EUI Pool of Experts
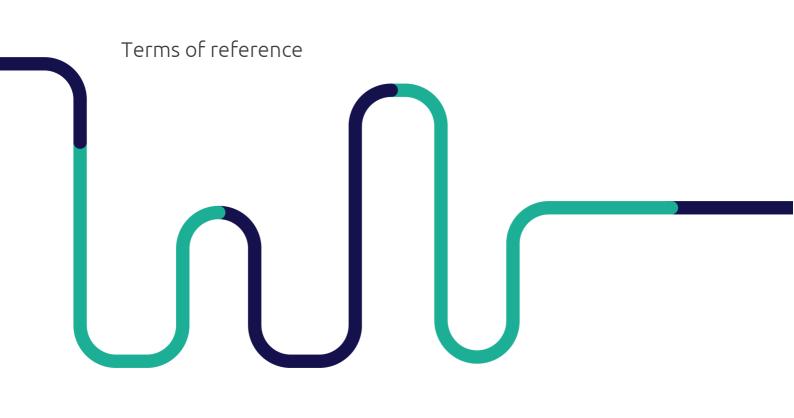
2025 call for EUI experts to support capacity building activities

Terms of reference

INTRODUCTION TO THE EUROPEAN URBAN INITIATIVE (EUI)

In times of rapid urbanisation (predictions show that the share of urban population in Europe will continue to grow, and it is likely to reach more than 80% by 2050), on the one hand European urban areas are increasingly facing many challenges, on the other – new opportunities emerge. To face the challenges and make the most of development opportunities, EU cities and towns must also keep transforming and developing their creative and innovative potential, responding to the needs of sustainable urban development. Complex challenges and transitions often cannot be solved without strong capacities and innovative thinking at all levels of policy and action and, in particular, at local level. There is also strong evidence suggesting that the nature and scale of the challenges facing urban authorities demand much more than traditional policies and services.

In this context, the Cohesion policy legislative package for 2021-2027 included the establishment of the European Urban Initiative - EUI (a successor of the Urban Innovative Actions Initiative implemented during the 2014-2020 programming period). 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 European Union relevance.

The legal basis of the EUI is set out in Article 12 of the European Regional Development Fund/Cohesion Fund Regulation which provides for the main content and strategic framework of the initiative.

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, and in particular to Cohesion policy. The initiative is aimed at offering coherent support to cities to overcome what has been in the past a fragmented landscape of manifold initiatives, programmes, and instruments in support of cities under Cohesion policy.

The EUI is managed by the Commission's Directorate General for Regional and Urban Policy via indirect management. The Region Hauts-de-France (France) has been designated as Entrusted Entity for the implementation of the EUI. A Permanent Secretariat (PS) has been set to ensure the management of the Initiative.

INTRODUCTION TO EUI CAPACITY BUILDING

Building on previous Urban Development Network (UDN) activities, the European Commission Joint Research Centre methodologies, the TAEIX REGIO Peer 2 Peer mechanism as well as UIA capitalisation work, EUI capacity building activities contribute to the following specific objectives:

> To improve the capacities of cities in the design of sustainable urban policies and practices in an integrated and participative way

> To improve the design and implementation of sustainable urban strategies and action plans in cities

The main activities proposed by EUI to contribute to these objectives are City-to-City Exchanges, Peer Reviews and Capacity Building Events. The capacity building activities were officially launched on 17 March 2023 at the Cities Forum in Turin, Italy.

Sustainable Urban Development (SUD) within Cohesion Policy should be primarily understood in the context of Article 11 of the European Regional Development Fund (ERDF)/Cohesion Fund (CF) Regulation[1], in conjunction with Article 28 (Integrated territorial development) and Article 29 (Territorial strategies) of the Common Provisions Regulation[2]. Article 11 provides the regulatory framework for urban authorities to design and implement SUD strategies, and to be involved as decision makers in project design and selection. Building the capacities of urban authorities on these challenges is key to ensuring that SUD strategies and the related ERDF investments (minimum 8% of ERDF resources in each EU Member State) deliver good results.

The target group of EUI capacity building covers all urban authorities in the European Union, in particular Article 11 cities, cities participating in the mainstream Cohesion policy programmes and Managing Authorities. Special attention is paid to cities from less developed and transition regions, functional urban areas and small and medium-sized cities[3].

The main features of the City-to-City exchanges, Peer Reviews and Events which are covered by this call for experts are described in the following sections.

