

**CALL FOR APPLICANTS  
FOR THE CONSTITUTION OF THE URBACT III  
POOL OF VALIDATED EXPERTS**

**Open 10 April 2015**



## TABLE OF CONTENT

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<u>Section 1: Call for Applicants.....</u>	<u>3</u>
<u>Section 2: Expertise in the framework of the URBACT III Programme .....</u>	<u>4</u>
2.1 The URBACT III Programme.....	4
2.2 Networks in URBACT III .....	5
2.3 Expertise for URBACT Networks.....	6
2.3.1. General framework .....	6
2.3.2. Role of network experts in URBACT networks .....	7
2.3.2. Appointment of URBACT experts .....	8
2.3.3. Budgetary elements .....	9
2.4. Types of expertise to be provided to URBACT Networks .....	10
<u>Section 3: Competences requested from URBACT network experts.....</u>	<u>12</u>
3.1 Common generic competences.....	12
3.2 Competences related to expertise in transnational exchange and learning activities..	12
3.3 Competences related to thematic expertise.....	13
3.4 Competences related to the expertise in integrated and participatory approaches to local urban policies.....	14
<u>Section 4: Application procedure, assessment and validation .....</u>	<u>15</u>
4.1 Application procedure.....	15
4.2 Assessment of applications .....	15
4.2.1. Assessment process.....	15
4.2.2. Assessment criteria .....	16
4.2.3 Validation for the URBACT III pool of experts .....	17
4.2.4. Possibilities for re-submission.....	18
<u>Annex 1 – How to fill in the online Application Form .....</u>	<u>19</u>

## Section 1: Call for Applicants

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The “Commissariat Général à l’Egalité des Territoires” (CGET), Managing Authority of the URBACT III Operational programme, issues a Call for Applicants for the constitution of the “URBACT III pool of validated experts”.

As foreseen in the URBACT III Operational Programme, each URBACT network shall benefit from the support of experts. A dedicated financial envelope shall be allocated to approved networks for expert support. Experts commissioned by networks using this financial envelope shall provide 3 main types of expertise<sup>1</sup>:

- 1. Expertise for the design and delivery of transnational exchange and learning activities**
- 2. Thematic expertise related to the urban policy challenges addressed by URBACT networks**
- 3. Expertise support for local authorities and other stakeholders in the design and delivery of integrated and participatory policies**

**Only experts included in the URBACT III pool of validated experts can be appointed** by URBACT networks under the financial envelope allocated by the programme. Through this call for applicants, the URBACT programme is looking for experts in one or several of the 3 types of expertise outlined above. Candidates applying to be included in the URBACT III pool of validated experts may apply to be validated on one or several of these 3 types of expertise.

**All URBACT networks shall appoint a Lead expert whose key role is to support the partnership with the delivery of network activities and expected deliverables throughout the network life cycle<sup>2</sup>. Only experts validated on at least expertise 1 and 2: Expertise for the design and delivery of transnational exchange and learning activities AND Thematic expertise, may be commissioned for the role of Lead experts.**

**URBACT networks may also use their expertise enveloppe to commission ad hoc experts** who will provide support for a specific activity (eg network seminar, peer review), for the production of specific outputs (eg thematic reports, policy recommendations, case studies), for inputs on a specific theme, etc. All experts included in the pool of validated experts may be commissioned by networks as ad hoc experts.

**This Call for Applicants will remain open throughout the entire duration of the URBACT III Programme.**

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<sup>1</sup> Please refer to section 2.3 of the present Call for more details on the 3 types of expertise.

<sup>2</sup> For a detailed description of the Lead expert’s role, please refer to section 2.3 of this Call.

## Section 2: Expertise in the framework of the URBACT III Programme

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### 2.1 The URBACT III Programme

URBACT is a European Territorial Cooperation (ETC) programme promoting exchange and learning amongst cities, in relation to integrated sustainable urban development.

URBACT enables European cities to work together to develop effective and sustainable responses to major urban challenges. The Programme affirms the key role cities play in tackling increasingly complex societal changes by encouraging cooperation through transnational exchange networks.

More especially, the URBACT III Operational Programme defines 4 specific objectives for the programming period 2014-2020:

1. To improve the capacity of cities to manage sustainable urban policies and practices in an integrated and participative way.
2. To improve the design of sustainable urban strategies and action plans in cities.
3. To improve the implementation of Integrated Plans for sustainable urban development.
4. 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 main mechanism that URBACT uses to achieve its objectives is through co-financing exchange and learning networks.

The thematic coverage of the URBACT III Programme covers the ten first Thematic Objectives (TOs) of the EU Cohesion Policy 2014-2020<sup>3</sup>. The URBACT Programme covers a wide range of policy issues that European cities can address in the framework of the URBACT Networks.

The URBACT III Operational Programme (CCI 2014TC16RFIR003) was officially adopted on 12<sup>th</sup> December 2014 by Commission Implementing Decision C(2014) 9857<sup>4</sup>. In addition to the Operational Programme, the URBACT III Programme has developed a series of Fact Sheets to be included in the official Programme Manual. These Fact Sheets<sup>5</sup> lay down the principles and regulations for the implementation of the activities in the framework of the URBACT III Programme.

