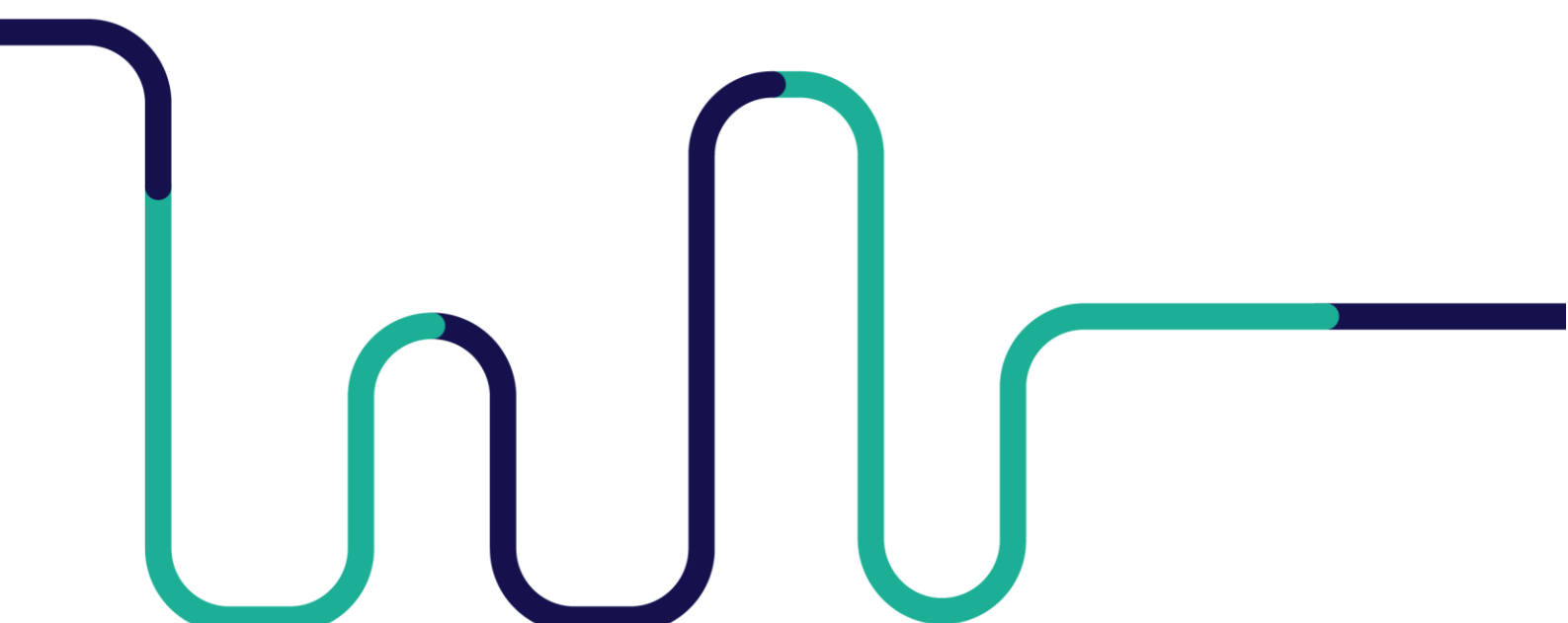EUROPEAN
URBAN
INITIATIVE

Open call for EUI pool of experts with focus on the Urban Agenda for the EU and knowledge activities

Courtesy document

Dear applicant,

this courtesy document provides you guidance to fill the application form on the open call for the EUI pool of experts with focus on the Urban Agenda for the EU and knowledge activities. You can apply for one or several of the three options for expertise:

- to perform an Ex-Ante Assessment for a new UAEU Thematic Partnership on Compact Cities
- **and/or** to join the European Urban Initiative's Pool of Experts to implement ad-hoc tasks for the UAEU and Intergovernmental Support
- **and/or** to join the European Urban Initiative's Pool of Experts to the Implementation of the EUI Knowledge Strategy.

Your application will be reviewed against the assessment criteria outlined in the Call for Applications. The Experts will be selected by the EUI Permanent Secretariat.

The Terms of Reference (ToR) provides information on the framework for expertise under the European Urban Initiative. You are invited to carefully read this document, as well as this courtesy document and check the specific skills and experience required to become an Expert before filling in the Application Form.

You are invited to apply to the present call for experts by respecting the procedure indicated in the Terms of Reference (ToR) and in this document. In the Application Form, you are requested to:

1. Indicate the role(s) you are interested to apply for.
2. Describe the main skills you would bring to the role(s) and provide evidence of your experience while respecting the word limit in each question box.

Please note:

The application form will allow the EUI Permanent Secretariat to assess your eligibility and suitability for the role(s) that you applied for. Therefore, the answers included in the application form should be specifically tailored to the question asked and not a simple repetition of the content of your CV.