EUI POOL OF EXPERTS

A pool of EUI Experts was set up to support the PS with the delivery of the initiative. The pool gathers experts who will be cooperating with the PS to support projects, capitalisation or capacity-building activities or solicited for ad-hoc expertise when needed by the PS and for the support to the Urban Agenda for the EU.

Within the pool, the PS launches specific calls for interest, which invite individual experts or teams of experts to apply for specific missions. Experts or teams of experts within the pool may also be directly awarded specific missions for which they meet the requirements, up to a certain amount of working days.

Experts within the EUI pool of experts have had their applications assessed against a set of pool-specific requirements detailed in the next section. For this call, candidates for two specific roles (curriculum designer and event moderator, only) that do not meet the English language requirement can still apply. These experts may be selected only to perform country-specific missions in the relevant national languages.

EXPERTS SELECTED VIA THE PRESENT CALL

The present call will select experts to support activities within the EUI Capacity Building strand: City-to-City Exchanges, Peer Reviews and Capacity Building Events.

This call is open both publicly to new candidates and to experts that are already in the EUI pool of experts. Those already in the pool should indicate this in their application form to benefit from a

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[1] Article 11 of Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021: "To address economic, environmental, climate, demographic and social challenges, the ERDF shall support integrated territorial development based on territorial or community-led local development strategies (…) that are focused on urban areas, including functional urban areas ('sustainable urban development')".
[2] Article 28 and Article 29 of Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021
[3] Those with less than 500,000 inhabitants.

simplified procedure whereby only the new role-specific questions need to be answered. All candidates are still required to answer question 3.5 about their competencies in languages other than English.

In case any candidate is not sure whether they are already admitted to the EUI pool of experts, contact the Permanent Secretariat (experts@urban-initiative.eu) **by 12:00 CET on Thursday 6 February** to receive a reply before the deadline.

Candidates are invited to apply for one or more of the following expert roles.

These first five roles involve missions carried out in English:

- **City-to-City Exchange coordinator** – 1 expert to be selected mid-March following call closure.
- **City-to-City Exchange moderator** – up to 6 experts to be selected mid-March following call closure for inclusion in the moderator's catalogue. The PS confirms missions to support specific City-to-City Exchanges upon request eligible beneficiaries.
- **Peer Review expert** – up to 4 experts to be selected mid-March following call closure. They may be called upon to support Peer Reviews starting from May -December 2025 as part of a team which currently counts 10 Peer Review experts and 1 coordinator.
- **Event methodology expert** – 2 experts to be selected mid-March following call closure. They will be called upon to provide ad-hoc support to events taking place from April 2025.
- **Curriculum designer** – ca. 30 experts to be selected between March-July pending confirmation of relevant events taking place April-December 2025.

For the last role (event moderator), missions may be carried out in English or in other EU languages according to the specific event needs (i.e. events may target an EU-wide audience with the curriculum delivered in English, or they may target specific EU Member States with the curriculum delivered in the national language).

- **Event moderator** – ca. 45 experts to be selected between March – July pending confirmation of relevant events taking place April-December 2025.

Candidates that do not demonstrate English language skills at C1 level may still apply for the event moderator role if they have the necessary skills to carry out the tasks in other EU languages at C1-C2 level (written and spoken). If otherwise meeting the eligibility criteria, these experts may be contracted by EUI only for country-specific missions but cannot be admitted to the EUI pool of experts.

Note that experts will only be selected for the curriculum designer and event moderator roles only when the preparations for each Capacity Building Event are initiated. This happens following a consultation process between EUI, DG REGIO and the relevant Managing Authorities about the content and timing of the event which will start from 1 February 2025. Candidates should note that event teams are composed in stages. A minimum core team is selected to kick-off event preparations and additional experts are added at a later stage when the precise content, format and size of the event is determined.

Experts that join the EUI pool will be able to express their interest in additional missions to be advertised in subsequent calls related to activities across the EUI strands (e.g., Capacity Building, Innovative Actions, Knowledge and Capitalisation, Urban Agenda for the EU). To take on additional missions, experts in the pool will have their applications checked against any role-specific requirements, having already passed the eligibility check when entering the pool.

Candidates who meet the minimum eligibility requirements and have a profile that might be interesting for future missions may be invited to join the pool even if they are not shortlisted for interview or selected for the role applied for in this call.

SELECTION CRITERIA, MISSIONS AND ACTIVITIES

In order to be selected for any mission within the EUI pool of experts, the following eligibility criteria apply, along with any additional mission-specific requirements.

