

URBACT IV CALL FOR EXPERTS

EXTERNAL ASSESSMENT PANEL



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1. Call for Applicants

The “Agence Nationale de la Cohésion des Territoires” (ANCT), Managing Authority of the URBACT IV Cooperation programme, issues a Call for Applicants for the constitution of the External Assessment Panel (EAP).

As stated in the URBACT IV Programme Manual, the External Assessment Panel shall be in charge of assessing all the eligible applications submitted in the framework of the Calls for Proposal launched for the creation of URBACT Networks. The members of the External Assessment Panel shall be recruited through a Call for Applicants. More detail on the tasks of the EAP and the recruitment process are provided in the present Call.

The present Call for Applicants for the constitution of the External Assessment Panel refers specifically to the Call for Proposals for Transfer Networks launched in April 2025.

This call aims to appoint **up to 10 individual** experts specialised in a variety of urban themes. The panel of experts will be diverse in gender and nationality.

The deadline for submission of applications to become a member of the External Assessment Panel is **30 April 2025**.

2. The URBACT Programme

For more than 20 years, URBACT has driven change all over Europe by enabling integrated and sustainable urban transformation. It brings cities together to experiment new ideas and put them into action, so all citizens can contribute for better cities.

Over 1 000 cities have already benefited from European funding through the URBACT programme improving their local policies and learning from peers.

For the programming period 2021-2027, URBACT IV builds on the legacy of past Programmes and includes even more opportunities for cities to make positive change. The current Programme integrates the crosscutting EU priorities of digital, green and gender-equal policy-making into its activities.

Previously successful types of Networks like Action Planning and Transfer Networks will continue, while Innovation Transfer Networks are a new type of Network aiming to strengthen the connections between the Urban Innovative Action cities with the URBACT Method.

URBACT supports towns and cities from European Union Member States, Partner States: Norway and Switzerland and from pre-accession countries to the EU – Albania, Bosnia-Herzegovina, Montenegro, North Macedonia, Serbia, Moldova and Ukraine.

The programme is co-financed by the European Regional Development Fund (ERDF) with a budget of EUR 79 769 000, by the Instrument for Pre-Accession Assistance with a budget of EUR 5 000 000 and by the Neighbourhood, Development and International Cooperation Instrument with a budget of EUR 2 000 000 for the period 2021-2027.

The [URBACT Cooperation Programme](#) (CCI 2021TC16FFIR001) was officially adopted on 19th September 2022 by Commission Implementing Decision C(2022) 6771. In addition to the Cooperation Programme, the official [Programme Manual](#) is also available laying down the principles and regulations for the implementation of the activities in the framework of the URBACT IV Programme.

The main objective of URBACT is to enable cities to work together and develop integrated solutions to common urban challenges, by networking, learning from one another's experiences, drawing lessons and identifying good practices to improve urban policies.

To reach this objective URBACT IV has three aims:

-) Use transnational networks to improve the capacity of European cities;
-) Improve the capacity of urban stakeholders to design and implement sustainable urban development policies, practices and innovations in an integrated, participative and place-based way;
-) Ensure that URBACT knowledge and practice is made accessible to urban practitioners and policymakers to feed into local, regional, national and European urban policies, in particular through the European Urban Initiative; and contributing to the Urban Agenda for the EU.

Further details about the URBACT Programme can be found at www.urbact.eu

3. URBACT IV Transfer Networks

The core strand of activities of the URBACT IV Programme is composed of transnational exchange and learning

networks. URBACT transnational networks aim to impact local policies and practices by supporting the design and implementation of sustainable and integrated urban policies. There are 3 different types of networks (please refer to the Cooperation Programme and programme manual for more details):

-) Action-Planning Networks
-) Transfer Networks
-) Innovation Transfer Mechanism

The focus of this particular call is on **Transfer Networks (TN)** which foster the transfer of validated urban good practices through a refined methodology, with additional focus on supporting the upscaling of the good practice, if possible, through links to Cohesion policy funds and other funding programmes.

Through the URBACT transfer principles of **Understand, Adapt and Re-use**, Transfer Networks allow cities to work together to create a deep understanding of the practice, to design ways to adapt it to other contexts and to mobilise it to address common urban challenges.