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<sup>3</sup> The list of the Thematic Objectives of the EU Cohesion Policy 20142020 is available here :

[http://ec.europa.eu/regional\\_policy/index.cfm/en/information/legislation/guidance/](http://ec.europa.eu/regional_policy/index.cfm/en/information/legislation/guidance/)

<sup>4</sup> The adopted version of the Operational Programme is available here :

[http://urbact.eu/sites/default/files/u\\_iii\\_op\\_adopted\\_12\\_december\\_2014.pdf](http://urbact.eu/sites/default/files/u_iii_op_adopted_12_december_2014.pdf)

<sup>5</sup> See the section “Useful documents” in the following page: <http://urbact.eu/become-urbact-expert>

## 2.2 Networks in URBACT III

Building on the experience of URBACT II and taking into account the context of the EU cohesion policy for 2014-2020, the URBACT III Programme will continue supporting cities in the design of integrated strategies and action plans. It will also work with cities on the transfer and adaptation of good practices for sustainable urban development as well as on the implementation of integrated urban strategies. More especially in 2014-2020, URBACT will support European cities through 3 different types of transnational networks<sup>6</sup>:

- **Action Planning Networks**, to improve the capacities of cities to design integrated strategies for sustainable urban development.
- **Implementation Networks**, to improve the capacities of cities to implement integrated strategies/ action plan for sustainable urban development
- **Transfer Networks**, to improve the capacities of cities to implement integrated urban strategies/ action plan by adapting and re-using, at local level, good practices identified in the field of integrated sustainable urban development

The main **beneficiaries** of the transnational exchange activities are cities from the 28 EU Member States, plus Norway & Switzerland. In addition, other beneficiaries may include local agencies, provincial, regional and national authorities; universities and research centers. All beneficiaries are public or Equivalent Public Bodies.

Cities funded through the programme work together in networks, each of which has a Lead partner city.

In all 3 types of networks, beneficiaries exchange and share experiences, problems and possible solutions. They also generate new ideas to address local challenges related to the design and the implementation of integrated strategies for sustainable urban development. Exchange and learning activities at transnational level provide partners with practical knowledge, as well as experience from peers and experts that will feed into the local design and/or implementation of integrated strategies/plans for sustainable urban development.

The Programme foresees a two-phase process for URBACT Networks. The process includes:

- ✓ **First phase:** a 6-month phase for the definition of the final partnership and the development of a complete project proposal in the form of a **Phase 2 Application**
- ✓ **Second phase:** a 24-month phase for the implementation of the activities foreseen by the network

URBACT networks are created by means of open competitive calls for proposals. Candidate cities submit project proposals in the framework of open calls. If the project proposal is approved by the URBACT Monitoring Committee, the partnership is funded for the 6-month phase 1. The main aim of Phase 1 is to provide partners of approved networks with time and resources to ensure the development of a shared vision of the policy challenges/ issues to be addressed, the setting up of a coherent final partnership, the elaboration of a solid methodology for transnational exchange and learning activities and the submission of a full-

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<sup>6</sup> Please refer to the URBACT III Operational Programme for further details on the networking activities.

fledged application for Phase 2. If the project proposal for phase 2 is approved by the URBACT Monitoring Committee, then the partnership receives funding for the implementation of all planned activities and production of the expected deliverables over a 24-month period. Phase 2 shall be dedicated to the implementation of the exchange and learning activities as well as to various activities at partner level aiming to strengthen local policies and local governance in the area of sustainable integrated urban development<sup>7</sup>.

## 2.3 Expertise for URBACT Networks

### 2.3.1. General framework

In order to support partners with the design and delivery of their activities and outputs, the URBACT Programme provides approved networks with additional financial resources for the appointment of URBACT network experts.

Through the additional resources provided, partners of approved URBACT networks shall benefit from 3 complementary types of expertise:

1. Expertise for the design and delivery of transnational exchange and learning activities
2. Thematic expertise on content related to the urban policy challenges addressed by URBACT networks
3. Expertise support for local authorities and other stakeholders in the design and delivery of integrated and participatory policies

In order to improve the efficiency of the expertise provided to approved networks using the dedicated programme enveloppe, the Programme identifies two different profiles of URBACT Experts: the Lead Experts and the Ad hoc experts.

**Each network shall identify and select, from the URBACT III pool of validated experts, an expert who will be the network's Lead expert. Lead Experts shall support networks both with expertise for the design and delivery of transnational exchange and learning activities AND thematic expertise.**

**Each network may identify and select, from the URBACT III pool of validated experts, a number of Ad hoc experts. The Ad hoc experts may be commissioned to provide support on specific needs identified by the network concerning the methodology for exchange and learning activities, thematic expertise and support to policy making and implementation across partners.**

URBACT network experts are also expected to work in close collaboration with the URBACT Joint Secretariat and contribute to capitalization and dissemination of network results. They shall use the tools and guidance provided by the programme for effective delivery of activities and outputs (eg. related to transnational exchange learning activities, production of network outputs, organization of network seminars, etc.). In this perspective, they shall

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<sup>7</sup> For more details on the creation of networks, the 2-phase approach and work packages to be delivered during each phase, please refer to the Programme Manual and more especially to the fact sheets dedicated to URBACT networks. See the section "Useful documents" in the following page: <http://urbact.eu/become-urbact-expert>

take part to dedicated information and training sessions organized by the URBACT Joint Secretariat for the network experts. These will be part of their main tasks and work programmes. URBACT Network experts may also be commissioned by the URBACT Joint Secretariat for specific services for capitalization, capacity building and dissemination activities.