- Fluency in English (written and spoken, C1 level certificate[4] required from non-native speakers)[5]. **NB: for applicants to the event moderator role only, this criterion is not mandatory[6].**
- University degree in any field plus the minimum number of years of relevant work experience in topics related to Sustainable Urban Development (SUD) within Cohesion Policy (see Annex SUD-related themes), specifically:
  o Doctoral degree (PhD) and at least 7 years of relevant work experience
  o OR Master's degree and at least 10 years of relevant work experience
  o OR Bachelor's degree and at least 15 years of relevant work experience
- IT literacy

For this call, the following table describes the role-specific requirements against which applications will be assessed in addition to the eligibility requirements listed above.

Activity 1: City-to-City Exchanges

Methodology: In-person visits or online exchanges carried out between cities. Peer cities share new working methods and innovative approaches on specific thematic/implementation challenges identified by the applicant city that are related to the design and implementation of SUD strategies.

Objective: Applicant cities directly benefit by improving their capacities to tackle their specific challenge(s) as identified in the application. Peer cities may also improve their capacities by increasing their understanding of how their working methods and innovative approaches may be applied in different contexts.

For more details check the activity page and examples of approved City-to-City Exchanges.

Expert role	Details
1. City-to-City Exchange coordinator –	Indicative description of tasks: This expert will provide cross-cutting support to the PS on the City-to-City Exchange activity and with the coordination of the team of City-to-City Exchange moderators. At present, the team consists of 14 moderators, and this team will grow to 20

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[4] Non-exhaustive list of accepted certificates: TOEFL®, IELTS, PTE Academic, Cambridge English Qualifications, EFSET, Duolingo English Test, Test of English for International Communication (TOEIC), Business English Certificate (BEC), Integrated Skills in English exams (ISE). Candidates without a certificate will be required to pass an online English test organised by EUI. Tests are expected to take place the week of 11-14 April.

[5] For country-specific missions to be carried out in other EU languages, EUI may launch calls for experts that do not require C1 English level. These experts would be managed outside of the EUI pool of experts.

[6] Please note that for all experts selected by EUI, a communicative level of English is required to carry out the contracting and reporting activities.

one to be selected	following the finalisation of this call for experts. The moderators presently work independently on the delivery of specific exchanges.

As part of the 2025 annual work plan, EUI expects to deliver up to 120 City-to-City Exchanges. In addition to revising the guidance for applicants to make the offer more attractive, specific mobilisation actions are needed to reach this ambitious target numbers of applications. Applicants will be encouraged to submit their applications towards specific seasonal cut-off dates. This approach will allow potential applicants to be batched together to benefit from more intensive and targeted applicant support and matchmaking.

To support these efforts, the City-to-City moderators will be invited to contribute to tasks related to the promotion of the activity, mobilisation of potential applicants through targeted follow-up, and matchmaking for beneficiaries from Q2 2025 onwards. This will require the moderators to work more closely as a team and for their efforts to be harmonised and coordinated. The coordinator is expected to contribute to the following tasks:

- Developing improved implementation support packages – one for moderators and one for beneficiaries consisting of in-depth guidance and templates to ensure a high-quality and harmonised experience is delivered for all beneficiaries.
- Organising and delivering coordination and training sessions for City-to-City Exchange moderators (indicatively 4 per year, usually online).
- Providing ongoing support to team of moderators by providing ad-hoc advice on their tasks and acting as a liaison to the PS team by communicating and coordinating any joint activities and escalating any shared challenges with proposals on how to address them.
- Finetuning and piloting a structured matchmaking process to match potential applicants with interested and relevant peers leveraging inputs from City-to-City Exchange moderators, inputs from Urban Contact Points and resources available on Portico (e.g. Urban Matchmaker and Urban Practice Database).
- Contributing to and developing activities aimed at promoting the open call and disseminating the results for City-to-City Exchanges (e.g. contributing to online applicant seminars, presenting City-to-City Exchanges in online or on-site events, developing targeted campaigns to mobilise applications from specific target groups, drafting short articles or contents for social media to help drive applications and showcase results)
- Supporting the planning and delivery of matchmaking activities at on-site or online events (organised by EUI or third parties) aimed at mobilising City-to-City Exchanges, upon request.

