



**GEIE GECOTTI - PE**

Groupement Européen pour la mise en oeuvre  
des Programmes de Coopération Transfrontalière,  
Transnationale, Interrégionale et d'autres Programmes Européens

## LETTRE DE COMMANDE (LC)

Référence : 22U015

Objet :

**EXPERTISE D'ÉVALUATION EX ANTE DE LA THÉMATIQUE "VILLES D'ÉGALITÉ" DANS LE CADRE DE L'AGENDA URBAIN EUROPÉEN**

Pouvoir Adjudicateur :

GEIE GECOTTI-PE  
45/D rue de Tournai  
7° étage  
59000 LILLE

## ORDER CONTRACT

Reference: 22U15

Object:

**EXPERTISE FOR THE EX ANTE ASSESSMENT OF THE 'CITIES OF EQUALITY' THEMATIC AREA UNDER THE URBAN AGENDA FOR THE EU**

Contracting Authority:

GEIE GECOTTI-PE  
45/D rue de Tournai  
7° étage  
F-59000 LILLE



## Table des Matières / Table of Content

|   |                              |   |    |
|---|------------------------------|---|----|
| Article 1 - Pouvoir Adjudicateur.....                   | 3                            | Article 15 - Background context .....   | 8  |
| Article 2 - Titulaire.....                              | 3                            | 15.1. About the European Urban Initiative8  |    |
| Article 3 - Objet du marché .....                       | 3                            | 15.2. Context.....  | 9  |
| Article 4 - Durée du marché .....                       | 4                            | It was considered a necessary addition after the findings of the Assessment study on implementation and ..... | 9  |
| Article 5 - Pièces constitutives du marché...           | 4                            | performance of the Urban Agenda for the EU (2019).....  | 9  |
| Article 6 - Montant du marché.....                      | 4                            | 15.3. Ex- Ante Assessment's purpose, objectives and scope .....   | 10 |
| Article 7 - Assurance.....                              | 4                            | Article 16 - OBJECT OF CONTRACT .....   | 12 |
| Article 8 - Exécution des prestations .....             | 4                            | 16.1. Desk research.....  | 12 |
| Article 9 - Facturation et paiement .....               | 5                            | 16.2. Interviews and meetings .....   | 12 |
| Article 10 - Réclamations et pénalités de retard .....  | 5                            | 16.3. Drafting initial analysis/ interim report 13  |    |
| Article 11 - Résiliation du marché .....                | 5                            | 16.4. Drafting final ex-ante assessment report.....   | 13 |
| Article 12 - Litige.....                                | 6                            | 16.5. Preparation of call for selection of partners .....   | 14 |
| Article 13 - Propriété intellectuelle.....              | 6                            | Article 17 - DELIVERABLES .....   | 14 |
| Article 14 - Protection des données personnelles .....  | 6                            | 17.1. Desk research.....  | 14 |
| Article 1 - Contracting Authority .....                 | 3                            | 17.2. Interviews and meetings .....   | 14 |
| Article 2 - Contractor.....                             | 3                            | 17.3. Drafting initial analysis/ interim report 14  |    |
| Article 3 - Object of the contract.....                 | 3                            | 17.4. Drafting final ex-ante assessment report.....   | 14 |
| Article 4 - Duration of the contract.....               | 4                            | 17.5. Preparation of call for selection of partners .....   | 15 |
| Article 5 - Constitutive documents of the contract..... | 4                            | Article 18 - COORDINATION AND ORGANISATION .....  | 15 |
| Article 6 - Contract amount .....                       | 4                            | 18.1. EU pool of experts .....  | 15 |
| Article 7 - Insurance.....                              | 4                            | Article 19 - INDICATIVE TIMEFRAME .....   | 16 |
| Article 8 - Implementation conditions .....             | 4                            |   |    |
| Article 9 - Invoicing and payment.....                  | 5                            |   |    |
| Article 10 - Complaints and liquidated damages.....     | 5                            |   |    |
| Article 11 - Termination.....                           | 5                            |   |    |
| Article 12 - Dispute .....                              | 6                            |   |    |
| Article 13 - Intellectual property rights.....          | 6                            |   |    |
| Article 14 - Further information .....                  | 6                            |   |    |
| Article 14 - Contracting Authority .....                | <b>Error!</b>                |   |    |
|   | <b>Bookmark not defined.</b> |   |    |

