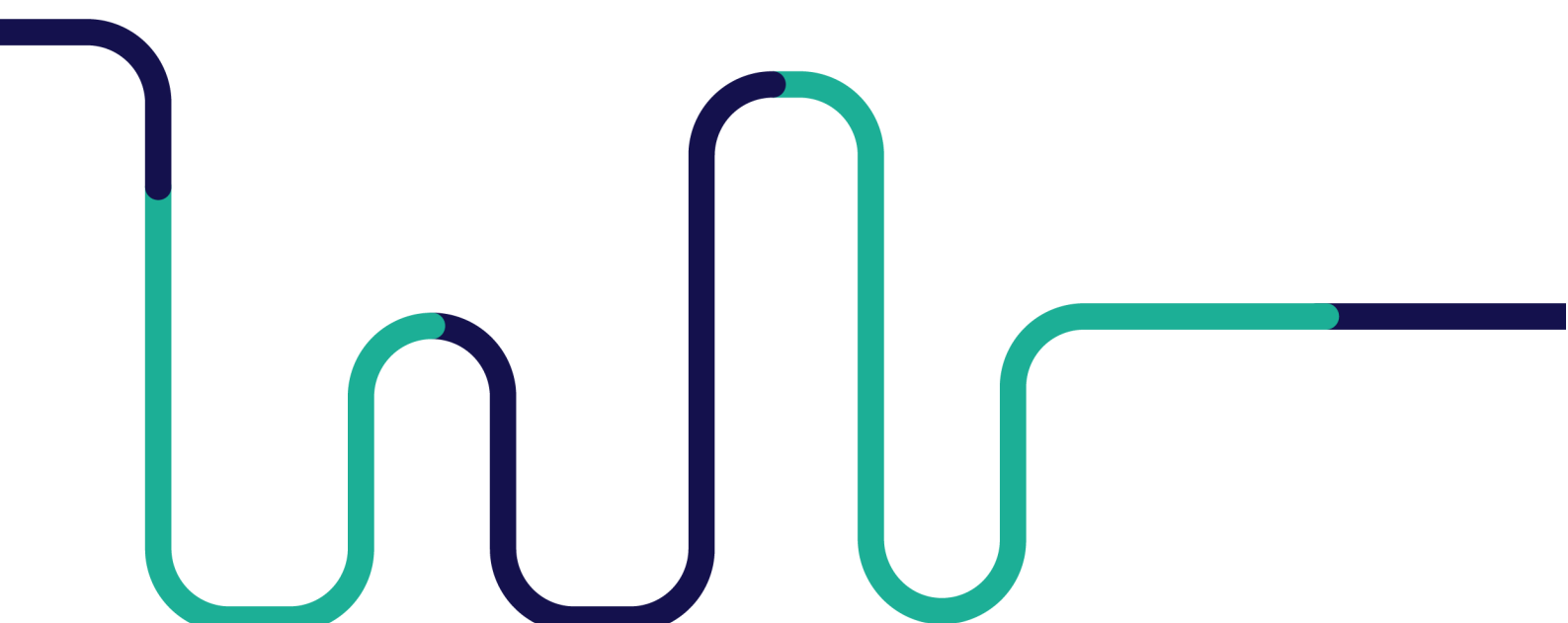




EUROPEAN  
U R B A N  
I N I T I A T I V E

# 2025 call for EUI experts to support capacity building activities

Courtesy document



Co-funded by  
the European Union



Dear applicant,

By filling in and submitting the application form below, you are applying to join the European Urban Initiative's Pool of Experts to support EUI Capacity Building activities: City-to-City exchanges, Peer Reviews and Capacity Building events.

You are invited to express your interest in one or more of the following expert roles:

- City-to-City Exchange coordinator
- City-to-City Exchange moderator
- Peer Review expert
- Event methodology expert
- Event moderator
- Event curriculum designer

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 on the EUI website 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, 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 10 February 2025, 12:00 noon (CET)**

If shortlisted for interview, candidates will be invited to choose an interview slot on 4 March, to be held on weekdays from 6-12 March.

# 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 X (formerly 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.

Click here, if you have already been admitted to the EUI Pool of Experts. If yes, sections 2-4 are optional for you and you can skip to section 5. However, you will still need to indicate your proficiency in languages other than English in Section 3.4. If in doubt, please check with the EUI Permanent Secretariat!

## 2. CV and Privacy Statement

- a. **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

- b. **Please upload a signed Privacy Statement and Declaration of Consent**

Select file(s) to upload

Download template for Privacy Statement [here](#).

## 3. Language skills

Applicants who only intend to work as event moderators at national events in their native language(s) are not required to prove their English language skills and can skip to question 3.4.

