



**URBACT II OPERATIONAL PROGRAMME  
(2007-2013)**

**CALL FOR APPLICANTS**

**FOR THE CONSTITUTION OF**

**THE URBACT II POOL OF THEMATIC EXPERTS**

**Open 03 December 2007**

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## SECTION 1 - CALL FOR APPLICANTS

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**On 02 October 2007, the European Commission approved the URBACT II Programme (Decision ref. : E/2007/2063 - C(2007)4454).**

**This call for applications is made by the procedure governed by regulation CE 2083/2005 of 19 December 2005.**

**On 21 November 2007, the URBACT II Monitoring Committee approved the Technical Working Document which complements the Operational programme** and provides details on the aims and conditions of creation and implementation of the different operations: Exchange and Learning, Capitalisation, and Communication/ Dissemination.

**More especially, Fact Sheet 2a-2b-2c, 3c and 6b of the Technical Working Document outlines the provision of expertise to the Thematic networks and Working groups.** This expertise will be provided through the appointment of Thematic experts selected by projects Lead partners from a pool of validated experts set up at programme level. Thematic experts will be expected to provide thematic and methodological support to project Lead partners and partners within the frame of project implementation. They will also be expected to contribute, at programme level, to the capitalisation and dissemination of the knowledge produced by the projects.

**The first Call for proposals for the creation of Thematic networks and Working groups under URBACT II is opened from 03 December 2007 until 15 February 2008.** Projects under URBACT II will address one of the seven URBACT II themes as a dominant entry point into the issue:

<b>Priority Axe 1 – Cities, Engines of Growth and Jobs</b>	1.1. Promoting Entrepreneurship
	1.2. Improving Innovation and Knowledge Economy
	1.3. Employment and Human Capital
<b>Priority Axe 2 – Attractive and Cohesive Cities</b>	2.1. Integrated development of deprived areas and areas at risk of deprivation
	2.2. Social inclusion
	2.3. Environmental issues
	2.4. Governance and Urban Planning

**The Institut Des Villes (IDV-URBACT Secretariat), Managing Authority of the URBACT programme, is now seeking to set up a pool for expert assistance to the projects and to the programme based around these 7 themes. From this date on, the pool of Thematic experts set up within the framework of the previous URBACT programme (2002-2006) is no more valid.**

**Candidate Lead partners are invited to designate the Lead expert they intend to appoint in the Declaration of Interest. In order to allow candidate Lead partners to do so, interested experts are invited to apply as soon as possible.**

**NOTA BENE**

In December 2007, the URBACT II programme will be launching 3 calls for applicants for the provision of expertise:

- the present call for applicants for the constitution of the URBACT II pool of validated Thematic experts;
- a call for tender for the selection of the 6 experts who will constitute the External Assessment Panel in charge of assessing and ranking all eligible projects resulting from the 1<sup>st</sup> call for proposals (2 sessions: Assessment of eligible Declarations of Interest in March 2008; Assessment of eligible Final Applications in October 2008);
- a call for tender for the selection of the 3 Thematic Pole managers who will be in charge of managing and implementing capitalisation activities on cross-cutting themes at programme level (Starting Date: March 2008).

**The 3 different positions are not compatible. While applicants to the present call will be allowed to apply to the other calls, they shall bear in mind that the selected experts will not be allowed to perform in more than one of these positions.**

## **SECTION 2 – THEMATIC EXPERTS IN THE URBACT II PROGRAMME**

### **2.1 INTRODUCTION TO THE URBACT II PROGRAMME**

#### **2.1.1 Expertise at project level and programme level**

During URBACT I, Thematic experts proved to be central for ensuring that partner cities really learned from their exchange activities and that projects develop useful outputs. However, the aim of URBACT II is to reinforce the impact of projects' activities and outputs on at least two levels:

- firstly, at project level, among the partners and especially cities. Three new tools have been developed within the new programme to achieve this end, for which Thematic experts will be major contributors: the baseline studies to be completed during the Development phase of each project; the URBACT Local Support Groups to be set up by each partner in order to involve local key stakeholders in project activities; and concrete Local Action Plans to be produced by all project partners as an output of exchange and learning activities.
- secondly, at programme level, by strengthening the ability to draw conclusions from the projects' activities and produce high quality outputs that will be useful and accessible to policy and decision-makers at local, national, and EU level, and generally have an influence on urban policy. Capitalisation and dissemination will be implemented at programme level within the framework of Thematic poles. Thematic poles will build on projects' activities and outputs through the participation of projects' Lead partners and thematic experts.