In addition to the application form, all applicants are required to submit a CV of maximum 5 A4 pages, maximum 1 MB, preferably in Europass format detailing your qualifications and work experience. The relevant duration in months along with the start date and end date **must** be provided for any employments or missions. Examples of previous work can be included as attachment or hyperlinks. This may include links to event recordings to demonstrate evidence of your speaking/moderating skills. Any examples of previous work must be limited to relevant examples to support the knowledge and skills required in the framework of the present Call.

Applications must be submitted to the EUI Permanent Secretariat by 30 September 2024, 14:00 (CET). We only accept applications via the EUI website tool.

If shortlisted for interview, candidates will be invited to choose an interview slot on:

- 23/24 October for applicants interested in the performance of the Ex-Ante Assessment
- Week of 4 November 2024 for all applicants who apply on to be selected for the EUI Pool of Expert on ad-hoc tasks for the Urban Agenda for the EU and the Implementation of the EUI Knowledge Strategy.

GUIDANCE FOR THE APPLICATION FORM

1.   Personal Information

1.1 E-mail address

1.2 Name

1.3. Surname

1.4 Nationality /ies

1.5 Country of residence

1.6 Phone number (including country code)

1.7 Social media accounts

Please indicate if you have a Twitter, Facebook, LinkedIn account for professional purposes.

1.8 Native language(s)

1.9 Gender

Tick box	Woman
Tick box	Man
Tick box	Other / I prefer not so say

Why we ask this information? The EUI-Permanent Secretariat is committed to ensuring that external experts participating on panels are gender and geographically balanced.

2.   CV and Privacy Statement

2.1 Upload your CV *(Europass format preferred, maximum size 1 MB, 5 pages. describing only experience that is relevant for the roles you are applying for)*

> Select file(s) to upload

2.2 Please upload a signed Privacy Statement and Declaration of Consent

> Select file(s) to upload

Download template for Privacy Statement here.

3.   Language skills

The sections 3 and 4 are mandatory for all applicants. You will only have access to the questions corresponding to the missions if you fill in theses sections.

3.1 Describe your capacity to communicate fluently in English, at least at C1 level, according to the Common European Framework of Reference for Languages

Any candidate shortlisted for an interview must provide a certificate proving a minimum of C1 level (or equivalent) has been awarded unless English is listed as a native language in this application.

Candidates without a certificate will be required to pass an online English test organised by EUI. Tests are expected to take place the week between 21 - 31 October. A level of C1 must be confirmed for any candidates taking the test by 31 October 2024 at 12:00 noon CEST at the latest.

The proof of English proficiency is obsolete, if you hold a university degree in English language

1000 characters maximum

3.2 Provide details of any English language certification obtained.

Type of language certification (e.g. Cambridge, IELTS etc)	Level/score obtained	Year of award	Awarding institution

3.3 Upload a proof of C1 English level minimum (e.g. language certificate). Please note, that is field is optional at this stage. Shortlisted candidates may be asked to take a language test between 21 and 31 October.

Select file(s) to upload

3.4 List any languages other than English in which you could carry out expert tasks. Please indicate your proficiency level.

(e.g. C1-C2 level for both speaking and writing according to the Common European Framework of Reference for Languages)

Language	Proficiency level (C1, C2)

4. Knowledge and experience on Sustainable Urban Development

4.1 Introduce your overall educational and professional background related to sustainable urban development.

> *Please provide clear information on your educational and professional background related to urban development. Please describe the type of activities you have been involved in (e.g. as urban researcher or practitioner, project/programme delivery, urban management, teaching, actual contribution to the listed publications etc.*
>
> 3500 characters maximum

4.2 Indicate your university degree(s), the awarding institution, the year of award, and the topic of the degree.

Level of qualification (PhD, Master's, Bachelor's)	University name, city, country	Year of award	Degree subject/major

4.3 Demonstrate that you have the required number of years of relevant work experience* to perform the missions indicated in the ToR. To be considered relevant, work experience should be linked to thematic challenges related to Sustainable Urban Development.

Take note, that the minimum requirements to work as an EUI-Expert need to cover:

- Bachelor's + 12 years of experience in topics related to Sustainable Urban Development (SUD) <u>or</u>
- Master + 10 years of experience in topics related to SUD, <u>or</u>
- PhD + 7 years of experience in topics related to SUD.

Start date - end date (MM.YYYY)	Employer/client, mission/position	Main tasks	Main thematic areas related to SUD
			(See Annex, Table 1, <u>level 2</u> of the Courtesy Document. Please indicate one or several of the listed thematic fields of the main SUD themes linked to your work experience/mission you apply for)

The following sections are related to specific missions you apply for. You will only have access to the questions if sections 3 and 4 are completed.

