

## **The URBACT Secretariat is looking for an external service provider to prepare and organise a national event in the UK**

### **Objective :**

This assignment seeks a person or a small team to prepare and organise a national event or session in the UK with the objective to widely present the results of the six UK cities involved in URBACT transfer networks. This event should be targeted to UK cities that seek inspiration and proved solutions to urban problems. This event should therefore demonstrate the positive results of the URBACT UK cities after adapting an URBACT good practice, but also the conditions for transferring and adapting such good practices in the UK context.

### **Context :**

URBACT transfer networks, will have been operating from 2018 to end of June 2021. Each transfer network aims to transfer and adapt the good practice of the Lead Partner city to the other cities of the network. There are six UK cities involved in six transfer networks as follows :

[ActiveNGOs](#) : Brighton Hove

[C-CHANGE](#) : Manchester (acting as Lead Partner)

[Making Spend Matter](#) : Preston (acting as Lead Partner)

[RUMOURLESS CITIES](#) : Cardiff City Council

[Tech Revolution](#) : Barnsley Metropolitan Borough Council (acting as Lead Partner)

[Urban-Regeneration-Mix](#) : Birmingham City Council

### **Main missions:**

- identify major UK events on urban development and explore the possibility to include a dedicated URBACT session
- consult UK cities of transfer networks and co-define objectives, format, content, title, date, and if relevant the location, of this event/session
- liaise with the UK national authority about their contribution to this event
- prepare a programme and invitations for this event
- identify speakers and give feedback to their presentations before the event
- prepare a short presentation about URBACT and UK cities in URBACT
- moderate the event/session
- promote the event widely to UK cities with the help of URBACT UK cities, UK city associations, the UK Ministry, social media, UK NUP page, etc.
- write an article with main messages and learnings for the UK NUP page after the event (the article should follow the URBACT writing guidelines)
- liaise with the URBACT Secretariat throughout the whole process

### **Special considerations if the event is physical :**

-The event should be organised in an URBACT UK city involved in a transfer network.

-Work in partnership with the hosting city to identify suitable locations, caterers,

technical equipment if necessary (microphones, beamer, computer, etc)  
-If possible organise a site visit or meeting with the members of the URBACT Local Group to show the results of the URBACT transfer process.  
-Prepare an evaluation form if a physical event

### **Special considerations if the event is online :**

-Find the most appropriate online tool(s) to deliver this meeting  
-Consider virtual visits to the UK URBACT cities  
-Bring in the voices of some URBACT local group members if possible

### **Profile:**

The candidate should be experienced in:

-facilitating discussions  
-public speaking  
-moderating  
-organising physical and online events  
-local development matters

### **Timeline :**

The organisation of this event or session should take place by the end of June 2021. Preparation and consultation with UK cities should start upon the notification of the successful candidate.

### **Budget :**

An available budget of EUR 13 000 is available for this mission, covering expertise fees, catering, venue rent, travel costs of speakers, any costs related to the communication, preparation and organisation of this event.

### **How to apply :**

Candidates should submit the following documents to Jenny Koutsomarkou, [j.koutsomarkou@urbact.eu](mailto:j.koutsomarkou@urbact.eu), **by 7 December 2020**:

- A note, first to briefly describe their experience related to this mission, second to present which people will be involved in this mission and why, third actions to be taken by the candidate to prepare and organise this event
- A budget proposal, breaking down the costs for fees, catering, venue rent, other costs related to the organisation of the event.