### 2.3.2. Role of network experts in URBACT networks

- **Network experts in phase 1**

The **Lead Expert** shall be appointed to assist the partnership over the entire duration of the network with both methods and tools for exchange and learning activities and thematic expertise.

During phase 1, the **Lead Expert** will play a key role in supporting URBACT networks engaging additional partners; producing a baseline study, defining the issues to be addressed by the network, the work plan for Phase 2, the related methodology and expected outputs. During Phase 1, the Lead expert shall visit all partners to meet with local coordinator, elected representative, civil servants, local stakeholders, etc. to present the URBACT objectives and framework, to define the local challenges/ issues the partner intends to work on in the network. These visits will also allow the Lead expert to collect material for the baseline study. The Lead expert will be in charge of producing the baseline study of the project. The baseline study shall be delivered at the end of phase 1. The Baseline study shall include:

- The State of the art of the policy challenge addressed by the network (in the case of Action Planning and Implementation Networks) or the description of the good practice to be transferred (in the case of Transfer Networks)
- Detailed profiles for all partners included in the final partnership

During Phase 1, Lead Experts shall take part to dedicated information and training sessions organized by the URBACT Joint Secretariat for the network experts. These will be part of their main tasks and work programmes.

- **Network experts in phase 2**

During Phase 2, in close cooperation with the Lead Partner, the **Lead Expert** will be in charge of supporting the partnership with the design and delivery of the transnational exchange and learning activities. This includes the preparation and delivery of network meetings which refers to design of meeting format, preparation of thematic input, collecting information from partners, designing agenda with appropriate methodology to ensure high level of sharing, mutual learning and transfer of knowledge, moderating sessions during meeting, drawing lessons, capturing knowledge and reporting on the results of the transnational exchange, etc. Lead Experts will also be responsible for the production of thematic documentation and outputs in English that will capture and disseminate lessons learnt, good practices, etc, both to network's partners and to an external audience.

During Phase 2, approved networks may also appoint **Ad hoc experts** to provide support on specific needs identified concerning the methodology for exchange and learning, thematic expertise or local support to partners. They can be appointed for example for the design and delivery of a specific transnational seminar, a thematic contribution on a particular topic, the production of thematic outputs or to provide support to partners with tools and methods for co-production and co-design of local policies.

Lead Partners and Lead Experts are responsible for supervising and coordinating the involvement and the contributions of Ad-Hoc Experts

During Phase 2, Network Experts shall take part to dedicated information and training sessions organized by the URBACT Joint Secretariat for the network experts. These will be part of their main tasks and work programmes.

### **2.3.2. Appointment of URBACT experts**

Lead Partners of URBACT Networks, in consultation with project partners, are the only responsible for the selection and appointment of Lead Experts and Ad hoc experts.

Only experts included in the URBACT III pool of validated Experts may be appointed by approved networks as Lead experts and Ad hoc experts.

- **Phase 1**

When submitting the Phase 1 Applications in the framework of open Calls for Proposals, candidates are requested to identify, among the URBACT III validated experts, the Lead Expert they intend to work with if the network is approved for Phase 1.

Cities preparing their network proposal are invited to search for their Lead Expert in the online database including all URBACT III validated experts. The database is available on the URBACT website<sup>8</sup>, with a search engine allowing a search per type of expertise, country of residence, etc.

Candidate Lead Partners shall contact the experts they would like to propose for phase 1, in order to verify their experience, interest in the project proposal and availability.

After the approval of networks for phase 1, Lead Partners have to confirm to the Joint Secretariat the expert they would like to commission as Lead expert for phase 1. Following the validation by the URBACT Secretariat, the programme establishes the Lead expert's contract for phase 1 (all tasks and deliverables, as well as number of days will be standard for all Lead experts in phase 1).

The Lead partner shall be responsible for certifying the services performed by the Lead expert and validating the expert's activity reports (including deliverables, number of days claimed, etc.)

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<sup>8</sup> URBACT Experts online database : <http://urbact.eu/experts-list>

- **Phase 2**

The appointment of a Lead Expert in Phase 1 does not imply any contractual commitment for Phase 2. At the end of the first six months, the Lead Partner and all partners will do a review of the performance of the Lead Expert during Phase 1 and they may propose a new Lead Expert for Phase 2.

If the proposal is approved for phase 2, Lead Partners of approved networks shall submit an Expertise Request Form to the Joint Secretariat. Following the validation of the request by the Secretariat, a new contract will be established between the Lead Expert and the URBACT Managing Authority. The Lead Partner will remain responsible for the certification of the services performed by the Lead Expert and the validation of the expert's activity report.

Ad hoc experts may be appointed during Phase 2 only.

For each Ad hoc expert proposed, the Lead Partner shall submit an Expertise Request Form to the Joint Secretariat for approval. The contractual arrangements are the same as for Lead Experts (contract between Ad hoc Experts and URBACT Managing Authority, Lead Partner responsible for certifying services performed and validating Ad hoc experts' activity report)

### **2.3.3. Budgetary elements**

- **Expertise at Network level**

Each approved network will have an additional allocation of up to 127.500€ to cover the costs of expertise for Network Lead Experts and Ad hoc experts over the lifetime of the network (Phase 1 and Phase 2).

As the daily expertise fee for URBACT network experts is set at 750€ (all taxes included), this budget corresponds to an envelope of up to 170 days of expertise available to the whole partnership over 30 months (phase 1 plus phase 2).