5. Role(s) in the framework of the present call

5.1 Please state which role(s) from the following list you would like to apply for *(you can choose one ore several options)*

tick box	Ex-Ante Assessment for the UAEU on Compact Cities
tick box	EUI pool for ad-hoc tasks for the UAEU and Intergovernmental Support
tick box	Implementation of the EUI Knowledge Strategy

6. Experience on the theme Compact Cities to perform an Ex-Ante Assessment under the Urban Agenda for the EU (Section 3.1. of the ToR)

6.1 Describe your knowledge and experience regarding urban/spatial planning and research methodologies with focus on urban sprawl mitigation, qualitative urban density (including social and environmental aspects) and compact transport infrastructure.

3500 characters maximum

6.2 Provide at least three examples of your relevant publications in English on the topic of Compact Cities.

Title	Short abstract (500 characters maximum)	Year

6.3 Provide at least three examples of relevant projects on the topic of Compact Cities.

Start date - end date (MM.YYYY)	Employer/client	Description of mission (including funding programme)

6.4 Describe your knowledge about the Urban Agenda for the EU and the working principles of the Thematic Partnerships.

1500 characters maximum

6.5 Describe your knowledge about the EU policy environment and/or EU legislative processes in the context of urban development and Compact Cities theme.

1500 characters maximum

6.6 Describe your knowledge and/or experience in moderation/facilitation

1500 characters maximum

7. Experience to perform ad-hoc expertise on the Urban Agenda for the EU and Intergovernmental Support (*Section 3.2. of the ToR*)

7.1 Describe your knowledge about the Urban Agenda for the EU and/or EU Intergovernmental Process on urban matters

1500 characters maximum

7.2 Describe your knowledge about the EU policy environment and/or EU legislative processes (with a focus on urban development)

1500 characters maximum

7.3 Describe your knowledge and experience about one or several of the following topics with reference to the relevant EU policy context

tick box	Greening Cities	*2000 characters max*
tick box	Sustainable Tourism	*2000 characters max*
tick box	Food	*2000 characters max*
tick box	Cities of Equality	*2000 characters max*
tick box	Water Sensitive Cities	*2000 characters max*
tick box	Building Decarbonisation	*2000 characters max*
tick box	Skills for Urban Transition	*2000 characters max*
tick box	Compact Cities	*2000 characters max*

7.4 Describe your knowledge and/or experience in moderation/facilitation

1500 characters maximum

7.5 Describe your knowledge and/or experience in working in a multi-level- and international environment

1500 characters maximum

7.6 Describe your experience in working with cities in the context of local governance.

1500 characters maximum

8 Experience to support the implementation of the Knowledge Management Strategy *(Section 3.3. of the ToR)*

8.1 Knowledge capture and capitalisation: describe your knowledge and experience in identifying and capturing valuable insights, lessons learned and good practices; and in organising and using knowledge within an organisation or project.

3500 characters maximum

8.2 Describe your knowledge of EU Cohesion Policy, its urban dimension and other EU urban-related initiatives.

1500 characters maximum

8.3 Provide examples of capitalisation/research projects you have managed, highlighting your ability to oversee projects from inception to completion. Include details on how you ensured quality and met deadlines.

2500 characters maximum

8.4 Provide at least three examples of relevant research projects or analyses you have conducted. Indicate whether these have required collaboration with cities or local authorities.

Title	Short abstract (500 characters maximum)	Collaboration with cities or local authorities (500 characters maximum)	Year

8.5 Describe your experience of writing clear and concise articles or written outputs tailored to an audience of urban practitioners.

2500 characters maximum

8.6 Provide at least two of your publications in English on SUD related topics.

Select file(s) to upload

8.7 Describe your knowledge and experience of using collective intelligence approaches to design and deliver events and projects, and your skills in moderation and facilitation. Highlight how you have engaged diverse stakeholders, fostered collaborative learning and the outcomes of these events.

2500 characters maximum

ANNEX 1 – CATEGORISATION OF SKILLS AND FIELDS OF EXPERTISE

1. THEMATIC AREAS ACCORDING TO THE PORTICO TAXONOMY OF EUI

Thematic areas	Sectoral principles/areas in relation to sustainable urban development		Description
Level 1	Level 2 *(please choose one ore several thematic areas to answer question*	Topics that could be covered	
Productive, smart and connected	Research and Innovation	Social Innovation, Business Incubation	Focuses on social innovation, business incubation, and fostering entrepreneurial solutions to urban challenges. Examples: Innovation hubs, social impact startups.
	Digital transition	Digital economy; Digital technologies and processes (AI, data standardisation); Data protection (GDPR)	Covers the digital economy, technologies, and processes driving urban transformation. Examples: AI applications, data standardization, cybersecurity.
	Local production	Green industrialisation; crafts -creative industries	Addresses green industrialization and creative industries, promoting sustainable local manufacturing and cultural entrepreneurship. Examples:, artisanal crafts.
	Mobility	Active mobility; walkable cities; cycling; Traffic Management	Encompasses active mobility, walkable cities, cycling, and efficient traffic management to create sustainable transportation systems. Examples: Pedestrian-friendly infrastructure, bike-sharing programs.