As an outcome of the participation in a Transfer Network, Transfer Partners will transfer a good practice and document the process through a Transfer Plan. Lead Partners will have the possibility to produce Improvement Plans, seeking to examine, sustain and extend the original practice. Ultimately, the cities will improve their integrated urban policies and the delivery of these policies on the ground through this experience.

The main objective of Transfer Networks is to upscale and multiply the positive impact of already existing successful practices, projects, or policies to other cities in Europe that have not yet developed such initiatives. Transfer Networks will allow cities to work together on the adaptation and re-use of a good practice already implemented in a city (and on the subsequent enhancement of the good practice building on lessons learnt through the re-use).

As a starting point, **cities willing to get involved in Transfer Networks shall identify:**

- the **policy challenge** they want to address at the local level as a Transfer City.
- the **Good Practice** they are willing to transfer and adapt in their own local contexts.

Cities willing to get involved in Transfer Networks shall commit to work on their policy challenges with a participatory approach involving all relevant stakeholders (from within the local administration and beyond, civil society, private sector, associations, etc.) in the transfer process.

4. External Assessment Panel

The URBACT IV Programme Manual states that all applications submitted by candidates Lead Partners in the framework of a Call for Proposals and declared eligible by the Joint Secretariat shall be assessed by an independent External Assessment Panel (EAP). The External Assessment Panel for this call shall be composed by **up to 10 members** and they shall be recruited through a Call for Applicants.

The External Assessment Panel is in charge of assessing, scoring and ranking all eligible applications against a set of assessment criteria approved by the URBACT Monitoring Committee and available to all applicants in the framework of the Call for Proposals.

The External Assessment Panel Chair shall be appointed among the selected members. The role of the Chair is specifically outlined in section 4.2 below.

The External Assessment Panel shall be balanced in terms of thematic expertise so as to ensure adequate coverage of all relevant urban themes to be addressed by URBACT networks.

The panel shall also be balanced in terms of gender and geographical coverage. Regarding geographical coverage, and if made possible by the range of applications received, the **up to 10 members** should be of different nationalities. Classification of candidates will be first and foremost based on skills and experience. **The final number of EAP members will be decided depending on the number of expected applications.**

4.1 Key Tasks of the MEMBERS of the External Assessment Panel

The key tasks of the members of the External Assessment Panel for this TN call are structured around the assessment of applications including the following activities:

-) Kick off meeting with the Joint Secretariat to define the methodology for the assessment process, develop a shared understanding of the assessment criteria and define a detailed calendar for the delivery of the expected outputs – **this meeting will take place online or in Paris within the week starting on 7th July 2025 (presumably on 8th July 2025).**
-) Assessment and scoring of eligible applications by individual members of the EAP. Each application shall be assessed by 2 different assessors, allowing for a cross-analysis and assessment of each proposal. The assessment will be done remotely and will result in the production, by each assessor, of an Individual Assessment Sheet including detailed comments/ recommendations – **the independent work will be carried out between mid-July and mid-August 2025.**
-) Consensus meeting with all members of the EAP and the Joint Secretariat to share the individual assessment and consolidate a final Network Assessment Sheet for all eligible applications – **this meeting will take place within the last two weeks of August in Paris.**

Note: the dates for meetings and assessment can be slightly adjusted considering the number of applications received and other justified reasons.

4.2 Key Tasks of the CHAIR of the External Assessment Panel

The key tasks of the Chair of the External Assessment Panel for this TN call are presented below:

-) Kick off meeting with the Joint Secretariat to define the methodology for the assessment process, develop a shared understanding of the assessment criteria and define a detailed calendar for the delivery of the expected outputs – **this meeting will take place online or in Paris within the week starting on 7th July 2025 (presumably on 8th July 2025).**
-) Review of all eligible applications in order to act as arbitrator during the consensus meeting discussion. This is not an assessment of the projects but a review of the key elements and an opinion on quality. This work will be carried out **independently between mid-July and mid-August 2025.**
-) Production of tools and sheets to track progress of assessors and facilitate record keeping and consensus discussions.
-) Chair and guide the discussion during the Consensus meeting with all members of the EAP and the Joint Secretariat to share the individual assessment and consolidate a final Network Assessment Sheet for all eligible applications – **this meeting will take place within the last two weeks of August in Paris.**
-) Delivery of a final report which includes a description of the assessment process, the results of the assessment and the recommendations to the Monitoring Committee. This report should include all the Network Assessment Sheets produced by the EAP members – **final deadline 10th September 2025 (date TBC).**
-) Present the results of the EAP to the URBACT Monitoring Committee (on line or in person in Denmark)

