommendations and tips from experts in climate project preparation and financing.
- **Tailored Support:** Receive assistance adapted to the current stage of your climate project (e.g. identification of potential opportunities – funding or technical assistance; assistance in concept note elaboration; review of project structuration to match donors' requirements; preparation of presentation / pitch to potential donors, etc.)
- **Innovative Solutions:** gain insights into climate financing mechanisms and instruments for climate adaptation.
- **Capacity Building:** Improve project preparation skills and knowledge of climate finance.

- **Networking Opportunities:** Connect with other territories and public authorities to share knowledge and best practices.

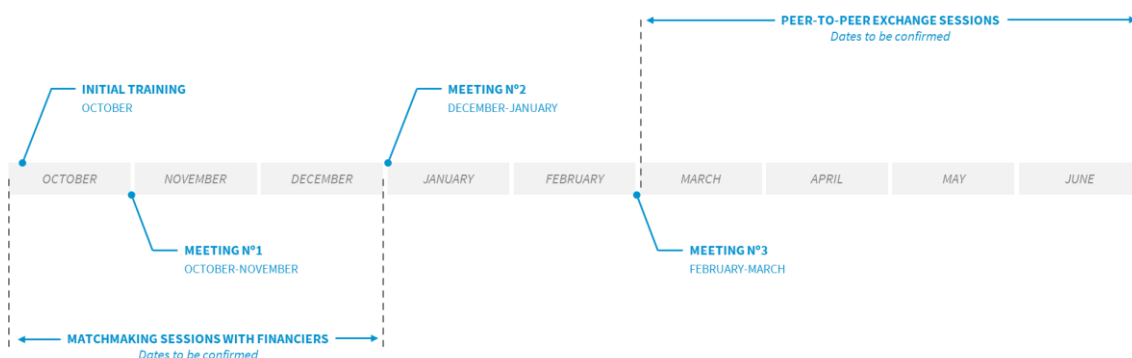
2.3 Calendar

The Call will be **launched** on the **20th of June 2025** and the **deadline** to apply will be the **27th of July 2025, 23:59 (CET)**.



The **results** of the selection process will be made available on the **15th of September 2025** and communicated by email to all the applicant local authorities.

The activities of the will **start** on the **1st of October 2025** and are foreseen to finish at the end of the first semester of 2026.



2.4 Participation requirements

When applying to the Call, **local authorities commit to fully cooperate with MedCities and dedicate the necessary resources to ensure a successful participation.** This includes the active involvement of relevant municipal departments as well as assigning one technical representative, fluent in English or French, to act as focal point between them and the MedCUC advisor. The city will ensure that qualified staff members participate in the programme activities, i.e.:

- Active participation in the online joint training that will kick-off activities
- Participation into the three exchange processes, at least online, and implementation of the resulting tasks, following the MedCUC advisor's recommendations
- Provision of all the necessary information and documentation related to the climate project and its corresponding climate plan to the MedCUC advisor

The initial online joint training will be carried out in English and French, and the material will be available in both these languages. The participating staff must therefore have a **working**



knowledge of either English or French (recommended level: at least B2¹) and commits to dedicate **about 20 hours of their working time** in total to the activities over the course of the programme.

2. ABOUT THE APPLICATION AND SELECTION PROCESS

3.1 How to apply?

Applications to the MedCUC Programme must be submitted exclusively **online via the EUSurvey platform**.

This platform allows you to download a PDF version of the form and to save your application at every step and come back to it at a later stage. For these options, follow the indications on the right sidebar. You can also find a **courtesy application form** on the [Call's website](#).

Only the information provided **in English or French** will be admitted.

The following **supporting documentation** can be uploaded on the platform:

- A **mandatory engagement letter**, signed by a legal representative (in English or French, template available)
- Additional documentation to help understand the project and evaluate the proposal (in English, French or Arabic)

Once you have completed your application, **submit it by clicking the “submit” button**. The platform will offer you to print and save the PDF copy of your application form after the submission. Note that once the “submit button” has been clicked, you will no longer be able to edit the form.

3.2 Who is eligible to this call?

Only **local public authorities** are eligible under the MedCUC Programme. Examples of local public authorities include city councils, town councils, and various specialised districts and bodies responsible for providing services and implementing policies at the local level (e.g. metropolitan councils).

To be eligible, a local public authority must also be from one of the following **countries**:

- North Africa: Algeria, Libya, Morocco, Tunisia,

¹ For more information about the B2 level, see <https://europass.europa.eu/en/common-european-framework-reference-language-skills>

- Middle East: Jordan, Lebanon, Palestine
- Other Mediterranean countries: Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Türkiye

Important: note the same local public authority can **only submit an application for 1 climate project**. In case more than 1 project are submitted, only the first project to be submitted will be evaluated, the others being automatically rejected.

3.3 How will applications be evaluated?

The process of selection is internal to the MedCUC team.

Phase 1: Eligibility check

The applications that do not meet the eligibility criteria of the previous section will automatically be rejected. Non-eligible applicant local authorities will be informed by email.

Phase 2: Application evaluation

Following phase 1, the eligible applications will be evaluated by the MedCUC team. This evaluation will mainly be about the engagement of the applicant city and, to a lesser extent, the relevance and maturity of the project idea. The following criteria will be used:

Criteria	Max. score
1-RELEVANCE OF THE PROJECT <i>The climate challenge(s) is clearly identified. The territory where the project is implemented faces this challenge(s). The project is relevant to tackle these challenges. The project is aligned with a climate plan or other relevant strategic document(s). The project is expected to have environmental, social and/or economic co-benefits for the territory.</i>	30
2- PROJECT'S MATURITY <i>The need for the project has been established. The social and economic context has been analysed. The stakeholders have been identified and/or engaged. Financing options have been pre-identified. Actions have been foreseen to ensure the long-term sustainability of the project.</i>	20
3- CITY'S ENGAGEMENT TOWARDS CLIMATE ACTION <i>The city has a climate plan or other relevant strategic document(s). The city has previously implemented one or more climate project(s) in its territory. These projects were implemented under the same climate plan as the submitted project. The project's team counts with at least 2 qualified staff. Other relevant departments and /or external stakeholders have been involved.</i>	50
TOTAL	100

Phase 3: Selection



Once the evaluation is over, the eligible applications will be selected by a committee composed of the 3 Focal Points of the MedCUC programme as well as another member of the MedCities team.

The final results will be published on the Call's webpage and sent by email to the applicant local authorities.

3.4 Where to find more information?

All the information related to the MedCUC Programme is available on the Call's **webpage**: <https://medcities.org/project/medcuc/>

An **informative session** will be held during the online launch of the MedCUC Programme on the 7th of July 2025 at 11:00 (CET) to present the new MedCities service portfolio. This session will present the Call, explain the application process, and highlight the benefits of participation.

For any question or doubt regarding the Call or the application process, please contact: fyvon@medcities.org (French or English only).