	Transportation and logistics systems	Sustainable supply chains and logistics	Involves developing sustainable supply chains, distribution networks, and innovative transportation solutions for urban areas. Examples: Last-mile delivery optimization, urban freight consolidation.
	Sustainable tourism		Promotes responsible tourism practices that minimize negative impacts on the environment and local communities. Examples: Eco-tourism, cultural heritage preservation in tourism destinations.
	Circular Economy	Sustainable production and consumption patterns.	Emphasizes the transition from a linear to a circular economy, focusing on waste reduction, resource efficiency, and closed-loop systems. Examples: Recycling programs, product lifecycle management.
	Job creation and entrepreneurship	Social entrepreneurship; social economy; jobs all type of industries	Focuses on social entrepreneurship, social economy, and inclusive job opportunities to drive sustainable urban economic growth. Examples: Social enterprise incubators
Green	Sustainable soil and land use	Land take; underused land; sustainable use of land	Addresses issues such as land take, underused land, and sustainable land management practices. Examples: Urban agriculture, brownfield redevelopment.
	Food systems		Covers the entire food production-to-consumption cycle, including sustainable farming practices, local food distribution,

			and reducing food waste. Examples: Community gardens, farmers' markets, food rescue initiatives.
	Resilient environments	Flood management; fire management; risk prevention and management	Focuses on managing and adapting to environmental risks, such as flood and fire management, and overall disaster risk prevention. Examples: Flood-resistant infrastructure, fire-safe urban planning.
	Climate adaptation	Heat islands; Nature Based Solutions	Addresses measures to mitigate heat islands and promote nature-based solutions for climate resilience. Examples: Green roofs, urban parks and green spaces.
	Climate change mitigation	Air quality; air pollution; depollution	Covers strategies and technologies to reduce greenhouse gas emissions, improve air quality, and promote cleaner energy sources.
	Water management	Water conservation, stormwater management, and wastewater treatment.	Focuses on water conservation, stormwater management, wastewater treatment, and sustainable water use in urban areas. Examples: Rainwater harvesting systems, constructed wetlands.
	Nature protection and biodiversity	Nature based solutions; urban forest; green infrastructure	Highlights the importance of preserving and enhancing urban biodiversity through nature-based solutions and green infrastructure. Examples: Urban forests, biodiversity corridors.

	Energy transition	Energy retrofitting, energy production; renewable energy; smart energy grids; energy efficiency; energy production, energy storage; Positive Energy Districts	Encompasses energy retrofitting, renewable energy generation, smart grids, energy efficiency, energy storage, and the development of Positive Energy Districts. Examples: Solar panel installations, energy-efficient street lighting.
	Waste management	Waste and recycling; water management; waste management; construction materials	Addresses waste reduction, recycling, and sustainable waste management practices in urban areas. Examples: Recycling programs, waste-to-energy plants.
Just and Inclusive	Social inclusion	Multidimensional poverty; social integration and exclusion; vulnerable groups; youth; children; ageing; migrants and refugees; inequality; gender equality	Focuses on addressing equality principle and its access, focussing on vulnerable groups more concretely multidimensional poverty, promoting social integration, and ensuring equitable access to essential services. Examples: Integration of migrants and refugees, children poverty
	Affordable housing	Social housing; homelessness; affordable housing , sustainable housing; right to housing; gentrification; co-housing; housing cooperative	Covers social housing initiatives, homelessness prevention, sustainable housing solutions, and promoting the right to housing for all. Examples: Affordable housing cooperatives, supportive housing programs.
	Education and employment	Employability; training; life-long learning; apprenticeship; skills;	Encompasses initiatives that enhance employability, provide lifelong learning opportunities, and promote skills development for urban residents. Examples:

		talent management; education	Vocational training centers, job placement programs.
	Health and well-being		Focuses on creating healthy and supportive urban environments that promote physical and mental well-being. Examples: loneliness support, accessible healthcare facilities.
	Culture and cultural heritage	Cultural preservation	Involves preserving cultural diversity, protecting heritage sites, and promoting cultural expression within urban development. Examples: Historic preservation initiatives, public art installations.
	Safe and secure urban environment		Addresses issues of urban safety, crime prevention, and the creation of secure public spaces. Examples: safety perception programs, surveillance systems.
	Urban regeneration	Brownfield regeneration, revitalisation of city centres, shrinking cities	