

CALL FOR EXPERTS

For the assessment and visibility of
Good Practices under the
URBACT Call for Good Practices

Call open from 05 to 26 June 2024



URBACT



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1. Scope of this Call for Experts

The “Agence Nationale de la Cohésion des Territoires” (ANCT), Managing Authority of the URBACT IV Cooperation programme, issues a Call for Experts for the assessment of the Good Practices received under the URBACT Call for Good Practices (open from 15 April to 30 June 2024) and for the valorisation of the selected URBACT Good Practices during 2024-2025.

In this framework, this call aims to appoint a team of experts (minimum two experts) specialised in a variety of urban themes. The team proposed can come from a single structure or it can be a consortium composed of different structures/independent consultants.

The proposed team will have to be diverse in terms of gender, thematic expertise and nationality.

The deadline to apply to this Call for Experts is set on 26 June 2024, 23:59 CET.

2. Information about URBACT and the Call for Good Practices

URBACT IV is a European Territorial Cooperation programme serving the EU Cohesion Policy for the period 2021-2027, and in particular Policy Objective 5: a Europe closer to citizens, by supporting locally-led development strategies and sustainable urban development across the EU. It is co-financed by the European Regional Development Fund, the Instrument for Pre-Accession Assistance, the Neighbourhood, Development and International Cooperation Instrument, and the EU Member/Partner States.

URBACT’s mission is to help cities develop sustainable and integrated policies to urban challenges, by networking activities (transnational networks); capacity-building activities (trainings, tools, guides); and by knowledge-sharing and communication activities (thematic events, EU City Labs, URBACT City Festivals, articles, publications, etc). For more information about these activities please visit <https://urbact.eu/>

Back in 2016-2017 (1 December- 31 March), the URBACT III Programme launched its first Call for Good Practices. The Call aimed at identifying good practices successfully put in place by EU cities with potential to be transferred to other EU cities through URBACT Transfer Networks. Following a Call for Good Practices, 270 applications were received with 264 being considered eligible. Following assessment, 97 of them were awarded an “URBACT Good Practice” label, as decided by the URBACT III Monitoring Committee. 23 of these selected Good Practices were transferred to a total of 188 European cities through 23 URBACT Transfer Networks from April 2018 to April 2021, and through seven pilot URBACT Transfer Networks of shorter duration from June 2021 to December 2022.

Under URBACT IV, [the Call for Good Practices](#) from 15 April to 30 June 2024 aims to identify Good Practices implemented by European cities. Good Practices in the sense that they have positive impact at local level, they are participatory and integrated, relevant at EU level, and transferable to other EU cities.

Cities that will be awarded the “URBACT Good Practice” label will:

- gain in visibility at EU and national levels
- will have the possibility to act as Lead Partners of URBACT Transfer Networks to transfer their good practice to other European cities and further improve their practice from 2025 to 2027.

The principle underpinning the Transfer Networks – drawn from the URBACT III experience – will be “Understand, Adapt, Reuse.” This principle is important. It makes clear that URBACT’s end goal is not only the gathering of good practices, but their effective transfer across Europe’s cities. In other words, why risk wasting precious resources reinventing the wheel, when another city might already have taken steps to solve the problem.

3. Assessment panel for the good practices

As stated in the [URBACT Call for Good Practices](#), for the assessment of submitted applications, an assessment panel will be set up. This assessment panel will rate all the eligible proposals for good practices linked to the criteria of the call, and will recommend the good practices to be selected and awarded with an URBACT Good Practice label by the URBACT Monitoring Committee.

The assessment panel will be mainly composed of experts (following this call for experts), but also of members of the URBACT Secretariat, members of the [URBACT Monitoring Committee](#) interested in taking part in the panel, and representatives of URBACT cities that **have not applied** to the Call for Good Practices.

The assessment panel will be also responsible of giving feedback to each applicant about whether their application fulfilled or not the criteria and why.

Following the conclusions and recommendations of the assessment panel it will be up to the Monitoring Committee members to approve the URBACT Good Practices.

4. Requested services

The team of experts selected under this call **will carry out two missions:**

1. **Assessment of the Good Practices received under the URBACT Call for Good Practices**. As an indication, this mission is expected to take 60-65% of the time dedicated to the whole contract.

As part of the assessment panel, the team of experts (minimum two people) will assess and rate all the eligible proposals for good practices linked to [the criteria of the URBACT Call for Good Practices](#), and will recommend the good practices to be awarded by the URBACT Monitoring Committee.

A good practice as understood in URBACT is a practice that has been proven to work well by ensuring desired results, and could be recommended as a model. It is a successful experience, which has been tested and validated, and deserves to be shared so that a greater number of cities can adopt and adapt it.

The following four assessment criteria are designed with the intention of establishing a clear focus for the assessment of good practices. The criteria are equally important and equally weighted, meaning that each criterion will weight a maximum of 25 points.

1. Relevance at European level
2. Fit with principles of integrated and participatory urban development
3. Impact at local level
4. Transferability

Applicants responses in the application are not expected to exceed 10 000 characters (around 1 600 words). Each application shall be assessed by at least 2 members of the team of experts selected under this call.