Indicative workload:
Upon selection, a workplan for the following three months will be jointly developed with the expert. The corresponding number of working days for that period will be agreed at that time, estimated at 20 working days for that initial 3-month period and to be adjusted according to the tasks agreed. Assuming a positive performance from the expert during this period, it is expected that this will remain as a long-term role |

	where the expert will have scope to propose additional tasks that contribute to reaching the objectives set by the PS.
	Role-specific requirements:
	Experience moderating events aimed at facilitating learning among cities. Examples of at least 5 such events to be provided including their dates, participants, thematic scope, and format (online, offline).
	Experience working with cities on challenges related to the design and implementation of SUD strategies and/or finding possible solutions to urban policy challenges. Examples of at least 3 such missions to be provided including dates, beneficiary city/strategy, scope of mission, and format of activity (online, offline).
	Experience in leading a team of experts and team management. Examples of at least 3 such missions to be provided including their dates, participants, thematic scope, and format (online, offline).
Expert role	**Details**
2. City-to-City Exchange moderator – six to be selected	Background
	14 City-to-City moderators were selected in 2023. Beneficiaries receive the moderator's catalogue following approval of their exchange. They select the most suitable moderator according to their needs, following interviews if necessary.
	More than 50% of the exchanges implemented so far were supported by an expert moderator. Throughout 2025, EUI has the capacity to support up to **120 City-to-City Exchanges, upon demand**.
	To ensure a wider choice of moderators for beneficiaries, priority in the selection process will be given to candidates addressing the gaps or shortages on specific thematic/operational challenges, country-specific knowledge and language skills within the existing the group (see page 3-5 in the moderator's catalogue).
	Indicative thematic challenges on which the PS is interested to attract more moderators include: Decarbonised mobility, Biodiversity and nature protection, Education and Children. Indicative operational challenges on which the team should be strengthened include: Public policy and legislation, Data collection and analysis, Territorial Impact Assessment.
	Indicative description of tasks:
	- Contributing to the dissemination of the call for City-to-City Exchanges and mobilisation of potential applicants.
	- Supporting the matchmaking among potential applicants upon request.
	- Prepare and participate in the City-to-City Exchange to support the learning process, by carrying out the following potential tasks or similar, upon request by the applicant.
	- Support the applicant/beneficiary in developing the agenda and proposing improvements if needed to ensure a successful exchange.

	- Leading or participating in a pre-meeting among applicant and peers.
	- Facilitating the exchange between applicant and peers, including the adaptation and use of creative discussion methodologies.
	- Supporting adaption of the peer recommendations to applicant's urban context.
	- Supporting applicant in documenting the key recommendations and lessons learned and urban practices for follow-up report.

Indicative workload:

On average, 9 working days are foreseen for a City-to-City Exchange. This is based on an exchange with two in-person visits, each lasting 2 days, and one online wrap-up meeting. The exact number of days to be allocated to the expert varies according to the exact number (1-3), duration (2-5 days) and format of the visits (on-site or online).

Since 2023 the call for City-to-City Exchanges remains continuously open. However, seasonal deadlines will be introduced in 2025 (May, September, November) to stimulate City-to-City Exchange applications and better focus assistance and promotional activities. Experts can be approached with missions at any time but these opportunities are expected to be concentrated following these seasonal deadlines.

Role-specific requirements

Experience moderating events aimed at facilitating learning among cities. Examples of at least 5 such events to be provided including their dates, participants, thematic scope, and format (online, offline).

Experience working with cities on challenges related to the design and implementation of SUD strategies and/or finding possible solutions to urban policy challenges. Examples of at least 3 such missions to be provided including dates, beneficiary city/strategy, scope of mission, and format of activity (online, offline).

Activity 2: Peer Reviews

Methodology: 3-4 SUD strategies (those supported according to article 11 of the ERDF/CF regulation) are reviewed simultaneously by Peer Reviewers in dedicated events bringing together ca. 50 participants. The Peer Review events result in a series of recommendations put forward by the Peer Reviewers for each of the three guiding questions defined by each 'City under Review'.

Objective: 'Cities under review' (those in charge of the SUD strategy in focus) directly benefit by improving their capacities to design and implement SUD strategies and practices in an integrated and participative way. They also benefit from the improved design and implementation of the SUD strategy itself. Participating 'Peer Reviewer' cities providing the recommendations also improve their capacities.