|  |   |
|--|---|
| <p><b>Article 1 - Pouvoir Adjudicateur</b></p> <p>Le GEIE GECOTTI-PE est le Groupement Européen pour la mise en œuvre de programmes de COopération Transfrontalière, Transnationale et Interrégionale et d'autres Programmes Européens. Il gère quatre Secrétariats qui se chargent de trois Programmes Interreg et d'une Initiative Européenne (Actions Innovatrices Urbaines).</p> <p>Pour plus d'informations à propos des Secrétariats :<br/> <a href="https://www.interreg2seas.eu">https://www.interreg2seas.eu</a><br/> <a href="https://www.nweurope.eu">https://www.nweurope.eu</a><br/> <a href="https://www.interregeurope.eu">https://www.interregeurope.eu</a><br/> <a href="https://www.uia-initiative.eu">https://www.uia-initiative.eu</a></p> <p><b>Article 2 - Titulaire</b></p> <p>Nom de la société :<br/> .....<br/> .....</p> <p>Adresse :<br/> .....<br/> .....<br/> .....</p> <p>Tél : .....<br/> Courriel : .....</p> <p><b>Article 3 - Objet du marché</b></p> <p>L'objet de la présente lettre de commande est :<br/> Expertise d'Evaluation Ex Ante de la thématique 'Ville d'égalité dans le cadre de l'agenda urbain européen</p> <p>Le contenu détaillé des prestations est dans la deuxième partie « Clauses Techniques » du Cahier des Clauses Particulières (CCP).</p> | <p><i>Courtesy translation (only the French version is binding)</i></p> <p><b>Article 1 - Contracting Authority</b></p> <p>The EEIG GECOTTI-PE is a European Economic Interest Group for implementation of Cross-border, Transnational and Interregional Cooperation and other European Programmes. It manages four Secretariats taking care of three Interreg Programmes and one European Initiative (Urban Innovative Actions).</p> <p>For more information about the Secretariats:<br/> <a href="https://www.interreg2seas.eu">https://www.interreg2seas.eu</a><br/> <a href="https://www.nweurope.eu">https://www.nweurope.eu</a><br/> <a href="https://www.interregeurope.eu">https://www.interregeurope.eu</a><br/> <a href="https://www.uia-initiative.eu">https://www.uia-initiative.eu</a></p> <p><b>Article 2 - Contractor</b></p> <p>Company name:<br/> .....<br/> .....</p> <p>Address:<br/> .....<br/> .....<br/> .....</p> <p>Tel: .....<br/> Email: .....</p> <p><b>Article 3 - Object of the contract</b></p> <p>The purpose of the present order contract is: EX ANTE ASSESSMENT THE CITIES OF EQUALITY THEMATIC AREA UNDER THE URBAN AGENDA FOR THE EU</p> <p>The detailed content of the performances is provided in the second part "Technical clauses" of the present Special terms and conditions document (CCP).</p> |
|--|---|



|  |   |
|--|---|
| <p><b>Article 4 - Durée du marché</b></p> <p>Le marché est conclu pour une durée de 6 mois à compter de sa date de notification d'attribution au titulaire.</p> <p>Il pourra être reconduit de manière tacite pour la même période 7 fois maximum.</p> <p>Si le Pouvoir Adjudicateur décide de ne pas reconduire le marché, il en informera le titulaire par écrit avant la date d'anniversaire du marché.</p> | <p><b>Article 4 - Duration of the contract</b></p> <p>The contract is concluded for 6 months from its notification to the contractor.</p> <p>It may be tacitly renewed for the same period 7 time maximum.</p> <p>If the Contracting Authority decides to not renew the contract, the contractor will be informed in writing before the anniversary date of the contract.</p>                         |
| <p><b>Article 5 - Pièces constitutives du marché</b></p> <p>Les pièces contractuelles du présent marché, sont dans l'ordre de priorité ci-après :</p> <ul style="list-style-type: none"> <li>• La présente Lettre de Commande (LC) dûment signée par les parties</li> <li>• Le Cahier des Charges (Annexe 1 de la présente LC)</li> <li>• L'offre technique et financière du candidat</li> </ul>               | <p><b>Article 5 - Constitutive documents of the contract</b></p> <p>The constitutive documents of the present contract are in the following order:</p> <ul style="list-style-type: none"> <li>• The present Order Contract initialled and signed by the parties</li> <li>• Terms of reference (Annexe 1 of the present order contract).</li> <li>• The performer price and technical offer</li> </ul> |
| <p><b>Article 6 - Montant du marché</b></p> <p>Le montant maximum cumulé du présent marché est de <b>40 000 € HT</b>.</p> <p>Ce montant comprend le prix des prestations ainsi que tous les frais y afférents (déplacements, recherches, matériel...).</p>   | <p><b>Article 6 - Contract amount</b></p> <p>The total cumulative maximum amount of this contract is <b>40 000 € (excl. VAT)</b>.</p> <p>This amount includes consultancies fees and the expenses relative to it (transports, researches, material...).</p>   |
| <p><b>Article 7 - Assurance</b></p> <p>Avant tout commencement d'exécution, le titulaire devra justifier qu'il est couvert par un contrat d'assurance au titre de la responsabilité civile ainsi qu'au titre de sa responsabilité professionnelle, en cas de dommage occasionné par l'exécution du marché.</p>   | <p><b>Article 7 - Insurance</b></p> <p>Prior to the execution beginning, the provider will have to justify that he is covered by an insurance contract in respect of civil liability as well as its professional liability, in case of damage caused by the execution of the contract.</p>  |
| <p><b>Article 8 - Exécution des prestations</b></p> <p>La prestation doit être conforme à la commande et effectuée dans les délais prévus dans l'offre du titulaire.</p>   | <p><b>Article 8 - Implementation conditions</b></p> <p>The service must comply with the order and done in a timely manner in the Contractor's tender and listed in the order.</p>   |