For phase 1, the expertise envelope available for each network for the appointment of Lead Experts shall be limited to 30.000 euros (40 days of expertise, including participation to information and training sessions organized by the URBACT Joint Secretariat).

For Phase 2, the allocation of days to the Lead Expert shall not exceed 80% of the days remaining in the expertise envelop after Phase 1.

The additional allocation for network expertise covers expertise fees for the Lead Expert and ad hoc experts. It may not cover costs for travel and accommodation for the Lead expert and Ad hoc experts to participate in the transnational seminars, to visits partners, etc. These costs shall be covered by the network budget.

- **Expertise at Programme level**

Commissioning by the URBACT Joint Secretariat for capitalisation, capacity building and dissemination activities will be covered by a dedicated “Programme level expertise” budget and not from the additional allocation provided to Networks.

## 2.4. Types of expertise to be provided to URBACT Networks

As outlined above, approved URBACT networks will use the expertise envelope allocated by URBACT to provide all network partners with a package of services related to 3 main types of expertise support:

1. Expertise for the design and delivery of transnational exchange and learning activities
2. Thematic expertise on content related to the urban policy challenges addressed by URBACT networks
3. Expertise support for local authorities and other stakeholders in the design and delivery of integrated and participatory policies

Each type of expertise is further detailed in the following sections.

### 2.4.1. Expertise for the design and delivery of transnational exchange and learning activities

- **Main objective:**  
To ensure high level of sharing, mutual learning and transfer of knowledge at transnational level
- **Main tasks to be performed (non exhaustive list):**
  - Defining the overall methodological framework for transnational exchange and learning activities in line with the network’s thematic focus
  - Preparing and delivering transnational networking activities (incl. seminars, peer reviews, labs, study visits, etc.)
  - Coaching and support to all partners for the preparation of transnational activities
  - Coordinating the production of relevant inputs to the transnational activities and of capitalization outputs capturing learning and results from these activities
  - Recruiting, briefing and overseeing additional ad hoc thematic and/ or local expertise

**NOTA BENE:** Experts commissioned to support networks as Lead experts will be expected to provide this type of expertise. As a consequence, an expert willing to play this role shall apply and be validated for this type of expertise.

## **2.4.2. Thematic expertise**

- **Main objective:**  
To feed the learning process with relevant content related to the policy challenge addressed by partners, capture learning from the transnational activities and facilitate the uptake of knowledge generated by the network in local policies
- **Main tasks to be performed (non exhaustive list):**
  - Providing thematic inputs in line with the network thematic focus
  - Drawing together research and policy to extract conclusions and make recommendations (including “state of the art” documents on specific urban challenges and policies)
  - Summarising, adapting and customizing current knowledge, practice, research for the city partners in the network, relevant for the level of development and understanding
  - Producing thematic outputs that capture learning taking place in transnational activities, and facilitate the dissemination of lessons learnt, results, recommendations, etc. from the network to the outside world
  - Co-creating communications materials and outputs for a wider dissemination
  - Ensuring links with other relevant URBACT networks and relevant non-URBACT projects/ programmes, etc.

**NOTA BENE: Experts commissioned to support networks as Lead experts will be expected to provide thematic expertise. As a consequence, an expert willing to play the role of Lead expert shall apply and be validated for this type of expertise.**

## **2.4.3. Expertise support for local authorities and other stakeholders in the design and delivery of integrated and participatory policies**

- **Main objective:**  
To support partners in producing outputs expected at local level (design & implementation of integrated action plans/ strategies, transfer of good practices) through integrated and participatory approaches
- **Main tasks to be performed (non exhaustive list):**
  - Supporting partners in identifying and involving local key stakeholders
  - Supporting partners in adapting and embedding knowledge generated at transnational level into their local policies and practices
  - Supporting partners in making use of tools and methods for participatory design and implementation of integrated urban projects and policies
  - supporting partners in the drafting of the local action plans

## Section 3: Competences requested from URBACT network experts

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Taking into consideration the importance of the role of Lead and Ad hoc experts for URBACT networks, and building on the experience and lessons learnt from URBACT II, the Programme has identified a set of key competences for each type of expertise, linked to the main tasks URBACT experts will be delivering to support networks.

### 3.1 Common generic competences

A set of **common skills** are required for all URBACT experts willing to be part of the URBACT III pool of validated experts:

- Understanding of integrated and sustainable urban development
- Understanding of exchange and learning processes at transnational level
- Proficiency in English (oral and written - C1 level required)<sup>9</sup>
- Familiar with web 2.0 communications and social media

### 3.2 Competences related to expertise in transnational exchange and learning activities

- Strong knowledge and practice of tools and methods applied to exchange and learning processes in transnational cooperation contexts (e.g. peer reviews, design/implementation labs, interactive learning environments, etc.)
  - Ability to design, organize and deliver activities aimed at facilitating peer learning and effective working relationships not only through physical meetings/ seminars but also at a distance, in between meetings (using webinars, social media, online surveys, etc.)
  - Ability to adapt methods and tools to various levels of understanding/ knowledge/ experience that can be found in transnational partnerships
  - Ability to facilitate transnational meetings to create lively exchange and focused discussion
- High levels of emotional intelligence combined with leadership experience
  - Strong team ethic and sensitivity to partner dynamics and cultural differences
  - Ability to work out the common interests of all partners
  - Ability to engage and mobilize stakeholders to use learning tools
  - Strong capacities in leadership, mediation, conflict management, empowering/encouraging unconfident or inactive partners
- Ability to present, share and capture knowledge in an engaging way
  - Ability to communicate complex concepts to non-English speakers
  - Ability to draw out, support the verbalization and documentation of knowledge and practice from city partners, to enable comparisons, exchange of experiences, peer review among partners, etc.
  - Ability to capture learning for participants to take away

