

Terms of Reference

**CALL FOR PROPOSALS FOR THE CREATION**

**OF UP TO 23 ACTION PLANNING NETWORKS**

**Open 07 January 2019 – 17 April 2019**

January 2019

ANNEX 1 – OUTLINE OF MAIN COMPONENTS OF THE APPLICATION FORM

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| 1. **PROJECT SYNTHESIS** |
| * 1. **Project identity (incl. title and duration)** |
| * 1. **Summarised description of the issue to be addressed by the network** |
| * 1. **Proposed partnership** |
| * 1. **Thematic objective** |
| * 1. **Total budget** |
| 1. **PRESENTATION OF PROJECT PROPOSAL** |
| * 1. **Thematic Content** |
| * + 1. Definition of the issue / policy challenge to be addressed *(word limit to apply)* |
| * + 1. Link to European urban policy context, EU 2020 strategy and 10 Thematic objectives *(word limit to apply)* |
| * 1. **Shall the proposal contribute to the URBACT Specific Objective 2 (related to Action Planning Networks)?** |
| * 1. **How will gender equality and equal opportunities be addressed by the network?** *(word limit to apply)* |
| * 1. **What is the added value of this network related to the theme proposed?** *(word limit to apply)* |
| 1. **RATIONALE OF PROPOSED PARTNERSHIP** |
| * 1. **Profile of the Partner Cities** |
| * + 1. Local challenges of city partners specific to the network theme |
| * + 1. Strategies and actions of the city specific to the network theme |
| * + 1. Motivation and commitment of each city to join the network |
| * + 1. Local Stakeholders to be involved in the URBACT Local Group |
| * + 1. Potential for actions to be funded/ implemented |
| * 1. **Why does it make sense for these cities to work together? What added value will be created?** *(word limit to apply)* |
| * 1. **What is the added value of the proposed partnership? (why do these partners need URBACT to respond to their specific needs?)** *(word limit to apply)* |
| 1. **ACTIVITIES AND EXPECTED OUTPUTS** |
| * 1. **Description of Work Package 1- Network management** |
| * + 1. Organisation of the project coordination |
| * + 1. Activities to be implemented under WP1 |
| * 1. **Description of Work Package 2 – Project Development** |
| * + 1. General framework for Project Development |
| * + 1. The methodological approach proposed for the Baseline Study. |
| * + 1. Proposed content, tools and methods for the transnational exchange and learning meetings |
| * + 1. Expected outputs under WP2 (transnational meetings, Baseline Study, Phase 2 Application) |
| 1. **PROJECT WORK PLAN** |
| 1. **PROJECT MANAGEMENT AND LEADERSHIP** |
| * 1. **Lead partner experience (highlights of city’s experience)** |
| * 1. **Experience of proposed project coordinator** |
| * 1. **Presentation of the Lead Partner project team (roles and responsibilities)** |
| 1. **USE OF EXPERTISE** |
| * 1. **Proposed use of expertise resources allocated by the Programme** |
| * + 1. Proposed URBACT Lead Experts |
| 1. **BUDGETARY PROPOSAL** |
| * 1. **Financial contribution by partner and source (incl. ERDF and local contribution)** |
| * 1. **ERDF per year** |
| * 1. **Expenditure per partner, per year and budget subcategory** |
| * 1. **Expenditure per year and budget category** |
| * 1. **Project cost per budget line** |
| * 1. **Project costs per budget category – Justification/Explanation** |
| 1. **SIGNATURE** |
| Signature of the Lead Partner/project coordinator |

ANNEX 2 - TEMPLATE LETTER OF COMMITMENT FOR THE LEAD PARTNER

**The text shall be inserted in the Lead Partner’s headed paper with the relevant project data.**

URBACT III Managing Authority

20, Avenue de Ségur

TSA 10717

75334 Paris Cedex 07

France

Dear Madam, Sir,

The city of [… *name of the institution*…] confirms its commitment to be the Lead Partner in the activities of the URBACT *Action Planning Network* proposal entitled [*…project title …*]*.*

The specific challenge we wish to address as a Lead Partner in this *Action Planning Network* is […*brief description of the theme*…………].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT III Programme, we will ensure the overall coordination of the network, take on roles and implement activities as indicated in the Phase 1 work programme. More especially, we commit to organise two transnational meetings, to coordinate the production of the Baseline study, to identify key local stakeholders to be involved and to produce a Phase 2 Application.

To this end we also formally commit to engaging the funds needed to co-finance ERDF. The details of this contribution are outlined within the Phase 1 application.

Yours sincerely[[1]](#footnote-1)

Official stamp

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Name in capital letters:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function

ANNEX 3 – TEMPLATE LETTER OF COMMITMENT FOR A PROJECT PARTNER

**The text shall be inserted in the Partner’s headed paper with the relevant project data.**

URBACT III Managing Authority

20, Avenue de Ségur

TSA 10717

75334 Paris Cedex 07

France

Dear Madam, Sir,

The city of [……*name of partner institution*……………] confirms its commitment to be Project Partner in the activities of the URBACT Action planning network proposal entitled [……*title of project*………] led by [……*name of Lead partner institution*……………].

The specific challenge we wish to address in this Action planning network as a Project Partner is [……………………*brief description of theme addressed*…………………].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT III Programme, we will participate in the project, take on roles and implement activities as indicated in the Phase 1 work programme. More especially, we commit to participate in the transnational meetings planned, to contribute to the production of the Baseline study, to identify key stakeholders to be involved and to contribute to the production of the Phase 2 Application.

To this end we also formally commit to engaging the funds needed to co-finance ERDF. The details of this contribution are outlined within the Phase 1 application.

Yours sincerely[[2]](#footnote-2)

Official stamp

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Name in capital letters:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function

ANNEX 4 – TEMPLATE LETTER OF INTENT FROM PROPOSED LEAD EXPERTS

URBACT III Managing Authority

20, Avenue de Ségur

TSA 10717

75334 Paris Cedex 07

France

Dear Madam, Sir,

I [……*name of Lead Expert*……………] confirm that I agree to being proposed as the network expert in Phase 1 of [……*title of project*………] led by [……*name of Lead partner institution*……………].

My motivation for fulfilling this position is [……*insert max. 200 words to describe why your experience makes you suitable as Lead Expert for the network in question*………].

I have understood the tasks expected from this role and accept to participate in programme level activity as required. I am aware that in the interests of continuous improvement and quality assurance my work will be monitored and evaluated.

Yours sincerely

Official stamp

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Name in capital letters:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The signing person has to be an elected representative with authority to sign for the Lead Partner. In case the Lead Partner institution has no elected representatives, the signing person must be in the position of committing the institution’s resources to be engaged in the project (staff, budget, etc.). [↑](#footnote-ref-1)
2. The signing person has to be an elected representative with authority to sign for the Project Partner. In case the Project Partner institution has no elected representatives, the signing person must be in the position of committing the institution’s resources to be engaged in the project (staff, budget, etc.). [↑](#footnote-ref-2)