|  |   |
|--|---|
| <p>Les prestations seront livrées/exécutées à l'adresse du Pouvoir adjudicateur ou toute autre adresse édictée par lui au titulaire :</p> <p>Toute modification du représentant de l'équipe dédiée désigné dans l'offre devra être signalée rapidement et approuvée par le Directeur du Secrétariat ou par le Gérant du GEIE GECOTTI-PE.</p> <p><b>Article 9 - Facturation et paiement</b></p> <p>Les factures doivent être libellées à l'adresse suivante :</p> <p style="text-align: center;">GEIE GECOTTI-PE</p> <p style="text-align: center;"><b>EUI : 7e étage</b><br/>45/D, rue de Tournai<br/>59000 LILLE</p> <p><u>Les factures peuvent être envoyées par mail à l'adresse suivante :</u><br/><b>UIA : a.damiens@uia-initiative.eu</b></p> <p><u>Les factures peuvent également être transmises sur la plateforme de dématérialisation « ChorusPro ».</u></p> <p><u>Les factures doivent faire apparaître le montant de la TVA, ainsi que le montant H.T. et T.T.C.</u></p> <p>Le paiement s'effectuera par virement bancaire dans les 30 jours suivant la réception de la facture.</p> <p><b>Article 10 - Réclamations et pénalités de retard</b></p> <p>Les réclamations en cas de prestation non conforme pourront se faire dans un délai de 2 jours ouvrés (à compter du jour de fin de la prestation).<br/>En cas de retard dans l'exécution des prestations commandées ou prévues au marché, le Pouvoir Adjudicateur peut appliquer des pénalités de retard selon à raison d'un 1/100<sup>e</sup> du montant total par jour de retard.</p> <p><b>Article 11 - Résiliation du marché</b></p> | <p>The performances will take place at the Contracting authority address or any other address provided by him to the Contractor.</p> <p>Any change in the appointed representative work team must be promptly reported and approved by the Director of the Secretariat or by the Manager of the EEIG GECOTTI-PE.</p> <p><b>Article 9 - Invoicing and payment</b></p> <p>The invoices shall be denominated to the following address:</p> <p style="text-align: center;">GEIE GECOTTI-PE</p> <p style="text-align: center;"><b>EUI-UIA: 7e étage</b><br/>45/D, rue de Tournai<br/>F-59000 LILLE</p> <p><u>The invoices can be sent by email to the following address:</u><br/><b>UIA: a.damiens@uia-initiative.eu</b></p> <p><u>The invoices can also be transmitted to the « ChorusPro » dematerialisation platform.</u></p> <p><u>The invoices shall indicate the amount of the VAT, the total including VAT, and the total excluding VAT.</u></p> <p>Payments will be made by bank transfer after delivery of services within 30 days following the date of receipt of the invoice.</p> <p><b>Article 10 - Complaints and liquidated damages</b></p> <p>The complaints in case of not corresponding performance can be made within 2 working days (as from the day of the end of the service performance).<br/>In case of delay in the execution of the ordered services planned in the contract, the Contracting authority can apply late charges according to the rate of a 1/100 of the total amount per day of delay.</p> <p><b>Article 11 - Termination</b></p> |
|--|---|

|  |  |
|--|--|
| <p>Le GEIE GECOTTI-PE se réserve le droit de résilier le marché dans les conditions suivantes :</p> <p>Le présent marché peut être résilié sans préavis par le GEIE GECOTTI-PE, en cas de faute avérée du titulaire. Cette décision ne donne pas lieu au versement d'indemnités.</p> <p>Le présent marché peut être résilié par le GEIE GECOTTI-PE, en l'absence de faute, après un préavis minimal de 1 mois, signifié par lettre recommandée avec accusé de réception. La date de résiliation est celle mentionnée dans le préavis. Cette décision ne donne pas lieu au versement d'indemnités. Cependant, les montants perçus (acomptes, dépôts de garanties, frais de réservations...) par le titulaire restent acquis par celui-ci.</p> <p><b>Article 12 - Litige</b></p> <p>En cas de litige, seuls sont applicables et opposables, la version française du marché et le droit français.</p> <p>Le tribunal compétent en cas de recours est le Tribunal de Grande Instance de Lille (13 Avenue du Peuple Belge – 59000 Lille).</p> <p><b>Article 13 - Propriété intellectuelle</b></p> <p>En matière d'utilisation des résultats, les conditions de l'article 35 du CCAG s'appliquent au présent marché.</p> <p><b>Article 14 - Protection des données personnelles</b></p> <p>Dans le cadre de leurs relations contractuelles, les parties s'engagent à respecter la réglementation en vigueur applicable au traitement de données à caractère personnel et, en particulier, le règlement (UE) 2016/679 du Parlement européen et du Conseil du 27 avril 2016 applicable à compter du 25 mai 2018 (ci-après, « le règlement européen sur la protection des données »).</p> <p>Le titulaire s'engage à :</p> <ol style="list-style-type: none"> <li>1. traiter les données uniquement pour la ou les seule(s) finalité(s) qui fait/ont l'objet du marché</li> </ol> | <p>The EEIG GECOTTI-PE reserves the right to terminate the contract in the following conditions:</p> <p>The present contract can be terminated without notice by the EEIG GECOTTI-PE, in case of a proven fault of the provider. The termination date is the one stated in the notice.</p> <p>The present contract can be terminated by the EEIG GECOTTI-PE, in the absence of fault, after a notice of 1 month minimum, served by registered letter with acknowledgement of receipt. The termination date is the one stated in the notice. This decision does not give rise to payment of compensations. However, the amount already paid (advances, deposits, reservations fees...) shall be retained by the contractor.</p> <p><b>Article 12 - Dispute</b></p> <p>In case of dispute, sole French law and the French version of this contract shall be applicable and opposable.</p> <p>The court having jurisdiction in case of appeal is the Lille District Court (Tribunal de Grande Instance de Lille, 13 avenue du Peuple Belge - 59000 Lille)</p> <p><b>Article 13 - Intellectual property rights</b></p> <p>In terms of the use of the results, the terms of article 35 of the French CCAG apply to this contract.</p> <p><b>Article 14 - Further information</b></p> <p>In the context of their contractual relations, the Parties undertake to comply with the regulations in force applicable to the processing of personal data and, in particular, with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable from 25 May 2018 (hereinafter "the General Protection Data Regulation").</p> <p>The contractor is committed to:</p> <ol style="list-style-type: none"> <li>1. process the data only for the purpose(s) that is/are the object of the contract</li> </ol> |
|--|--|