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<sup>9</sup> Refer to the self assessment grid developed by CEDEFOP  
<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- Ability to produce clear and concise reports that incorporate good practice and policy messages identified by partners in the framework of the exchange and learning activities

### 3.3 Competences related to thematic expertise

- Deep knowledge of specific themes and urban policy challenges related to urban integrated sustainable development, including up to date research and innovation to enrich the learning process of partners. The Programme has identified 14 main themes linked to the Thematic Objectives of the EU Cohesion Policy for 2014-2020 and to the main urban challenges cities may address in the framework of URBACT networks. Applicants are requested to select from the following list of themes (a maximum of 6 themes can be selected):
  1. **Urban strategic planning** (*including urban sprawl, functional urban areas, urban-rural, etc.*)
  2. **Integrated urban renewal** (*including disadvantaged neighbourhoods, historic centres, brownfield sites, derelict public spaces, etc.*)
  3. **Local governance** (*including social innovation, city management, Community-Led Local Development, participation, Public-Private Partnership, financial engineering, etc.*)
  4. **Local economic development** (*including economic reconversion, sharing and circular economy, city branding, etc.*)
  5. **Research, innovation and knowledge economy**
  6. **Entrepreneurship and competitive SMEs**
  7. **Employment, human capital and labour mobility** (*including education, skills development, lifelong learning, etc.*)
  8. **Environmental issues** (*including waste management, risk prevention, renewable energies, green public spaces, etc.*)
  9. **Sustainable urban mobility**
  10. **Sustainable housing**
  11. **Active inclusion of target groups** (*including youth, women, elderly, disabled persons, minorities, migrants, etc.*)
  12. **Health**
  13. **Sustainable food**
  14. **Arts and culture**
- Ability to produce clear thematic inputs in line with the thematic focus of the network to feed into the learning process of partners
- Ability to produce clear and concise reports that incorporate learning from exchange and learning activities, document the status and practices of city partners, put forward good practice and policy messages targeting city practitioners and urban policy-makers (for network partners as well as for an external audience)
- Understanding of how to maximize the use of project results for strategic benefits in capitalization, policy design, awareness raising, etc.
- Experience of presenting knowledge in creative ways, e.g. in meetings and outputs, use of film, visual narratives, different styles of reporting in print and digital.

### **3.4 Competences related to the expertise in integrated and participatory approaches to local urban policies**

- Knowledge of participatory methods and tools for co-production and implementation of local policies (including proactive outreach to different stakeholders, conflict resolution, mediation of interests, community dialogue, etc.)
- Knowledge of tools and methods for monitoring and evaluation of integrated strategies/plan for sustainable urban development
- Understanding of the main policy and funding schemes for sustainable urban development at EU and national level
- Ability to understand specific local situations and adapt tools and content to different local realities so as to ensure consistency in the delivery of expected outputs by the different partners involved in an URBACT network

## Section 4: Application procedure, assessment and validation

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### 4.1 Application procedure

This Call for Applicants, published by the URBACT Programme, is open for the constitution of the URBACT III pool of validated experts. The Call will be open over the entire duration of the URBACT III Programme (2015-2020).

Individuals willing to be included in the URBACT III pool of validated URBACT experts shall submit an application form and a CV (Europass form is required) in English.

The application shall be filled in and submitted online on the URBACT website at the following address: <http://urbact.eu/become-urbact-expert>

In the Application Form, candidate experts will be requested to:

- ✓ Indicate whether they apply for the role of Lead Expert
- ✓ Attach the Europass CV (Only PDF files. Max. 5MO accepted)
- ✓ Fill in the different fields under each type of expertise applied for and provide evidence of experience for each of the skills identified
- ✓ If applying on Thematic Expertise, select one or several topics (maximum 6) among the list of themes proposed in the application

**NOTA BENE: Candidates applying to be validated as potential Lead experts shall apply and be validated on at least 2 types of expertise including 1) Expertise for the design and delivery of transnational exchange and learning activities AND 2) Thematic expertise.**

Important information and guidance on how to fill in the online Application Form is provided in Annex 1 of this Call for Applicants. Applicants are invited to read it carefully.

### 4.2 Assessment of applications

#### 4.2.1. Assessment process

As foreseen by the URBACT III Programme Manual, an external service provider selected by means of an open call for tender, will support the Secretariat with the assessment of all applications received in the framework of the present Call for Applicants.

The external service provider is in charge of assessing all received applications through:

- Thorough review of application forms and attached CVs
- Phone exchange with at least 2 of the references indicated in the application form

**NOTA BENE: Applicants shall make sure that the references indicated will be available for a phone interview with the assessors in the 2 weeks following the submission of the application form.**

#### 4.2.2. Assessment criteria

Applications will be assessed in relation to the different types of expertise candidates have applied for and the experience and skills reported in their applications. Assessors will more especially review the applications against the criteria outlined below.