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

**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 (except for the role of event moderator) 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 during the weekdays between 6 - 12 March. A level of C1 must be confirmed for any candidates taking the test by 12 March 2025 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 only for the role of event moderator. For any other roles, this proof needs to be provided by 12 March 2025.

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 SUD and capacity building**

**4.1 Introduce your overall educational and professional background related to sustainable urban development within Cohesion Policy. Please focus on your experience with integrated, place-based approaches and supporting peer learning among urban authorities.**

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.**

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

4.3 Demonstrate that you have the required number of years of relevant work experience\*. To be considered relevant, work experience should be linked to thematic and operational challenges related to Sustainable Urban Development within Cohesion Policy. Fill out the table below listing any relevant missions.

\*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) or
- Master + 10 years of experience in topics related to SUD, or
- PhD + 7 years of experience in topics related to SUD.

For the main thematic areas related to SUD, please consult Table 1 Level 2 of the Courtesy Document annex.

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)

4.4 List any EU Member States for which you could be considered a country expert on Sustainable Urban Development and briefly explain your suitability.

Country experts on SUD are required to have an in-depth knowledge of SUD implementation in the specific national context and the necessary language skills to work with beneficiaries in their national language.

3500 characters maximum

The following sections are related to specific roles. On EU Survey, you will only have access to the questions corresponding to the role(s) that you have selected in Section 5.

## 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	City-to-City Exchange coordinator
tick box	City-to-City Exchange moderator
tick box	Peer Review expert
tick box	Event methodology expert
tick box	Event curriculum designer
tick box	Event moderator

## 6. Experience in moderation & working with cities

(relevant for City-to-City Exchange coordinator, City-to-City Exchange moderators, Peer Review experts, and Event moderators)

6.1 Describe your experience moderating events aimed at facilitating learning among cities.

3500 characters maximum

6.2 Provide at least five examples of relevant events.

Date (MM.YYYY)	Employer/client	Description (participants, theme, format)

6.3 Describe your experience supporting cities on challenges related to the design and implementation of SUD strategies and/or finding possible solutions to urban policy challenges.

e.g. through mentoring, coaching, advising, consultancy activities or similar

3500 characters maximum

6.4 Provide at least three examples of relevant missions.

Start date – end date (MM.YYYY)	Employer/client, position/mission	Details (beneficiary/strategy, thematic scope, format of activity)

6.5 Describe your experience with the use of the Joint Research Centre / Urban Development Network Peer Review methodology or similar Peer Review methodologies. Provide an example of at least one relevant experience.  
(relevant only for Peer Review experts)

3500 characters maximum

6.6 Describe your experience with the use of innovative exchange and learning methods / tool. Provide an example of at least one relevant method / tool.  
(relevant only for Peer Review experts)

3500 characters maximum

**7. Experience with experiential learning formats & networking**  
(relevant for Event methodology expert)

7.1 Describe your experience with experiential learning formats developed and implemented by you, with a focus on real-world application of skill, tools and methodologies related to SUD that are relevant to urban policymakers and practitioners.

3500 characters maximum

7.2 Provide at least five relevant examples of experiential learning formats developed and implemented by you.

Skill/tool/methodology	Description (participants, theme, format [online, offline])

7.3 Describe your experience with formats developed and implemented by you, supporting matchmaking and networking among urban policymakers and practitioners.

3500 characters maximum



7.4 Provide at least three relevant examples of formats developed and implemented by you, supporting matchmaking and networking.

Skill/tool/methodology	Description (participants, theme, format [online, offline])

## 8. Experience with management & designing content (relevant for City-to-City Exchange coordinator, and Event curriculum designers)

8.1 Describe your expertise as a team manager or coordinator or leading a team of experts.

3500 characters maximum
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8.2 Provide at least three examples showing your expertise as a team coordinator.

Start date – end date (MM.YYYY)	Employer/client, position/mission	Details (beneficiary/strategy, thematic scope, format of activity)

8.3 Describe your expertise in designing curricular and events for cities in themes related to SUD.  
(relevant only for curriculum designers)

3500 characters maximum
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8.4 Provide at least three examples of relevant events.  
(relevant only for curriculum designers)

Start date – end date (MM.YYYY)	Employer/client, position/mission	Details (beneficiary/strategy, thematic scope, format of activity)

# ANNEX 1 – CATEGORISATION OF SKILLS AND FIELDS OF EXPERTISE

## 1. 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;	Addresses issues such as land take, underused land, and sustainable land management

		Sustainable use of land	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.
<b>Just and Inclusive</b>	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; 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.

<b>Territorial focus</b>	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 retrofiting, 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.