|   |   |
|---|---|
| <p>2. traiter les données conformément aux instructions du responsable de traitement (le GEIE GECOTTI-PE). Si le titulaire considère qu'une instruction constitue une violation du règlement européen sur la protection des données ou de toute autre disposition du droit de l'Union ou du droit des Etats membres relative à la protection des données, il en informe immédiatement le responsable de traitement. En outre, si le titulaire est tenu de procéder à un transfert de données vers un pays tiers ou à une organisation internationale, en vertu du droit de l'Union ou du droit de l'Etat membre auquel il est soumis, il doit informer le responsable du traitement de cette obligation juridique avant le traitement, sauf si le droit concerné interdit une telle information pour des motifs importants d'intérêt public.</p> <p>3. garantir la confidentialité des données à caractère personnel traitées dans le cadre du présent marché.</p> <p>4. veiller à ce que les personnes autorisées à traiter les données à caractère personnel en vertu du présent marché :</p> <ul style="list-style-type: none"> <li>• s'engagent à respecter la confidentialité ou soient soumises à une obligation légale appropriée de confidentialité</li> <li>• reçoivent la formation nécessaire en matière de protection des données à caractère personnel</li> </ul> <p>5. prendre en compte, s'agissant de ses outils, produits, applications ou services, les principes de protection des données dès la conception et de protection des données (dès la conception et par défaut).</p> | <p>2. process the data in accordance with the instructions of the controller (GEIE GECOTTI-PE). If the contractor considers that an instruction constitutes a breach of the European Data Protection Regulation or any other provision of Union or Member State data protection law, he shall immediately inform the controller. In addition, if the contractor is required to transfer data to a third country or an international organisation under Union or Member State law to which he is subject, he shall inform the controller of this legal obligation prior to processing, unless the law concerned prohibits such information for important reasons of public interest.</p> <p>3. ensure the confidentiality of personal data processed under this contract.</p> <p>4. ensure that persons authorised to process personal data under this contract:</p> <ul style="list-style-type: none"> <li>• are committed to respect confidentiality or are subject to an appropriate legal obligation of confidentiality</li> <li>• receive the necessary training in the protection of personal data</li> </ul> <p>5. take into account, with regard to its tools, products, applications or services, the principles of data protection (from conception and by default).</p> |
|---|---|

**Date, qualité et signature du candidat /  
Date, title and signature of the contractor**

**Tanguy LATACZ  
Gérant du GEIE GECOTTI-PE /  
Manager of EEIG GECOTTI-PE**



## Article 14 - Background context

In the frame of the **European Urban Initiative** (EUI) activities, the EEIG GECOTTI-PE is launching a consultation to select an expert for service-provider for the Ex-ante assessment of the **Cities of equality** thematic area under the Urban Agenda for the EU.

### 14.1. About the European Urban Initiative

From 2021-2027, with a budget of EUR 450 million from the European Regional and Development Fund (ERDF), the [European Urban Initiative](#) (EUI) aims at providing coherent support to EU cities and assisting them in an evidence-based strategy and policy making on sustainable urban development with a strong link to EU policies and Cohesion policy, in particular. The overall objectives of the EUI are (i) to strengthen integrated and participatory approaches to sustainable urban development, and (ii) to provide a stronger link to EU policies. This novel initiative is an essential tool to support cities of all sizes, to build capacity and knowledge, to support innovation and develop transferable and scalable innovative solutions to urban challenges of EU relevance. The assistance of the EUI will be two-fold (see figure below for a visual illustration and breakdown of the EUI governance):

- support of innovative actions (UIA next generation) - Strand A: **Innovative Actions**

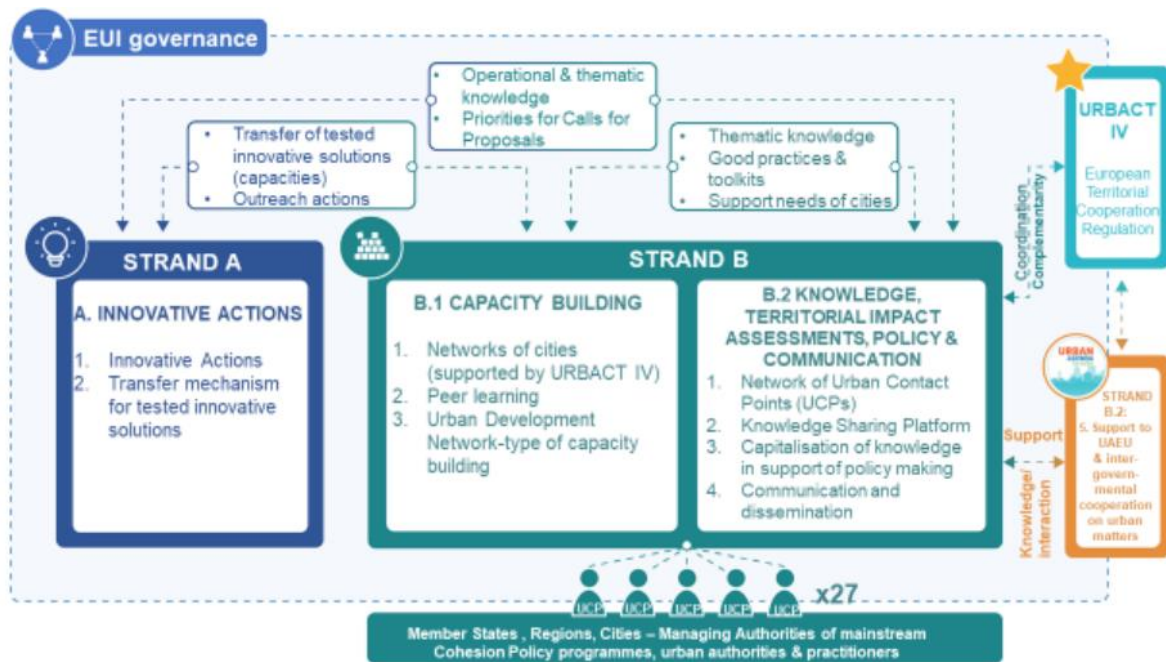
The overall ambition of the EUI Strand A “Innovative Actions” is to foster the transformative role of cities and the deployment of proof-tested urban innovations across the EU through a better use of Cohesion policy investments 2021-2027. Innovative Actions will provide opportunities for cities to move from “normal projects” and take the risk to turn ambitious and creative ideas into prototypes that can be tested and transferred in real urban settings. In other words, Innovative Actions support pilot projects that are too risky to be funded by traditional sources of funding provided that they are highly innovative, experimental and transferable. The specific character of this initiative – providing urban authorities across Europe with space and resources to experiment and test bold, unproven ideas – is to take into account and reflect on the visual identity.