URBACT II is explicitly looking for Thematic experts who can make an important contribution to these exciting new tasks, at both levels. At project level, the experts' task is to assist the partner cities as they develop and implement a working programme (activities related to exchanges, drafting of action plans, production of outputs and dissemination), providing thematic and methodological expertise (see Programme Manual, especially Fact Sheets 2a-2b-2c, 3b and 6b). At the level of the Programme as a whole, their task is to contribute to the development of the capitalisation and dissemination activities and outputs of the URBACT programme, especially within the framework of the Thematic Poles (see Programme Manual - Fact Sheet 3a).

A specific budget will be available to each project for expertise supporting project implementation. Moreover, an additional allocation will be available to each project, to cover participation of its thematic experts in capitalisation and dissemination activities at programme level (especially activities convened by the Thematic poles):

	<b>Thematic networks</b>	<b>Working groups</b>
Budget for expertise support at project level	€ 135.000	€ 50.000
Additional budget for participation of Thematic experts in programme level activities	€ 37.500	€ 15.000

### **2.1.2 The Lead expert principle**

In order to improve the efficiency of expert support, expertise will be made available to the URBACT thematic networks and working groups as follows:

- one Lead thematic expert will assist the Lead Partner of each network or working group over the entire duration of the project in the development and implementation of a work programme and the production of outputs;
- a limited number of other thematic experts will be available to provide assistance on an ad hoc basis on specific issues related to implementation of each project's work programme.

Lead experts will play an important role in the project Development phase (6 first months for Thematic networks and 4 first months for Working groups) and then, if all goes well, will be expected to work with the project throughout its life. They are expected to have a certain level of thematic expertise but at the same time have to be able to play a role, together with the Lead partner, as "chef d'orchestre" for the other experts and project activities. Lead experts will be requested to take part to programme level projects, and especially to Thematic Poles activities, as part of their contractual engagement with URBACT. They will be appointed by Lead partners from the general pool of experts on the basis of their suitability for each project.

For more details, applicants are invited to refer to the URBACT II Programme Manual and to the Call for Proposals, both available on the URBACT website.

A Thematic expert may not be the Lead expert in more than one project at a time.

## **2.2 TASKS OF THEMATIC EXPERTS IN URBACT II**

Thematic experts may be appointed to perform tasks at project level (Thematic networks and working groups) and at programme level. Lead experts will systematically be requested to contribute at both levels.

### **2.2.1 Tasks to be performed at project level**

#### a) Related to thematic content

*All thematic experts:*

- To provide specific written or oral inputs to a project on a particular theme. This can take the form of information imparted at workshops and meetings or reports and other written or visual learning material.
- To identify and communicate the outputs of the project in a way that is appealing to urban practitioners and policy makers. This will involve writing case studies, articles and reports, preparing material for the web and various forms of oral presentation (where requested, this work could take place at programme level for a Thematic pole).

*Lead experts:*

- To coordinate the baseline study and to contribute to its completion with the analysis of all partners' needs, challenges and expectations with regards to the project.
- Through the baseline study, to assess the level of knowledge and expertise of the partner cities in relation to a specific theme. To identify complementarities and gaps that can be filled from within the partnership itself.
- To identify where the partner cities need to bring in external expertise and where they may be in a position to add value to existing knowledge at EU level.
- To identify and mobilize additional sources of knowledge that can enrich the work of the project.
- To help design a feasible and effective work programme for the project in terms of content, activities and methods for exchange and learning, production and dissemination.
- To advise partner cities on the design of effective Local Action Plans related to the chosen theme

b) Related to methods and project management

*Lead experts only:*

- To identify the learning needs of the partner cities
- To help design a programme of transnational events and exchanges that meets these needs in a participative, dynamic and enjoyable way.
- To help build team spirit between both experts and partners in a way that encourages everyone to contribute and participate.
- To animate and chair meetings and workshops, developing the most adequate methods and more especially peer review exercises.
- To help partner cities to develop dynamic and participative URBACT Local Support Groups which spread the lessons of the partnership beyond the narrow confines of European departments and encourage their integration into mainstream programmes.