This team of experts will also be responsible of giving feedback to each applicant about whether their application fulfilled or not the criteria and why, through an assessment sheet.

This mission includes the following activities and outputs:

Activities:

- An online kick-off meeting soon after the notification of the successful team, by mid-July 2024.
- Studying all the good practice applications received
- Gathering and taking into consideration the assessment analysis/comments from the other members of the assessment panel.
- A one-day consensus meeting in September in the URBACT premises in Paris.
- Online presentation and discussion of the results of the assessment to the URBACT Monitoring Committee on 29 or 30 October 2024 (timeslot of 3 hours maximum).

Outputs:

- A report analysing the good practices received, including an analysis of the practices recommended to be labelled as URBACT Good Practices (geographical and thematic coverage, sources of funding, and other relevant information). This report will be shared with the members of the URBACT Monitoring Committee.
- Powerpoint presentation for the members of the URBACT Monitoring Committee.
- Assessment sheets for each good practice received showing the score per criterion and corresponding justification. These assessment sheets will be shared with the members of the URBACT Monitoring Committee and with the applicants.

The outputs of this service need to be finalised and ready to be shared with the URBACT Monitoring Committee by end of September 2024.

2. Contribution to the visibility of the awarded URBACT Good Practices for 2024-2025

As an indication, this mission is expected to take 35-45% of the time dedicated to the whole contract.

In addition, part of or the whole team of experts selected under this call, will also have to contribute to the visibility of the awarded URBACT Good Practices, mainly with:

- drafting articles presenting the URBACT Good Practices
- identifying events in 2024-2025 where the URBACT Good Practice cities could contribute to
- contributing to the preparation and delivery of the URBACT City Festival of 8-10 April 2025 in Wroclaw, Poland, which will be dedicated to the URBACT Good Practices.

The preparation of the URBACT City Festival entails participation in monthly taskforce meetings with the URBACT Secretariat (online or in-person in Paris) from September 2024 until the URBACT City Festival of April 2025. Taskforce meetings focus on the design of the Festival's programme, content and formats of the sessions, communication aspects, and logistics. In addition, part or the whole team of experts selected under this call, will be expected to prepare and deliver some (plenary/breakout) sessions or act as Masters/Mistress of Ceremony during the URBACT City Festival.

Candidates can propose more visibility and communication actions for the selected good practices in their bid to this call.

5. Application Procedure

Applications shall include the following:

- A signed cover letter in English outlining why the candidates are suitable for the services requested under this call, their experience in evaluation, urban development, and in communication.
- CV in English of all the team members proposed, using the Europass format¹
- Methodology proposed for the assessment process (team members to be assigned for each service, proposed man days per service requested, how the team will assess the good practices on the basis of different scenarios (from 1 to 100, or 200, or 300 good practices received)
- Few ideas about how the URBACT Good Practices could be presented during the Festival
- Price for the execution of the services requested above (prices broken down per service and man days), respecting a ceiling of EUR 39 900 without VAT for all the services.

NOTA BENE: In order to avoid potential conflict of interest, each member of the team proposed should sign the following mention:

“I hereby certify that I have not been involved in drafting an application submitted under the URBACT Call for Good Practices (open from 15 April to 30 June 2024). I also certify that if I discover that a practice that was submitted is familiar to me because I initially developed it or implemented it, I commit to inform immediately the URBACT Secretariat and I will not be involved in the assessment.”

The selection of the team of experts will be based on the above elements as well as on the diversity of the team proposed in terms of gender, thematic expertise, and geographical coverage.

The deadline for the submission of applications is 26 June 2024, 23:59 CET.

Applications shall be sent by the deadline via e-mail to the URBACT Secretariat at the following addresses:

goodpractices@urbact.eu

e.petetot@urbact.eu

¹ The template for the Europass CV can be found at <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>

6. Contractual Information

6.1 Subject Matter and Duration

A contract will be signed between the Managing Authority (**Agence National pour la Cohesion des Territoires, ANCT**) and the selected team of experts.

The team proposed can come from a single structure or it can be a consortium composed of different structures/independent consultants. In the case of the latter, a contract or multiple contracts can be concluded. Invoices may be issued by the holder of the contract.

6.2 Financial Terms of the Contract

The budget for all the services listed above is set up to EUR 39 900 without VAT. It is up to the candidates to define number of days and number of outputs within this budget limit.

Travel costs are paid separately and are refunded in addition to these fees based on the URBACT refund conditions.

The URBACT Secretariat through its Managing Authority, the ANCT, is paying its providers VAT excluded. The ANCT's provider which is exempt of VAT must provide the ANCT with the reasons (specific status, law articles, any other relevant document) and proofs of this exemption when signing the contract and must refer to this in its invoices.

6.3 Duration

Costs related to the missions of this call will be eligible from the moment of selection (roughly end of June-beginning of July 2024) until end of April 2025.

7. Conflicts of interest

Each member of the team in charge of the missions of this call will have to certify, through a declaration of non-conflict of interest, that they have not been involved in the design, implementation, or submission process of the good practices received under the Call for Good Practices (open from 15 April to 30 June 2024).