- **Generic skills:**

- Understanding of integrated and sustainable urban development: this will be assessed considering educational background and experience – 2 years of exposure to sustainable urban development issues, whether through education or professional experience will be requested
- Understanding of exchange and learning processes at transnational level: this will be assessed considering direct experience of the applicant and evidence provided in the application – 2 years of exposure to transnational exchange and learning processes/dynamics/ projects, whether through education or professional experience will be requested
- Proficiency in English: minimum C1 level required<sup>10</sup>
- Linguistic skills in other EU languages will be a plus
- Digital communications and social media competence will be a plus.

- **Design and delivery of transnational exchange and learning activities**

Applicants will be requested to possess strong knowledge and practice of tools and methods applied to exchange and learning processes in transnational contexts. More especially, they will be assessed on their ability to design, organise and deliver activities aimed at facilitating peer learning and effective working relationships: this will be assessed considering the nature of transnational exchange and learning activities/ projects in which the applicant has been involved, as well as the actual role and responsibilities endorsed by the applicant in the framework of these activities/ projects – a minimum of 4 of professional experience will be requested.

- **Thematic expertise**

Applicants will be requested to select one or several policy areas/ themes in which they wish to be validated (up to 6 maximum). For each theme, the application will be assessed considering the educational background and/ or the nature of the activities/ projects in which the applicant has been involved (education, research, projects, teaching, consulting, advising, etc.), thematic publications/ products produced and the actual role of the applicant in the production of the above – a minimum of 2 years of exposure to the selected theme, through education and/ or professional experience will be requested

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<sup>10</sup> Refer to the self assessment grid developed by CEDEFOP  
<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- **Support to local authorities and other stakeholders in designing and delivering integrated and participatory policies**

Applicants will be requested to possess knowledge and practice of participatory and integrated approaches to sustainable urban policies. This will be assessed considering the nature of the local projects in which the applicant has been involved in the field of participatory processes and integrated approach, as well as the actual role and responsibilities endorsed by the applicant in the framework of these activities/projects – 2 years of professional experience will be requested.

**NOTA BENE:** Details on the evidence of experience to be provided for each type of expertise are outlined in the Annex 1 to this Call. Applicants are strongly advised to carefully read these instructions.

#### **4.2.3 Validation for the URBACT III pool of experts**

##### **a) Candidates for the position of Lead Experts**

Candidates applying for the inclusion in the URBACT III Pool of validated experts with the Lead Expert profile shall apply on the two following types of expertise: “Design and delivery of transnational exchange and learning activities” AND “Thematic Expertise”.

They may also apply for the type of expertise “Support to local authorities and other stakeholders in designing and delivering integrated and participatory policies”.

To be included in the pool of validated experts with the Lead Expert profile, candidates shall be validated on:

- All generic skills
- On two types of expertise: “Design and delivery of transnational exchange and learning activities” AND “Thematic Expertise”

Regarding ‘Thematic Expertise’, candidates may apply on one or several themes (max.6). They may be validated on all or some only of the themes selected.

Candidates validated on only 1 of these 2 types of expertise will not be included in the pool of validated experts with Lead Expert profile. They will nevertheless be included in the pool as Ad-Hoc experts.

##### **b) Candidates for the position of Ad-Hoc experts**

Candidates applying for the inclusion in the URBACT III Pool of validated experts with the Ad-Hoc profile shall apply on at least one of the three types of expertise proposed.

To be included in the pool of validated experts with the Ad-Hoc profile, candidates shall be validated on:

- All generic skills
- At least one of the 3 types of expertise proposed

All applicants will be notified about the results of the assessment process by email.

All validated URBACT experts will be included in the URBACT III pool of experts. All validated experts will appear in the online database. The database will contain an individual fiche for each validated URBACT Expert (including information on the validation as Lead Expert, types of expertise, experience, etc.).

**NOTA BENE:** Validation for the URBACT III pool of validated experts does not imply any contractual arrangements between the URBACT Managing Authority and the validated URBACT Experts. Approved networks have to request the appointment of specific experts from the pool of validated experts to play the role of Lead experts and Ad hoc experts. Once the request is validated by the URBACT Secretariat, then a contract is established between the expert and the URBACT Managing Authority.

#### **4.2.4. Possibilities for re-submission**

All applicants will be notified about the results of the assessment process by email.

In the case when the application is totally or partially rejected, the applicant may submit a revised application form along with a letter highlighting the main improvements by e-mail within two weeks following the notification of the assessment results.

Should the revised application be rejected, the applicant will be allowed to re-apply after 12 months from the second notification.

## Annex 1 – How to fill in the online Application Form

Template of Application Form for candidate experts and instructions

In the Application Form, you will be requested to:

- ✓ Indicate whether you are applying for the role of network Lead Expert (please check the specific skills required to be validated so as to be appointed by a network to perform this role)
- ✓ Select the main types of expertise for which you are requesting validation and provide evidence of your experience for each of the skills identified
- ✓ In case you are requesting validation under “Thematic expertise”, select one or several topics among the areas of thematic expertise listed in menu below (section D)

### **NOTA BENE:**

- In order to provide examples of projects, reports, achievements that you want to highlight, you can use hyperlinks in the Application Form.
- This platform does not allow applicants to create a profile and save drafts of their application before submitting the completed version. In the application form below, you will be requested to fill in all fields and submit the application right away. Please make sure to start filling in the Application Form only when you have already collected all information requested (and enough time available to complete the process).