- support of capacity and knowledge building, territorial impact assessments, policy development and communication - Strand B1: **Capacity Building + B2 Knowledge and Communications**

The specific objectives of the EUI strand B1 focusing on capacity building are (i) to improve capacities of cities in design of sustainable urban development strategies, policies and practices in an integrated and participative way, and (ii) to improve the design and implementation of sustainable urban development strategies, policies and action plans in cities.

The specific objectives of the EUI strand B2 on knowledge building, territorial impact assessments, policy development and communication are (i) to develop into the knowledge base in support of better sustainable urban development policy and strategy design, implementation and urban mainstreaming, and (ii) to ensure easier access to horizontal and thematic knowledge and share knowhow on sustainable urban development. **In addition, this sub-strand includes the support to the Urban Agenda for the EU, and upon request from Member States, it may support the intergovernmental cooperation on urban matters. Refer to the EUI Explanatory Memo file (ANNEX 1) for more details and information on EUI.**





When designing, initiating and implementing activities of the EUI to reach its specific objectives, the underlying principle is to create an effective value-chain to support innovation, cities' capacity, and knowledge building, capitalisation as well as communication for evidence-based policy making on sustainable urban development, involving the two strands (a) and (b). This will result in stronger coordination, synergies and complementarities between the urban support tools of Cohesion policy and beyond for the benefit of cities in Europe. **The activities of the Urban Agenda for the EU will feed into the value chain of EUI, together with the other sustainable urban development activities of the Cohesion policy, to generate stronger linkages and benefits for all actors involved.**

## 14.2. Context

The Urban Agenda for the EU (UAEU) was initiated within the framework of intergovernmental cooperation. The Pact of Amsterdam signed on 30 May 2016 at the informal meeting of EU Ministers responsible for Urban Matters, established the Urban Agenda for the EU. It intends to better involve cities in the design and implementation of policies. The overall objective is to include the urban dimension in policies and its implementation should lead to better regulation, better funding and better knowledge for cities in Europe.

The Urban Agenda for the EU is a multi-level and multi-stakeholder working method and institutional innovation promoting cooperation between Member States, cities, the European Commission and other stakeholders. It is implemented through Partnerships involving the European Commission (and ultimately other EU institutions), Member States, cities and stakeholders in a multi-level governance format (Partnership), and focus on a theme.

After its first phase that has delivered 14 Thematic Partnerships and actions plans in relation to better regulation, funding and knowledge, including 139 actions so far, the Urban Agenda for the EU was renewed according to parameters adopted through the Ljubljana Agreement. These new parameters comprise in particular an **Ex-Ante Assessment** of future priority themes that will be identified for launching new partnerships.

It was considered a necessary addition after the findings of the Assessment study on implementation and performance of the Urban Agenda for the EU (2019).

### 14.3. Ex- Ante Assessment's purpose, objectives and scope

The Ex-Ante Assessment (EAA) has been proposed as a new step towards the creation of partnerships and other forms of cooperation as part of the Urban Agenda for the EU. It will be first launched as an exploratory process, which should allow for the deployment of a pragmatic, effective and result-oriented approach aiming at increasing the impact of future UAEU deliverables. The EAA will conduct an **in-depth analysis** of the proposals for new themes to help **optimise focus, timing and activities** of the multi-level cooperation as well as safeguard the suitable level of partners' thematic and procedural expertise. It should still allow the flexibility in the work and decision making of partnership according to the spirit of the UAEU.

It can be considered as a **strategic and pragmatic tool** checking whether a multi-level governance approach to deliver on the objectives of the UAEU for a specific theme or question related to sustainable urban development fits in a favourable policy and regulatory context.

**The objective** of the expert work will be to organise and **produce the Ex-Ante Assessment** of the particular theme of cities of equality (please see ANNEX 2 for the explorative proposal of the theme) in view of proposing an **analysis and recommendations as to the conditions to launch a call** to create a new partnership of the UAEU and to help for the call for partners. The expert will carry out desk research, will collect information from organisations and institutions of relevance, including discussions with relevant Directorate Generals of the European Commission, and will produce a report. In addition, s/he will help the PS and DG REGIO in the call for selection of partners.

#### Process:

The EAA will be steered by the Urban Agenda Technical Preparatory Group (UATPG) as a whole, with a particular role of supervision from the Presidency and the European Commission. The UATPG will act as a sounding board for the deliverables and report to be developed by the expert. The EAA will follow a collaborative process and will include consultations with relevant services of the European Commission, city representatives and other actors, both for validation of the orientation as well as for the outcomes of the report. As the UATPG has the mandate to support operational steering of the UAEU by providing technical guidance and support to the Urban Development Group (UDG) and the Director Generals for Urban Matters (DGUM), consultation with these entities will also be part of the EAA process. The timing of the consultations will be as much as possible in line with UATPG/UDG/DGUM meetings.

#### Assessment Criteria:

The analytical part of the EAA of the proposed theme will be carried out according to a series of criteria chosen to establish its relevance in terms of scope and timing.