In addition, the experts selected under this Call will not be eligible to act as Lead Experts or Ad-Hoc Experts for the URBACT Transfer Networks running from 2025 to 2027.

8. Annex: Questions in the online application form for the submission of Good Practices

1. Information about the city

- 1.1. Country: *choose from menu*
- 1.2. Name of the city:
- 1.3. Population:
- 1.4. Type of EU region (more developed/transition/less developed): *choose from menu (question not applicable for candidates from Ukraine/Moldova/IPA countries)*
- 1.5. Contact details of people in charge of the practice: name, function, email
- 1.6. Contact details of official who authorised this application: name, function, email
- 1.7. Other contact details you think are necessary to share
- 1.8. Interested in transferring your practice to other European cities as a Lead Partner of an URBACT Transfer Network (2025-2027)? *yes/not sure yet/no*

2. Good practice summary

- 2.1. Title of the practice (max 100 characters)
- 2.2. One-line presentation: please present your good practice in a sentence (max 200 characters)
- 2.3. Practice pitch: please present the essence of your good practice in 800 characters max
- 2.4. Detailed presentation of the good practice: In max 1 500 characters please further present your good practice, any link with a city's strategic document, important milestones, activities and outputs, results and needs addressed, and possible axes for improvement.
- 2.5. Was/is the practice funded by funds from the EU Cohesion Policy (European Regional Development Fund, European Social Fund, ERDF-Interreg, Just Transition Fund etc.)?
(question not applicable for candidates from Ukraine/Moldova/IPA countries)
Yes, during 2014-2020
Yes, during 2021-2027
No
- 2.6. Start and finish date of the practice: *open question to fill in when the project ended, or when it is foreseen to end, or if it's of undetermined duration*
- 2.7. Budget of the practice: *please indicate only budget for functional costs related to the practice. Instead of mentioning the staff costs, please mention number of staff needed for the successful implementation of the practice.*
- 2.8. Please upload one or two pictures illustrating the good practice *(for the URBACT website/promotional activities in case the practice is awarded)*
- 2.9. Please upload any supporting documents/materials that give further information about the practice. (optional)

3. Relevance at European level

- 3.1. To which of the following Policy Objectives of the EU Cohesion Policy for 2021-2027 does the practice contribute the most? (one choice only) (*question not applicable for candidates from Ukraine/Moldova/IPA countries*)
- a more **competitive** and **smarter** Europe
 - a **greener**, low carbon transitioning towards a net zero carbon economy
 - a more **connected** Europe by enhancing mobility
 - a more **social** and inclusive Europe
 - a Europe closer to **citizens** by fostering the sustainable and integrated development of all types of territories
 - to none of the above
- 3.2. Was/is the Good Practice (co)funded by:
- European Regional Development Fund
 - European Social Fund
 - Cohesion Fund
 - Just Transition Fund
 - Recovery and Resilience Facility
 - A Cohesion policy Interreg programme (URBACT, Interreg Europe, Interreg crossborder, etc)
 - European Urban Initiative (including Urban Innovative Actions)
 - Horizon 2020
 - Horizon Europe
 - Life programme
 - Other EU-funded projects or programmes
 - A Cohesion policy programme (regional or national)
 - Local resources
 - None of the above
- 3.3. Why do you think this practice is relevant for other European cities? (max 1000 characters) *Specify if the practice contributes to Sustainable Development Goals, Urban Agenda for the EU, EU Territorial Agenda, etc.*

4. Fit with principles of integrated and participatory urban development

- 4.1. How does the practice use an integrated approach to tackling urban challenges (tackling at least environmental, economic, social dimensions at the same time)? (Up to 1500 characters)
- 4.2. What evidence is there of a participatory approach in project development and implementation? Which stakeholders are involved and how do they work together? (Up to 1500 characters)

- 4.3. Does the practice address gender equality? Does the practice involve digital technologies? Does the practice address green transition? If so, how? (up to 1000 characters for these three questions)

5. Impact at local level

- 5.1. What impact has the practice made at local level? Please provide details about the impact, added value (what needs/problems the practice addressed), results achieved, number or percentage of people having benefitted from the practice, evidence about the situation before the practice and after the practice implementation. (Up to 1500 characters)
- 5.2. How is the practice documented? (up to 500 characters) *Please consider uploading or sending links of relevant outputs/studies/reports. If no independent evaluation has taken place please explain how the practice was monitored.*
- 5.3. Please upload any evaluations, reports or studies about the practice (optional)

6. Transferability

- 6.1. Is the practice linked to any specific national governance/legislative context? (up to 500 characters) *Please explain if/how this impacts on the potential of transfer to other cities*
- 6.2. Is there scope to amend the practice to suit other city contexts? (up to 500 characters)
- 6.3. What do you think it is needed for the practice to be transferred to other cities? (up to 500 characters)
- 6.4. Have you already transferred your practice in a way or another? If so where and how? (up to 500 characters)

DISCLAIMER:

By submitting this application, the applicant confirms the accuracy and correctness of the information provided, and accept to share the information with the URBACT Secretariat, European Urban Initiative and the European Commission's DG Regional and Urban Policy.