### **A. Personal information**

First Name	<i>Compulsory field</i>
Last Name	<i>Compulsory field</i>
Nationality	<i>Compulsory field</i>
Country of residence	<i>Compulsory field</i>
Mother tongue	<i>Compulsory field</i>
Other languages	<i>Compulsory field. You can add other languages through the button +</i>
Email address	<i>Compulsory field</i>
Social Media Account	<i>You can indicate your Twitter, Facebook or LinkedIn account but also URL of your personal website/blog</i>

*N.B. In case of validation as URBACT Expert, personal information will be published in the online profile available for consultation in the URBACT Experts database. Please provide accurate and up to date personal information to allow interested Lead Partner to contact you.*

Applying for the position of Lead Experts	Yes/No <i>Compulsory Field</i>
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*N.B. Refer to section 2.2, 3 and 4.1 for detailed information about the role, responsibilities and required skills for Lead Expert. Please have in mind that candidates for the position of Lead Expert shall be validated in at least 2 types of expertise: Design and delivery of transnational exchange and learning activities AND Thematic Expertise.*

Attach your CV	<i>Compulsory field</i> <i>Only Europass CV in PDF are accepted. Max 5Mo accepted</i>
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*N.B. The Europass CV will be used for assessment purposes and in case of validation of the expert it will be attached to the online profile published in the URBACT database. Interested Lead Partner will be able to download and consult it for the selection and appointment of experts for their network.*

## **B. Generic Skills**

B.1 Understanding of integrated and sustainable urban development	<i>Describe your educational and professional background related to sustainable urban development.</i> <b>Max 1500 characters</b>
B.2 Understanding of exchange and learning processes at transnational level	<i>Describe your experiences in exchange and learning activities at transnational level.</i> <b>Max 1500 characters</b>
B.3 Proficiency in English	<i>Provide evidence of your capacity to communicate fluently in English (oral and written).</i> <b>Max 1500 characters</b>

*N.B. In case of validation as URBACT Expert, information on Generic Skills will be published in the online profile available for consultation in the URBACT Experts database.*

## **C. Expertise for the design and delivery of transnational exchange and learning activities**

<b>C.1 Strong knowledge and practice of tools and methods applied to exchange and learning processes in transnational cooperation contexts (e.g. peer reviews, design/implementation labs, interactive learning environments, etc.) from direct experience in transnational projects</b>	
C.1.1 Ability to design, organize and deliver activities aimed at facilitating peer learning and effective working relationships not only through physical meetings/ seminars but also at a distance, in between meetings (using webinars, social media, online surveys, etc.)	<i>Describe the transnational projects in which you have been involved, your role in the design and the delivery of transnational exchange and learning activities. You have to demonstrate at least 4 years of experience.</i> <b>Max 1500 characters</b>
C.1.2 Ability to adapt methods and tools to various levels of understanding/knowledge/experience that can be found in transnational partnerships	<i>Describe at least 2 relevant examples of transnational projects in which you have been involved and your role in adapting methods for exchange and learning processes.</i> <b>Max 1500 characters</b>

C.1.3 Ability to facilitate transnational meetings to create lively exchange and focused discussion	<i>Describe at least 3 relevant examples of transnational meetings in which you have been involved, your role and the facilitation and animation methods used.</i> Max 1500 characters
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<b>C.2 High levels of emotional intelligence combined with leadership experience</b>	
C.2.1 Strong team ethic and sensitivity to partner dynamics and cultural differences	<i>Describe at least 2 relevant examples the transnational projects in which you have been involved and your role in dealing with partner dynamics and cultural differences</i> Max 1500 characters
C.2.2 Ability to work out the common interests of all partners	<i>Provide at least 1 relevant example of ways in which you have shaped programmes of events for transnational exchange and learning activities to meet a variety of partners needs and starting points</i> Max 1500 characters
C.2.3 Ability to engage and mobilize stakeholders to use learning tools	<i>Provide at least 1 relevant example of ways in which you have worked to engage stakeholders to use learning tools</i> Max 1500 characters
C.2.4 Strong capacities in leadership, mediation, conflict management, empowering/encouraging unconfident or inactive partners	<i>Describe at least 2 relevant examples of leadership and management roles in transnational partnership and give examples of empowering approaches you have used</i> Max 1500 characters

<b>C.3 Ability to present and capture knowledge in an engaging way</b>	
C.3.1 Ability to communicate complex concepts to non-English speakers	<i>Provide at least 1 relevant example of situations where you have been in charge of communicating complex concepts to non-English speakers. Provide examples of supports used for such communication (presentations, youtube links, PREZI, etc.)</i> Max 1500 characters
C.3.2 Ability to draw out, support the verbalization and documentation of knowledge and practice from participants to enable comparison, exchange, peer review, etc	<i>Provide at least 2 relevant examples of material produced to support exchange of experiences and knowledge at transnational level (e.g. preliminary reports, background papers, templates, etc.)</i> Max 1500 characters
C.3.3 Ability to capture learning for participants to take away	<i>Provide at least 2 relevant examples of documents produced to capture the knowledge and experiences exchanged at transnational level (e.g meeting reports, case studies, etc)</i> Max 1500 characters
C.3.4 Ability to produce concise reports that incorporate good practices and policy messages	<i>Provide at least 2 relevant examples of reports incorporating good practices and policy messages</i>