These should be used to **advise on the opportunity of launching a dedicated multi-stakeholder and multi-level partnership** to work on this issue for a definite period of time, to in fine produce and implement an action plan.

| <b>Criteria to be addressed</b>  | <b>Description</b>   |
|----------------------------------|--|
| <b>1. Multi-level governance</b> | The compatibility of the multi-level governance approach to tackle the theme has to be evaluated. This specific approach has- to bring added value to the reflection, elaboration, and to the solutions proposed and implemented. Taking into consideration the differences of repartition of the competencies between MS and across various levels of governance in the EU. Outreach to relevant stakeholders (ESPON, OECD, EUKN, EPRS etc.) should also be explored. |

|  |   |
|--|---|
|  | <p>Assess how a future partnership could reach out to a wider circle of cities and stakeholders at local, regional, national and EU level to maximise its benefits and the overall UAEU results. A special attention should be given to the feasibility of involvement of small and medium- sized cities in the theme, by highlighting bottlenecks that would prevent them from joining and how these can be overcome.</p>  |
| <b>2. Policy environment</b>                           | <p>The alignment of the theme has to be considered against EU headline priorities (such as: European Green Deal, European Pillar of Social Rights, European Digital Strategy, the Renovation Wave, Cohesion policy, Long-term Vision for Rural Areas; New European Bauhaus), the EC Work programme, upcoming developments from main EC communications, as well as the New Leipzig Charter principles and dimensions (the just, green and productive city and the transformative power of cities for the common good) and cross-cutting issues from the Pact of Amsterdam, as well as global agendas (the New Urban Agenda, and the UN SDGs) in order to fit into the overall framework in which the Urban Agenda for the EU operates.</p> <p>If it is beneficial for the partnership development under this theme, means to strengthen linkages between the UAEU and the Territorial Agenda 2030 can be explored.</p> <p>The UAEU Multiannual Working Programme for the period 2022 –2026 should be taken into consideration.</p> |
| <b>3. Regulatory Environment</b>                       | <p>The chosen topic should be looked at in the context of the planning of evaluations, and work of the Fit for Future Platform (RegHub subgroup), priority should be given into the transpositions in the national regulatory framework regarding the concerned theme, and the work programme of the Commission and related funding opportunities, to assess the potential for a partnership or form of cooperation's contribution to the Better Regulation dimension. Considering whenever possible relevant aspects identified for possible bottlenecks at national or sub-national level.</p>  |
| <b>4. Existing identified gaps and recommendations</b> | <p>Existing research, identified gaps and recommendations on Better Regulation/Better Knowledge/Better Funding related questions should be looked at in the context of the chosen theme to consider existing work of relevance, by the first generation of partnerships in particular. Options for mentor cities from previous partnerships should be identified if possible.</p> <p>An assessment of challenges relevant to the theme, which have not been addressed by previous Partnerships, or priority issues that need to be further explored within the future Partnership created for the current theme.</p> <p>The linking matrix created for the theme and presentations made within the UAEU Workshop of 6 October 2021 should be consulted as a basis for the exploration of the theme.</p>   |
| <b>5. Trends and evidence about EU cities</b>          | <p>Available evidence and scientific expertise coming notably from 'Future of cities' related data and research findings, the Urban Data Platform + and recent evidence on urban development in the EU should also support the identification of the relevance of the question/topic. At the same time, the data analysis should help to establish an evidence based perspective</p>  |

supporting further development of actions, taking into account urban challenges and territorial specificities of the theme.

As far as possible, proposal for indicators for monitoring and assessing the future Partnership can be included in the report.

## Article 15 - OBJECT OF CONTRACT

The expert is in charge of producing the EAA and coordinating its process with other stakeholders involved, and for drafting the interim report and the final Ex-ante assessment report. These activities should be designed around the evaluation of the criteria defined in the table in section 13.3. In addition, s/he will help the PS and DG REGIO in the call for selection of partners.

The work will be organised as follows:

### 15.1. Desk research

The expert will start by defining a methodology for analysis; by collecting and reviewing relevant documents/sources and by doing desk research for the theme of the assessment. The relevant documents/sources should include the following, while the expert can propose additional sources if they see fit:

- European Green Deal
- European Pillar of Social Rights
- European Digital Strategy
- Renovation Wave
- Cohesion policy
- Long-term Vision for Rural Areas
- New European Bauhaus
- 2023 European Commission Work programme
- The New Leipzig Charter principles and dimensions and Implementing Document
- The Pact of Amsterdam, as well as global agendas (the New Urban Agenda, and the UN SDGs)
- Territorial Agenda 2030
- The Ljubljana Agreement and Urban Agenda for the European Union Multiannual Working Programme for the period 2022 – 2026
- Description of previous partnerships created under the Urban Agenda for the European Union
- Ex-Ante Assessment of the Greening Cities and Sustainable Tourism themes
- Linking matrix created for the theme and the presentations made within the UAEU Workshop of 6 October 2021
- Available evidence and scientific expertise coming notably from 'Future of cities' related data and research findings, the Urban Data Platform + and recent evidence on urban development in the EU
- Fit for Future Platform (RegHub subgroup)
- National regulatory frameworks regarding the concerned theme
- Relevant funding opportunities for the concerned theme

### 15.2. Interviews and meetings

In the first month of the contract, the expert will carry out one interview with each relevant body of the European Commission as part of the research work on the defined criteria.

- For the Cities of Equality theme, the relevant bodies are: For the Cities of Equality theme, the relevant bodies are: DG JUST, DG EMPL, DG HOME, DG EAC, , JRC. Contact persons for each DG will be provided to the expert by the PS at this stage of the contract.

The expert will conduct a joint meeting with the organisation/cities responsible for drafting the theme proposal in the first month of the contract. The participants will include DG REGIO, Eurocities and CEMR, with the presence of the PS.