Expert role	Details
2. Peer Review expert – up to	Indicative description of tasks:

four to be selected	Supporting the entire Peer Review process, including: - Disseminating calls for Peer Reviews and mobilising applications via dissemination to multipliers and direct contacts as needed. - Evaluating the Peer Review applications. - Accompanying cities under review with review and preparation of SAT4SUD analysis, background paper, and guiding questions as needed. - Overseeing preparation of recommendations by peers and documentation of their practices. - Organising webinar one month before Peer Review to prepare event. - Moderating sessions linked to their City Under Review within Peer Review event in a creative and adaptive manner to ensure sharing and learning among participants from diverse cultural and institutional contexts. - Developing and moderating additional sessions upon request (e.g. common session, study visits, feedback sessions) building on gamification and experiential learning techniques. - Drafting of follow-up report within ten working days after event and drafting associated urban practice descriptions upon request. - Contributing to the mobilisation, preparation of applications and moderation of City-to-City Exchanges linked to implementing the recommendations provided to the City under Review. - Actively participating to follow-up webinars 6 months after Peer Review. - Participate in all coordination meetings and actively contribute. Indicative workload and timing: 2 calls for Peer Reviews are launched each year: one in spring 2025 (March), one in autumn (indicatively October). Under each call, applications for both City under Review and Peer Reviewers are invited. Following the call evaluation, groups of City under Review with their Peer Reviewers are combined in specific Peer Review events. Up to 24 Cities under Review will be supported in 2025. 4 Peer Review events are already scheduled for February, April, May and July 2025 in which 15 Cities Under Review will be supported. An additional 3-4 Peer Review events are expected to take place between September and December 2025. The Peer Review experts selected through this call may be invited to take up missions from May 2025. The current team of Peer Review experts is composed of 10 Peer Review experts under the lead of 1 Peer Review coordinator. Among equally qualified candidates, priority will be given to experts that can bring additional language skills and country-specific knowledge to the team. The current experts are British, Croatian, Greek, Hungarian, Italian, Luxembourgish, Romanian and Spanish. Between 10 and 12 working days per expert are foreseen to support each Peer Review with additional days allocated to support the evaluation process of the Peer Review calls and any spin-off City-to-City Exchanges. For any country-specific Peer Reviews to be organised in languages other than English, a dedicated team of Peer Review experts with the necessary language skills will be composed via a separate call for experts.

	Role-specific requirements:
	Experience working with cities on challenges related to the design and implementation of SUD strategies and/or supporting urban authorities and stakeholders with finding possible solutions to urban policy challenges. Examples of at least 3 such missions to be provided including dates, beneficiary city/strategy, scope of mission, and format of activity (online, offline).
	Experience moderating events aimed at facilitating learning among cities. Examples of at least 5 such events to be provided including their dates, participants, thematic scope, and format (online, offline).
	Experience with the use of the Joint Research Centre / Urban Development Network Peer Review methodology or other Peer Review methodologies. An example of at least one experience to be provided.
	Experience in using innovative exchange and learning methods/tools (one example of such a method/tool).

Activity 3: Capacity Building Events

Methodology: Urban authorities and managing authorities exchange information with each other and with the European Commission on the implementation of SUD strategies (article 11 of the ERDF/CF regulation), and on the synergies between Cohesion policy, UIA/EUI-IA, URBACT IV and the UAEU. Organised in various formats but with a clear training character and at different scales (e.g. EU-wide, multi-country, or country-specific), mixing expert-led and peer learning.

Objective: Participants benefit from improved knowledge and knowhow on the design and implementation of SUD strategies and action plans, and urban innovation.

10 Capacity Building Events were delivered in 2023 and 2024. More details here. Each of them was managed, content wise, by a team of curriculum designers and expert moderators; the composition of the teams in charge of each event is coordinated by the PS.

According to the 2025 work plan, up to **18 Capacity Building Events are planned**, dependent on demand from Managing Authorities. Provisionally:

- 3 EU-wide events/workshops (1 during Cities Forum, June 2025; 1 during EU Regions Week, Oct 2025; 1 on improving access to funding, Nov 2025),
- 1 event between a Cluster of Member States: building cities capacity to better understand Territorial Impact Assessment methods and tools
- 14 events at national level. Those confirmed include Latvia, Poland and Portugal. Those under consultation following requests from Managing Authorities and DG REGIO Geographical Units include: Austria, Belgium, Czechia, Denmark, Estonia, Finland, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Romania, Slovenia, Slovakia, Sweden.

The Capacity Building Events at national level from second semester 2025 onwards and the selected expert teams are coordinated by the relevant Urban Contact Points (UCPs) in close collaboration with the PS. For these events priority may be given to experts that speak the language and have proved

expertise in those countries' specific context depending on the needs of the event. The eligibility check for applicants will be conducted immediately following call closure, and these applicants will be considered for selection as events are confirmed and relevant missions are allocated throughout the year.

