Call for Applicants

1- CONTEXT

The URBACT Programme

The URBACT III Programme is part of the European Territorial Cooperation Objective of the Structural Fund policies for the period 2014-2020. The URBACT III Programme is financed through the ERDF, for which principles and regulations are laid down in EU Regulations N° 1303/2013, 1301/2013 and 1299/2013.

URBACT’s mission 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.

URBACT promotes exchange and learning between cities. It uses European Structural Funds to achieve its goals. It does not finance investments. As stated in the Operational Programme, URBACT III is driven by the following specific objectives:

- To improve the capacities of cities to manage sustainable urban policies and practices in an integrated and participative way
- To improve the design of sustainable urban strategies and action plans in cities
- To improve the implementation of sustainable urban strategies and action plans in cities
- To ensure that practitioners and decision-makers at all levels (EU, national, regional and local) have increased access to URBACT thematic knowledge and share know-how on Sustainable Urban Development

The URBACT III programme currently supports more than 300 cities in 29 countries in Europe to participate in thematic networks consisting of 10-12 cities involving thousands of actors on the ground (local administrations, elected representatives, civil society, residents, etc.).

For more information, visit www.urbact.eu
**Gender Equal Cities Project & Priority for URBACT IV**

*Gender Equal Cities* is an initiative from the URBACT Knowledge Hub raising awareness of gender-based inequalities at a local level and highlighting how cities can take action.

On 8 March 2019, URBACT launched the *Gender Equal Cities* report to highlight what can be done at the local level to reduce gender-based inequalities. By reaching out to cities, participating in EU events and facilitating expert exchange, URBACT translated existing knowledge into clear, actionable recommendations. Case studies were sourced from a combination of first-hand accounts, URBACT networks, good practices and examples from the CEMR Observatory.

The momentum continued in 2020 as the URBACT network *Gendered Landscape* embarked on an action planning journey. Led by the city of Umeå (SE), the network aims to develop new initiatives and projects with an understanding of gendered power structures in six other cities.

As preparations for *URBACT IV* (2022-2027) are ongoing, URBACT is committed to improving the awareness and inclusion of gender equality, alongside other cross-cutting considerations such as digital and environment, in the working methods of all URBACT actors.

### 2- SERVICE TO BE PROVIDED

Gender Equal Cities contributes to meeting strategic objectives around both Knowledge and Capacity-Building under URBACT III (2014-2020).

The URBACT programme is looking for a team of up to three experts to coordinate the work, with complementary skills to deliver the task described below to complement the work already carried out within the Gender Equal Cities project.

The tasks will be carried out in close consultation with the URBACT Joint Secretariat and the selected provider will be expected to take part in online coordination meetings with the Secretariat. The selected provider will also have to collaborate closely with the URBACT Programme Expert in charge of the overview of projects related to Gender who will ensure a good coherence and make links with other related activities and networks.

A maximum budget of 40 000€ (VAT comes in addition to this amount) is proposed for the period October 2021-October 2022. A reporting and payment schedule will be agreed at the beginning of the contract.
Objectives and related tasks

This contract will cover two strands of the URBACT activities, namely Knowledge-sharing and Capacity-Building activities, as follows:

In relation with the URBACT Knowledge Hub (around 60%)

One of the four objectives of URBACT III is to ensure that practitioners and decision-makers at all levels (EU, national, regional and local) have increased access to URBACT thematic knowledge and share know-how on all aspects of sustainable urban development in order to improve urban policies. The URBACT Knowledge Hub allows this to happen through a variety of tools and activities such as articles, publications, events and more.

- **Update the Gender Equal Cities report**

  Since 2019, new statistics, evidence and case studies are available. The service provider will be responsible for mapping areas for improvement of the report, gathering evidence, and developing new content for the pdf version of the report. The Secretariat will be responsible for the layout of the publication, and the update of the Knowledge Hub’s webpage with new dynamic content extracted from the report. The service provider will be invited to advise on creative format options to package the updated content.

- **Organising and/or participating in events to raise awareness on gender equality in urban policies**

  October/November 2021: The service provider will be expected to attend and contribute to a programme-level webinar dedicated to Action Planning Networks at the midpoint in their journey - an opportunity to check that their Integrated Action Plans incorporate a gender perspective.

  March 2022: The service provider will be responsible for designing and organising a programme-level workshop, to be delivered online, in a hybrid or an in-person format, with a two-fold aim 1) presenting new evidence and gathering more inputs from strategic stakeholders to feed into the report 2) influence strategic players to take action in their cities (angle to be defined). Travel & Accommodation costs (if any) will be covered by the Secretariat outside of this contract.

  June 2022: The service provider will be expected to feed into URBACT City Festival 2022 in France - a flagship programme event where the results of Gendered Landscape networks and the updated report will be showcased in one or two sessions (to be agreed with the service provider and the Festival taskforce).

  On top of these two programme events, the service provider may be offered with opportunities to represent the Secretariat in other network or external events (subject to availabilities and in coordination with Programme Expert).
Community management

The Gender Equal Cities LinkedIn Group, set up in 2019 following the launch of the report, gathers 450+ members. The service provider will be responsible for posting content regularly and animating the page. The URBACT Secretariat will be responsible for adapting content to other social media channels.