The expert will participate to the Cities Forum (16-17 March 2023) and intervene during the session dedicated to the Urban Agenda for the EU. Preparation of this intervention with the PS is expected.

### **15.3. Drafting initial analysis/ interim report**

The expert will draft an initial analysis with questions and issues for further discussion and deepened analysis which will constitute the interim report. This should contain a preliminary analysis of the assessment criteria (defined in the table in section 13. *Working approach and methodology*), based on the desk research and first interviews.

A draft version of the interim report should be delivered one or two weeks before the UATPG meetings taking place before the final submission of this deliverable. The expert will present the interim report during a UATPG meeting for discussion and steering will be organised at this stage.

The expert will also organise a written consultation of UDG members and European Commission DGs to collect comments on the interim report. After the comments have been collected and processed, the expert will submit the interim report to the PS and DG REGIO for comments and validation.

The expert will present the final interim report at the DGUM meeting in May.

### **15.4. Drafting final ex-ante assessment report**

The expert will draft the final Ex-ante assessment report and the Power Point presentation and will present it for discussion and validation of the UATPG/UDG meetings.

The expert will also organise a written consultation of UDG members and European Commission DGs to collect comments on the draft ex-ante assessment report. After the comments have been collected and processed, the expert will submit the draft ex-ante assessment report to the PS and DG REGIO for comments and validation.

The purpose of the final Ex-ante assessment report is to help:

- Establish the relevance of the focus on the theme chosen for future work in a multilevel governance context
- Secure the suitable level of partner's expertise while accounting for a balanced composition of a Partnership
- Guide multilevel cooperation in preparing a future Scoping paper (stocktaking and preparatory actions phases)

The final Ex-ante assessment report will provide an input for open calls for Partners, inputs/guidelines for drafting the Scoping paper, and for overall conditions on the required parameters for the successful launching of a multi-stakeholder partnership on the given theme. Besides the first part on the analysis of the listed criteria, it should, in a second part:

- Deliver recommendations to help interpret and focus the thematic scope of the subject
- Identify the most suitable form of multilevel cooperation
- Recommend the timing for successful implementation;
- Identify the required type of expertise of the members;
- Identify institutions/stakeholders of interest to be involved in the multilevel cooperation set-up;
- Identify the type of support that will be required for the implementation;
- Provide an assessment on the opportunity to launch a partnership.

The final report should comprise an executive summary that will also be delivered as a stand-alone document.

A draft version of the final report should be delivered three weeks before the UATPG meeting taking place on June 2023. The expert will also organise a written consultation of UDG members and European Commission Directorate-Generals to collect comments on the draft final report. After the comments have been collected and processed, the expert will submit the final report to the PS and DG REGIO for comments and validation.

The final report will be submitted to DGUM members for welcoming and approval of launching the call for partners based on the findings of the report.

### **15.5. Preparation of call for selection of partners**

The expert will provide help in carrying out the selection of partners for the creation of a Partnership for the previously assessed theme under the Urban Agenda of the EU. For this purpose, the expert will:

- draft the call for selection of partners;
- draft the criteria for selection of partners;
- draft the info note for partners (include info on Partner States' eligibility, required resources etc.)
- prepare a one or two-pager document based on the info note for partners consolidating and communicating the most relevant information with the aim to help move forward and simplify making decisions for interested partners (what does going into partnership entail, what are the responsibilities, what kind of resources are required and what are the benefits). An information to generate the appetite of cities, to motivate them and sell the idea effectively to cities.
- Prepare a report on the state of play of the application process
- receive and analyse proposals and rank the received proposals based on criteria;
- present to the PS and DG REGIO and to UATPG, UDG and DGUM the potential candidates for the Partnership as well as the reason for selection

Additional tasks related to the support to the PS in the call for selection of partners may be requested.

## **Article 16 - DELIVERABLES**

The main deliverables of this tender are listed below.

### **16.1. Desk research**

1 methodology for analysis highlighting the proposed approach to research as well as the sub-domains of the theme that the expert plans to analyse in relation to the 5 criteria

### **16.2. Interviews and meetings**

- 7 interviews
- 1 joint meeting
- 1 ppt presentation for Cities Forum

### **16.3. Drafting initial analysis/ interim report**

- 1 draft version of the interim report delivered, including initial analysis
- 1 written consultation to collect comments on the interim report with UDG and Commission DGs
- 1 final interim report
- 1 ppt presentation of the final interim report to be delivered at least 2 weeks before the DGUM meeting

### **16.4. Drafting final ex-ante assessment report**

- 1 draft version of the final Ex-ante assessment report at least 2 weeks before the UATPG meeting of June 2023
- 1 ppt presentation of the Ex-ante assessment report
- 1 written consultation of UDG members and Commission DGs to collect comments on the draft final report
- 1 final Ex-ante assessment report
- 1 executive summary

### 16.5. Preparation of call for selection of partners

- 1 survey for selection of partners, including horizontal, motivation and expertise criteria no later than 15 July 2023;
- 1 info note for the call for partners, containing the resume of the thematic focus proposed for the theme in the EAA as well as an explanation of the criteria to be scored
- 1 one or two-pager document based on the info note
- 1 list of all applicants with contact details
- 1 list of shortlisted applicants with contact details
- 1 report on the state of play of the application process at least one week before the DGUM meeting of 18 October 2023
- 1 ppt presentation on the state of play of the application process at least one week before the DGUM meeting of 18 October 2023
- 1 analysis report at least 2 weeks of the exceptional remote online UDG meeting
- 1 ppt presentation on the proposed composition of the partnerships by expert
- 1 ppt presentation on the potential candidate cities for the creation of the Partnership as well as the reasons for selection at least 2 weeks before the Informal ministerial meeting on urban regeneration in Gijon
- 1 written procedure of DGUM members to collect approval on the potential candidate cities for the creation of the Partnership as well as the reasons for selection

At the beginning of the contract, the the PS will provide a template for the reports and for the Power Point presentations, which will be used for the deliverables. All documents must be in English.