Expert role	Details
3.1 Event methodology expert – 2 experts to be selected	<u>Indicative description of tasks</u> EUI Capacity Building Events can be distinguished from other offers at EU-level by their training character with a focus on transmission of skills and competencies related to Sustainable Urban Development. The event methodology experts will accompany different event teams as they develop the curricula with the goal of ensuring this training character is maintained and enhanced as much as possible. The expert is expected to leverage their skills and experience in fostering interactivity, engagement and experiential learning to support the development of skills-based practical exercises, study visits, simulations, role-playing activities, reflective practice activities and matchmaking activities or similar. As part of this work, the expert is expected to possess a broad knowledge of and experience using tools and methodologies used by urban practitioners and policymakers to facilitate their work in designing and implementing SUD strategies, policies and practices (e.g. those contained within the URBACT toolbox or similar repositories). The expert will apply this knowledge by guiding the event teams in selecting the appropriate tools or methodologies to build into the curriculum to enhancing the capacity building outcomes for participants. The expert(s) will advise and guide various event teams in the initial conceptualisation process (participating in online meetings and providing written inputs upon request). They will also support with the preparation of such interactive training elements (e.g. developing instructions, templates or other materials to support the delivery of specific sessions) as needed. These materials are to be developed in English and may subsequently translated by the EUI service provider or the event teams if to be delivered in national languages. As Capacity Building Events are only the first step on a learning journey for participants, the experts may also contribute to the development of matchmaking activities and/or materials aimed at promoting the uptake of City-to-City Exchanges, as well as any other relevant follow-up for participants. The expert(s) are not planned to attend the Capacity Building Events in-person due to the high volume of Capacity Building Events being delivered (up to 18 expected in 2025) and since they will mostly be delivered in national languages. However, attendance may be requested in specific cases according to the needs of the event and profile of the expert(s).

	The expert(s) may be invited to work independently in supporting individual event teams or to work together on supporting specific events as needed. The expert(s) should expect to be working on multiple events in parallel. The expert(s) may also be invited to support the development and delivery of events delivered by the PS (e.g. applicant seminars, usually online) with the same goal of enhancing interactivity, engagement and matchmaking as needed. Indicative workload and timing: Between 1-3 working days are estimated to support each Capacity Building Event depending on the needs identified during specific event preparations. Indicative role-specific requirements: 5 relevant examples of experiential learning formats developed and implemented by the applicant with a focus on real-word application of skills, tools and methodologies related to SUD that are relevant to urban policymakers and practitioners. 3 relevant examples of formats developed and implemented by the applicant supporting matchmaking and networking among urban policymakers and practitioners.
3.2 Curriculum designer – ca. 15-20 to be selected	Indicative description of tasks: Develop concepts and deliver Capacity Building Events of all sizes based on initial inputs from EUI, including: - Designing session (content and format) and developing concept note, - Identifying, inviting and briefing of speakers, - Preparing, delivering content, and moderating specific sessions - Coordinating event moderators/other contributing experts. - Liaising with Urban Contact Point and EUI PS as needed, providing clarifications upon request in writing or in meetings as part of consultation process with the relevant Managing Authorities and DG REGIO. - Coordinating and contributing to the development of the follow-up report. - Supporting direct follow-ups with event participants to mobilise City-to-City Exchange and Peer Review applications. - Supporting speakers in filling out an Urban Practice template for upload to the Portico database upon request by the PS. - Develop concepts and deliver other associated activities as required (e.g., preparatory activities, matchmaking activities, follow-up coaching activities, MOOCs, etc.) A team of experts is put in place for a specific event/activity. This team is coordinated by a lead curriculum designer. A supporting curriculum designer may be appointed depending on the needs of the event. The team of experts is overseen by the EUI PS capacity building officer and the relevant Urban Contact Point in the case of national events.

	<u>Indicative workload and timing:</u> Indicative estimate of 12 working days depending on event duration, complexity and format, to be further specified per activity. The preparation of events and the selection of experts for these roles will take place throughout the year. <u>Indicative role-specific requirements:</u> - 3 relevant examples of designing and delivering events for cities in themes related to SUD. - Experience in managing a team of experts to deliver an event. Examples of at least 3 such missions to be provided including their dates, participants, thematic scope, and format (online, offline). Additional requirements may be set (e.g. language skills and thematic experience) according to the needs of individual events/activities once the topic and objectives are confirmed.
3.3 Event moderator – ca. 45 to be selected.	<u>Indicative description of task:</u> Moderating Capacity Building Events of all sizes, to include: - Preparing a session script including the content to be shared, any methodological instructions, and any supporting materials needed. - Briefing speakers about their specific content contribution. - Moderating sessions of different sizes and formats, providing both relevant thematic inputs and drawing conclusions on-the-spot. - Facilitating matchmaking and networking among participants. - Liaising with the curriculum designer in charge of the team of experts involved in delivering the event. - Supporting direct follow-ups with event participants to mobilise City-to-City Exchange and Peer Review applications. - Supporting speakers in filling out an Urban Practice template for upload to the Portico database upon request by the PS. - Contributing to the development of the follow-up report. <u>Indicative workload and timing:</u> Indicative estimate of up to 5 working days depending on event duration and tasks. The preparation of events and the selection of experts for these roles will take place throughout the year. <u>Indicative role-specific requirements:</u> - At least 5 examples of moderating events or learning processes targeting cities, including examples of such events with information on their dates, scope, theme, and format (online, offline).