4.3 Skills and Competences of the EAP

The external consultancy, recruited through a call for tender for the selection and assessment of URBACT experts, will be in charge of selecting the candidates according to the following criteria:

- Proven track record in similar work (i.e. of assessing applications for transnational cooperation projects)
- Good knowledge of issues related to integrated and sustainable urban development (varied themes to ensure good coverage).
- Understanding and experience of exchange and learning practices at European level
- Understanding and knowledge of European Cohesion Policy
- Other skills and competences considered relevant
- Independence from cities, national authorities, and National or European networks involving local authorities
- Fluent in English (level C2 written and spoken)
- Excellent communication skills (written and verbal) and experience of committee work
- Ability to work in a team, under pressure and to tight deadline

All the above skills are required for the Chair of the EAP as well as the ability to mediate discussions and design tools suitable for monitoring.

4.4 Conflict of Interest for EAP members

EAP members must certify, through a declaration of non-conflict of interest, that they do not have any professional relation with the actors potentially involved in URBACT IV project proposals nor any interest in the projects that could be developed by cities and other public authorities within the framework of the Call for proposals they are involved in. In case there should be any change in the EAP member situation with regard to

the above-mentioned elements, he/she should immediately inform the URBACT Secretariat Director of the new situation. The latter will determine what action is required.

The position of EAP member is not compatible with the positions of Network Expert (neither Lead nor Ad-hoc Expert), Methods & Tools Programme Expert, National URBACT Point contact person, Programme Evaluator.

5 . Application Procedure

Applications shall include the following:

1. a detailed resume in English, using the Europass format¹
2. a signed cover letter in English outlining:
 - indication if the candidate wishes to be considered for EAP Chair with motivation
 - why the candidate is suitable to be part of the URBACT External Assessment Panel,
 - main experience with regard to the skills and competences requested
 - Confirmation of availability on the dates stated in section 4.1 above

NOTA BENE: In order to avoid potential conflict of interest, the covering letter will include the following mention:

“I hereby certify that I do not have any professional relation with the actors potentially involved in URBACT project proposals to be assessed nor any interest in the projects that could be developed by cities and other public authorities within the framework of the Call for proposals for Transfer Networks. In case there should be any change in my personal situation with regard to the above-mentioned elements, I commit to inform immediately the URBACT Secretariat Director of the new situation. The latter will determine what action is required.”

The deadline for receipt of applications is 30 April 2025.

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

Expert@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

This call for applicants concerns the recruitment of **up to 10 experts** to fulfil the role of the External Assessment Panel for the Call for Proposals for Transfer Networks.

A contract will be signed between the Managing Authority and each selected EAP member. The URBACT External Assessment Panel for Transfer Networks will be set up and will work specifically on this call for proposals in the timeframe established above.

While specific calls for EAP are normally foreseen for each call for networks, it can be decided by the URBACT Managing Authority, after consultation of the Monitoring Committee and the independent consultancy in charge of assessing expert applications, to use the EAP experts of one call, as a panel or individually, for a single other call or some other assessment purposes in the frame of the URBACT IV Programme. This would be implemented by mean of amendment to the EAP member contracts.

6.2 Financial Terms of the Contract

The fees for this work are calculated as follows for members of the EAP:

- **Fixed rate of 750€ VAT excluded per assessed application.** These fees are calculated to include all the tasks outlined in section 4.1 above. It is expected that each EAP member will need to assess between **10 and 15 proposals and will spend a max. of one day per application.**

The fees for Chair of the EAP are calculated as follows:

- **Fixed rate of 375€ VAT excluded per eligible application** depending on the number of applications. These fees are calculated to include all the tasks outlined in section 4.2 above. It is difficult to estimate the number of proposals expected but we estimate **around 60.**

Each expert and the Chair will be entitled to an additional number of days of expertise (rate of 750€ VAT excluded/day) to cover the participation at the meetings (kick-off meeting and consensus meeting) and the work to be done in drafting the Network Assessment Sheets. Approximative number of this additional days of expertise is 5, but exact number will be mentioned in the service contract, depending also on the total number of applications to assess.

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