If the expert provided additional other services that are relevant for the purpose of this contract, all adequate details and explanations are exposed in the methodological note and reflected in the Price List.

## Article 17 - COORDINATION AND ORGANISATION

At the level of the PS Permanent Secretariat (PS), this project will be led by the Partnership & Communication Officer. Other officers from the Knowledge and Communication Unit as well as European Commission-DG REGIO staff can be involved in certain meetings and workshops depending on the specific deliverables.

The deliverables will be submitted in one digital copy, in English, by email, to [alexandru@urban-initiative.eu](mailto:alexandru@urban-initiative.eu) and [amelie@urban-initiative.eu](mailto:amelie@urban-initiative.eu). The expert will have 5 days to integrate feedback received on the deliverables.

The expert shall provide solid management of the project, enabling both its own Project Manager and the PS to easily view the work progress of the subsequent contracts including the financial aspects.

The expert shall inform the PS of any major step requiring discussions with the PS or its approval.

The PS may, at any time, request a fast answer to a specific point by email and, in this case, an answer must be given within 1 working day.

The PS may ask the service provider to take part in meetings (in person, or via the web/telephone) with the purpose of exchanging information and coordinating the activities carried out under this call for tenders.

The working language for the implementation of the contract will be English.

### 17.1. EUI pool of experts

For the entire duration of the EUI, a pool of EUI Experts will be set up. The EUI pool of experts will gather experts who will be cooperating with the PS to support projects, capitalisation or capacity-building activities or solicited for ad-hoc expertise upon need of the Permanent Secretariat and for the support to the Urban Agenda for the EU. Within the pool of experts, the PS can launch specific calls for interest, to which experts or teams of experts can answer and be selected. Selected expert will be invited to join the pool of EUI experts to be involved in future relevant EUI activities. Expert selected in this Call will have a chance to take part in the upcoming calls for interest and then being contracted for a given activity.

## Article 18 - INDICATIVE TIMEFRAME

| Date              | Initiative Milestone  |
|-------------------|---|
| Mid January 2023  | Start of the contract, online kick off meeting with DG REGIO and the PS   |
| January/February  | Delivery of analysis methodology  |
| February 2023     | Online meeting with Eurocities, CEMR, DG REGIO, the PS etc. in order to discuss the theme proposal<br>Interviews with European Commission Directorate-Generals  |
| 1st February 2023 | UATPG (online meeting)  |
| February 23, 2023 | UDG (in Stockholm)  |
| 16-17 March       | - Presentation of initial findings of the desk work at Cities Forum   |
| April 2023        | - Delivery of draft interim report<br>- Remote (online) meeting with DG REGIO and UATPG and presentation of the draft interim report by expert<br>- Written consultations with UDG and European Commission DGs on interim report  |
| 2d May            | - delivery of final interim reports   |
| May 15, 2023      | DGTC (in Stockholm)   |
| May 16, 2023      | In-person meeting with DG REGIO and DGUM (Stockholm) and presentation of final interim report by the expert   |
| June 2023         | - Delivery of draft ex-Ante Assessment report at least 2 weeks prior the UATPG online meeting<br>- Remote (online) meeting with UATPG and presentation of draft Ex-Ante Assessment report by experts<br>- Written consultations with UDG and European Commission Directorate-Generals on draft Ex-Ante Assessment report<br>- Delivery of final Ex-Ante Assessment report |
| July 2023         | - Written procedure for DGUM members on approving the final reports<br>- Delivery of surveys, criteria for selection of partners and inputs for the info note for call<br>- Remote (online) meeting with UATPG and presentation of the call for selection of partners by the PS and by expert   |
| September 2023    | - Call for selection of partners (1st-30th September)<br>- Remote (online) meeting with UATPG with presentation by the PS on the state of play of the Call for selections of partners<br>- In-person meeting with UDG (Madrid) with presentation by the PS on the State of Play of the Call for selection of partners   |



|               |   |
|---------------|---|
| October 2023  | <ul style="list-style-type: none"> <li>- Remote (online) meeting with UATPG and presentation by experts of the results of the application process</li> <li>- 18<sup>th</sup>: In-person meeting with DGUM with presentation by the PS on the state of play of the application process</li> </ul>  |
| November 2023 | <ul style="list-style-type: none"> <li>- Exceptional remote (online) UDG meeting with presentation of proposed composition of the partnerships by expert</li> <li>- 14<sup>th</sup>: Informal ministerial meeting on urban regeneration (Gijon, Asturias) – possible presentation of list of final composition of partnerships</li> </ul> |
| December 2023 | Written procedure for DGUM members on approving the final composition of partnerships.  |
|               | 3 additional remote (online) meetings with DG REGIO, the PS and/or UATPG, until the end of the contract.  |

## ANNEX 1 – EUI explanatory memo

[https://ec.europa.eu/regional\\_policy/sources/tender/pdf/eui/annex\\_a\\_memo.pdf](https://ec.europa.eu/regional_policy/sources/tender/pdf/eui/annex_a_memo.pdf)



## **ANNEX 2 - Explorative Proposal for an UAEU Thematic Partnership under the Ljubljana Agreement**

See. attached PDF

## **ANNEX 3 – Ex-Ante Assessments on Sustainable Tourism and Greening Cities**

[EAA Report Sustainable Tourism.pdf \(urban-initiative.eu\)](#)

[EAA Report Greening Cities.pdf \(urban-initiative.eu\)](#)