	Additional requirements may be set (e.g. language skills and thematic experience) according to the needs of individual events/activities once the topic and objectives are confirmed.

APPLICATIONS

Candidates are invited to apply to the present call for experts by respecting the procedure indicated on the EUI website and in this document. In the Application Form, candidates are requested to:

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

The application form will allow the EUI Permanent Secretariat to assess the candidates' eligibility and suitability for the role(s) that they 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 their CV.

In addition to the application form, all applicants are required to submit a CV of maximum 5 A4 pages in Europass format, maximum 1 MB size, 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 and references from previous clients and employers 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 via the application form **on the EUI website by 12:00 noon (CET) on Monday 10 February 2025.**

SELECTION PROCEDURE

The selection of applications for the EUI Pool of Experts will be performed by the PS and an external service provider selected by the Entrusted Entity through an open call for tender.

The selection procedure will be undertaken in two stages:

- Eligibility Evaluation
- Quality Evaluation

Applications from all eligible candidates will be checked against the role-specific requirements for each role that they apply for. A shortlist of candidates that meet the eligibility and role-specific requirements for the roles applied for will be invited for an interview. A proof of English language skills at C1 level will be required from shortlisted candidates prior to the interview unless English is listed as the candidate's native language. A language test is organised by EUI's external provider if needed, but it is highly recommended that applicants upload the proof of language level in the application form.

Following interviews with shortlisted candidates, the EUI PS will select experts for roles according to the timeline of the various activities. The EUI PS is supported in this process by an external contractor

who deals with notification of results and contracting of successful candidates. The outcome of any specific application will not be discussed while the selection process is ongoing.

INDICATIVE TIMELINE FOR CALL

The indicative timeline for this call for experts is detailed below. Candidates are required to ensure their availability for a language test (if applying to the EUI pool of experts), an interview, and the kick-off meeting- on those indicative dates – all of which will be organised online with the PS.

Launch of call for experts	23 January 2025
Closing date for receipt of applications	10 February, 12:00 noon CET (20 days later)
Shortlisted candidates are informed and invited to online interview	4-6 March
Invitation to language test if applicable	4 March
Language tests take place online	6-12 March
Interviews take place online	6-12 March
Start of missions	From 14 March, depending on role, and time taken for expert to sign contract.

CONTRACTUAL DETAILS

CONTRACTUAL MANAGEMENT

An EUI external service provider (Ecorys) will handle the contractual management of selected experts. This includes issuing a dedicated scope of work and related work orders, as well as signing contracts between the external service provider and each chosen expert.

Selected experts who are part of the EUI pool but have not yet been contracted for a specific mission will enter into a contract with the external service provider.

The EUI Permanent Secretariat will oversee and support the activities of the external service provider. Quality control of the activities and deliverables of the expert is solely the responsibility of the Permanent Secretariat.

FEES

The daily rate of experts is fixed at EUR 750, VAT included. The payments will be financed in the framework of the EUI.

In addition, travel and accommodation costs will be covered by the EUI according to the refunding conditions communicated to the Experts in advance and after reception by the external service provider of the declarations of expenses form and justifications of payments.

The number of days to be allocated to each expert depends on the number of activities to be organised.

INCOMPATIBILITY OF EUI EXPERTS WITH OTHER POSITIONS

To avoid any conflict of interest, a Peer Review expert cannot evaluate the application form received in the framework of a Peer Review call from an Urban Authority that they have worked with in the past 2 years. Declarations of conflicts of interest will be requested upon signing the contract. Experts will be required to inform the PS in case they have been allocated an application from to evaluate coming from an Urban Authority they worked with in the past 2 years.

Experts may be selected to carry out a combination of the roles indicated in the present call. However, priority will be given to selecting different experts to fill the City-to-City Exchange moderation and the Peer Review expert teams to avoid scheduling conflicts.

CONTACT

For questions regarding the present Call for Experts, please contact capacitybuilding@urban-initiative.eu.