	Max 1500 characters
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**Summary Expertise for the design and delivery of transnational exchange and learning activities**

*Provide main highlights of the experiences for types of expertise C.1, C.2 and C.3. In case of validation as URBACT Expert, only this summary will be publicly visible on the online database*

**D. Thematic Expertise**

Theme/Policy issue	<p>Select one theme/policy issue from the menu (6 maximum)</p> <ul style="list-style-type: none"> <li>1. <i>Urban strategic planning</i></li> <li>2. <i>Integrated urban renewal</i></li> <li>3. <i>Local governance</i></li> <li>4. <i>Local economic development</i></li> <li>5. <i>Research, innovation and knowledge economy</i></li> <li>6. <i>Entrepreneurship and competitive SMEs</i></li> <li>7. <i>Employment, human capital and labour mobility</i></li> <li>8. <i>Environmental issues</i></li> <li>9. <i>Sustainable urban mobility</i></li> <li>10. <i>Sustainable housing</i></li> <li>11. <i>Active inclusion of target groups</i></li> <li>12. <i>Health</i></li> <li>13. <i>Sustainable food</i></li> <li>14. <i>Arts and culture</i></li> </ul>
<p><b>D.1</b> Deep knowledge on the selected theme and related policy challenges, including up to date practice, research, etc.</p>	<p>Precise the sub-theme related to the main theme/policy issue selected (e.g. electric vehicles under sustainable mobility; inclusion of Roma population under Active inclusion of target groups, etc.). Provide information on your educational and professional background related to the selected topic. Describe the type of activities you have been involved (research, project delivery, teaching, actual contribution to the listed publication, etc.). <b>You have to demonstrate at least 2 years of exposure to the selected theme.</b>  Max 1500 characters</p>
<p><b>D.2</b> Ability to produce thematic inputs to feed in the learning process of in projects in which you have been involved</p>	<p>Provide <b>at least 2 relevant examples</b> of thematic inputs (reports, position papers, briefings etc.) produced to feed in the learning process at transnational level.  Max 1500 characters</p>
<p><b>D.3</b> Ability to produce concise reports that incorporate learning from exchange and learning</p>	<p>Provide <b>at least 2 relevant examples</b> of reports incorporating good practices and policy</p>

<p>activities, put forward good practice and policy messages targeting city practitioners and urban policy-makers (for participants as well as for an external audience)</p>	<p><i>messages for an audience of city practitioners and policy-makers. This can include also productions for online supports (social media, blogs, etc.)</i> Describe your role in the production of the reports Max 1500 characters</p>
<p><b>D.4</b> Understanding of how to maximize the use of project results for strategic benefits in capitalization, policy design, awareness raising, etc</p>	<p><i>Provide at least 1 relevant example of projects results produced for capitalization purposes.</i> <i>Describe your role in the design of the outputs and in the definition of the related dissemination strategy (including digital strategy)</i> Max 1500 characters</p>

NOTA BENE: You can add up to 6 themes/policy issues by clicking on the “+”.

Summary Thematic Expertise
<p><i>Provide main highlights of the experiences for types of expertise D.1, D.2, D.3 and D.4. In case of validation as URBACT Expert, only this summary will be publicly visible on the online database of URBACT Experts</i> <b>Max 1500 characters</b></p>

#### E. Expertise support to local authorities and other stakeholders in designing and delivering integrated and participatory policies

<p><b>E.1</b> Knowledge on participatory methods and tools for co-production and implementation of local policies (including proactive outreach to different stakeholders, conflict resolution, mediation of interests, community dialogue, etc.)</p>	<p><i>Describe at least 1 relevant project in which you have been involved, your role in designing and delivering participatory methods and tools for co-production and implementation of local policies. Provide examples of tools and methods used in the project.</i> Max 1500 characters</p>
<p><b>E.2</b> Knowledge on integrated approach for the design, delivering, monitoring and evaluation of sustainable urban strategies/policies</p>	<p><i>Describe at least 1 relevant project in which you have been involved, your role in designing and applying monitoring tools for integrated and sustainable urban policies .Provide examples of monitoring tools used in the project.</i> Max 1500 characters</p>
<p><b>E.3</b> Awareness of the main policy and funding schemes for sustainable urban development at EU and national level</p>	<p><i>Explain how you keep up to date about sustainable urban development policies, trends and funds.</i> Max 1500 characters</p>
<p><b>E.4</b> Ability to understand specific local situations and adapt tools and content to different local realities so as to ensure consistency in the design and delivery of integrated and participatory policies across participants in transnational projects</p>	<p><i>Describe at least 1 relevant project in which you have been involved, your role in adapting tools and content at local level.</i> Max 1500 characters</p>

Summary Expertise support to local authorities and other stakeholders in designing and delivering integrated and participatory policies
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*Provide main highlights of the experiences for types of expertise E.1, E.2, E.3 and E.4. In case of validation as URBACT Expert, only this summary will be publicly visible on the online database of URBACT Experts*  
**Max 1500 characters**

## F. References

REFERENCE 1	
Name of organisation	
Contact person	
Job title	
Relationship to project/programme applicant worked on	
Tel:	
Email:	

Candidate experts shall indicate min 3 and max 5 references.

The service provider in charge of the assessment of applications for URBACT experts is requested to contact at least 2 references. Please make sure that the references you indicate will be available for a phone interview in the 2 weeks following the submission of the Application Form for URBACT Experts.