The service provider will have the opportunity to contribute articles and blogs in coordination with URBACT’s editorial team (maximum of one article every quarter).

In relation with URBACT Capacity-Building (around 40%)

Capacity Building is one of the three strands of activities carried out by the URBACT III Programme, complementary to Exchange & Learning and Capitalisation & Dissemination. The overarching objective is for urban practitioners to increase their knowledge and capacities in relation to integrated approaches to sustainable urban development, in order to operate in a more effective and efficient manner. Urban practitioners are considered as change agents: it is expected that through the development of their individual skills and knowledge, both enhancement of organisational/institutional capacity and better policy will be achieved.

Four main areas, related to the URBACT Method, have been identified for Capacity-Building actions:

- Integrated Approach
- Participatory Action-Planning
- Project Management and Delivery
- Sustainable urban development and policies

Tasks:

- Develop a training curriculum to support cities to integrate a gender perspective into the design and implementation of urban policies
- Possible delivery of training modules, during in-person or online training sessions

For this part of the contract it is expected that the service provider will develop a certain number of modules to be defined, as well as related tools, in order to train and support cities to adopt a gender perspective in their action. The objective for the Programme is to have at its disposal a reusable curriculum ready to be delivered in different formats and occasions, online or in-person.

Besides, as with all material developed within Capacity-Building activities, the different components of this curriculum may be uploaded in the URBACT Online Toolbox in order to be made available to a wider audience of city-practitioners interested in developing integrated and sustainable urban policies. It will be important to develop the curriculum in a way that is coherent with the Toolbox.
The selected provider may be asked to test some of the modules (for instance, during the upcoming e-University and/or City Festival foreseen in 2022) in order for the final curriculum to be ready to be used for the first round of city networks to be launched under the URBACT IV Programme (second half of 2022).

Knowledge-sharing and Capacity-building activities are interconnected and a joint methodology should be developed to address the two components of the service. A mapping of existing relevant resources in the field (e.g. training, tools, case studies and partners) should be undertaken to identify gaps and priorities to address.

Prerequisites and service provider profile

In the field of Gender Equality

1. Good knowledge of rights-based development and gender mainstreaming in cities
2. Knowledge of and/or relevant experiences working with key organisations in the field of Gender equality in Europe

General skills

1. Practical knowledge of the URBACT programme and of the development of sustainable, integrated and participatory urban policies
2. Experience of working with cities or at city level
3. Strong analytical and drafting skills
4. Strong presentation and facilitation skills
5. Fluent in English (written and spoken)

In the field of transnational networking, digital communication and community engagement

1. Knowledge of digital facilitation tools
2. Experience in event planning (online and in-person)
3. Experience in community engagement

In the field of Design & Delivery of training curriculum

1. Evidenced experience in curriculum development for professional development and delivery of training. Additional experience in delivering online training will be appreciated.
2. Strong skills in translating concepts into visual support and infographics

Timeline

The final schedule for the delivery of services will be discussed and agreed upon with the selected expert(s).

1. 1 September 2021: Launch of the call on the URBACT website
2. 1 October 2021: Deadline for submitting an offer
3. Week of 4th October 2021: Selection of the service provider
4. Week of 18th October 2021: Contractual arrangements finalised with the successful candidates
5. End of October 2021: kick-off meeting with URBACT secretariat (via zoom)
6. November-December 2021: evidence gathering to feed into the knowledge and capacity-building components & participation in one topic-related webinar organised at programme level.
7. March 2022: Knowledge-sharing workshop
8. June 2022: URBACT City Festival - Gender Equality report finalised
9. September 2022: curriculum finalised
10. Final report

The timeline will be refined with the service provider during the kick-off meeting.

3 - OFFERS

Offers must be written in English. Offers shall include:

1. A short presentation of intent outlining:
   ➔ The understanding of the tasks, the proposed work plan (first thoughts, ideas and timeline),
   ➔ a proposal of relevant performance indicators to demonstrate the impact of the work,
   ➔ the experience of the candidates in the field of the call for applicants,
   ➔ the competences regarding the different tasks,
   ➔ and the approach to be taken regarding these tasks.

Please give details on the complementarity in terms of skills, perspectives and profiles, specify any previous experience working together, and how you foresee the coordination to deliver the tasks.

2. A financial offer, including daily rates, budget for materials if relevant. Please note that possible travel costs do not need to be included in the offer.

3. CV of the consultant(s), preferably in Europass format

4. Any additional statement of intent regarding their commitment to reducing the carbon footprint of the URBACT programme and demonstrating gender equality, intersectionality and inclusion principles in their way of working.

Offers must be sent to the URBACT Secretariat via e-mail to:

- Alice FAUVEL a.fauvel@urbact.eu,
- Clémentine GRAVIER c.gravier@urbact.eu,
- and Thierry PICQUART t.picquart@urbact.eu.

→ Offers to be sent no later than 1 October 2021 18.00 CET