In case you encounter any technical problems when submitting your application form, please contact us **before the closure of the call** including a copy of your completed courtesy application form and CV.

ANNEX

SUSTAINABLE URBAN DEVELOPMENT THEMATIC AREAS

Thematic areas	Sectoral principles/areas in relation to sustainable urban development	Topics that could be covered	Description
level 1	level 2		
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; 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;	Covers social housing initiatives, homelessness prevention, sustainable housing solutions, and promoting the right to housing for all.

		Sustainable housing; Right to housing; Gentrification; Co-housing; Housing cooperative	Examples: Affordable housing cooperatives, supportive housing programs.
	Education and employment	Employability; Training; Life-long learning; Apprenticeship; Skills; Talent management; Education	Encompasses initiatives that enhance employability, provide lifelong learning opportunities, and promote skills development for urban residents. Examples: 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	

OPERATIONAL TOPICS

Operational topics	Implementation related topics	Topics that could be covered	Description
level 1	level 2		
Strategy	Global agendas and policy frameworks	Synergies with global agendas and other policy frameworks, links with public policies (national, regional); EU policies and policy frameworks (New Leipzig Charter); global agendas	Addresses the role of regulations and policy frameworks and global agendas, such as the New Leipzig Charter and the Urban Agenda 2030, in guiding sustainable urban development initiatives and how take them into account in urban strategies
	Strategy design	Analysis; knowledge-based strategy making; creating strategic capacities at local level	
	SUD strategy implementation	All content related to bridging strategies and operational programmes; project pipelines	

Governance	Multi-level governance	Links between national, regional, local levels	Examines the relationships and coordination between national, regional, and local levels of governance in implementing sustainable urban development.
	Multi-stakeholder approach	Partnership creation, stakeholder dialogue, consultation	Focuses on creating and managing partnerships, engaging diverse stakeholders, and facilitating stakeholder dialogue in decision-making processes.
Participation and Communication	Citizen engagement	Co-creation participation strategy and processes	Explores strategies and processes for involving citizens in co-creating sustainable urban development solutions and promoting participatory decision-making.
	Communication with beneficiaries	Awareness campaign	Emphasizes effective communication channels, awareness campaigns, and outreach efforts to engage and inform the target beneficiaries of sustainable urban development initiatives.
Resource and funding	Access to funding	Sources of funding; selection procedures; criteria for funding; preparation of funding applications	Focuses on identifying and accessing diverse sources of funding, understanding selection procedures and criteria, and preparing funding applications for sustainable urban development projects.
	Financial sustainability		Addresses the development of business models and strategies to ensure the long-term financial viability and sustainability of sustainable urban development initiatives.
	Public Procurement	financial schemes; tendering; awarding	Examines financial schemes, tendering processes, and awarding procedures related to public procurement for sustainable urban development projects.
Data management and evaluation	Data collection and analysis	Data management; data interoperability	Covers practices and tools for managing and analyzing data relevant to sustainable urban development, including data interoperability and integration.
	Monitoring and evaluation	Data collection for monitoring purposes; assessment; measuring success, localising SDGs	Explores methodologies for collecting data to monitor progress, assess the impact of sustainable urban development initiatives, and measure success, including localizing Sustainable Development Goals (SDGs).
Scaling up and transfer	Capitalisation	Learning from experience; modelling knowledge	Focuses on learning from experiences and best practices to capitalize on knowledge gained from successful sustainable urban development projects.
	Scaling up	From small scale to bigger scale	Examines the process of replicating and expanding successful small-scale initiatives to larger scales, considering the challenges and opportunities involved.
	Transfer/Replication	Adapting public policies to other contexts	Addresses the adaptation and transfer of successful public policies, strategies, and approaches from one context to another, considering contextual differences.
Territorial focus	Functional urban areas	Urban- rural linkages	Explores the linkages and interactions between urban and rural areas, considering the integration and cooperation necessary for sustainable development.
	Integrated territorial tools	Community-led local development; Integrated Territorial Investment, other territorial tools	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.
	Territorial Impact Assessment		Focuses on assessing the potential impacts of sustainable urban development projects and policies on the overall territorial context.
	Urban design	Design of buildings, groups of buildings, spaces and landscapes, and establishing frameworks and procedures that will deliver successful development (including attention to use, design thinking approaches,)	Covers place making processes linked to design: spatial adaptability, temporary urbanism, activation of spaces, attention to use
	Small and medium sized cities	Atlas JRC, URBACT	Considers the specific challenges and opportunities faced by smaller urban areas in implementing sustainable urban development strategies.