## **2.2.2 Tasks to be performed at programme level**

*Both experts:*

- To participate in a common training session designed to familiarise them with the objectives and operating procedures of the Programme.
- To take part to programme level activities through the Thematic poles by attending meetings and contributing to organized events, write case studies, syntheses, reports and so on.
- To take part to the annual URBACT conference and other programme meetings of all Thematic experts

## **2.3 PROFILE OF THEMATIC EXPERTS**

Applicants will have to meet the following requirements:

- Proven expertise and experience in at least one of the seven URBACT II thematic areas
- Proven experience of transnational networking
- Fluent in English (written and spoken)
- If possible working knowledge of French and a third EU language
- IT Literate (Windows, Excel)

For experts interested in the position of Lead expert, the following additional skills will be considered:

- Proven experience of leading or managing transnational networks
- Ability to facilitate within transnational group working situations
- Experience and interest in teambuilding
- Proven ability to write in English in the perspective of addressing urban practitioners and policy makers (essential for anyone involved in activities aiming to the capitalisation and dissemination of knowledge such as those developed within URBACT)
- Excellent general communication skills

## **SECTION 3 – APPLICATION PROCEDURE AND CONTRACTUAL DETAILS**

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### **3.1 APPLICATION PROCEDURE**

The application procedure will be undertaken in stages:

#### **3.1.1 Submission of Application**

Applications will be composed of 2 documents:

- The Application form<sup>1</sup>
- a European format CV<sup>2</sup>

Applications shall be submitted to the URBACT Secretariat :

- by email to the following address: [expert.candidate@urbact.eu](mailto:expert.candidate@urbact.eu)
- or by regular mail to the following address:  
URBACT Secretariat  
194, Avenue du Président Wilson  
93217 St Denis La Plaine - France

#### **3.1.2 Selection of Applications**

The selection of applications will be performed by an independent consultancy which will be chosen through a call for tender. Selected experts will be included in the pool of URBACT II approved Thematic experts.

#### **3.1.3 Appointment of Thematic experts**

Lead partners will be requested to appoint experts (Lead expert and other thematic experts) chosen from the pool of URBACT II approved thematic experts. Thematic experts will be coordinated and managed by the URBACT Secretariat.

The chosen expert will have a direct contractual relationship with the " Institut des Villes-URBACT Secretariat.

### **3.2 SUBJECT MATTER AND DURATION**

#### **3.2.1 Subject Matter**

This call for applicants concerns the creation of a pool of experts entitled to provide expertise services for the URBACT II programme.

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<sup>1</sup> Candidates are requested to use the Application form annexed to this Call for Applicants.

<sup>2</sup> The template for the Europass CV can be found at <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>).

### **3.2.2 Duration**

The URBACT II pool of Thematic experts set up under this call for applicants will be valid until 31 December 2010.

## **3.3 FINANCIAL TERMS OF CONTRACT**

### **3.3.1 Payments**

The payment of the experts is fixed at 750€ per day, VAT included. These payments will be financed in the framework of the URBACT programme and will be made by the managing Authority of the URBACT II programme.

Travel and accommodation costs will be supported by the project (Thematic network or Working group) in case of a service requested by a Lead partner, and by the URBACT secretariat in case of a service provided upon request of the latter.

### **3.3.2 Purchase order**

The selected experts can be hired by the "Institut des Villes - Secretariat URBACT" on request of a project Lead partner, for:

- 166 days maximum in the case of a Thematic network,
- 66 days maximum in the case of a Working group.

In case an expert is appointed to work for a project, an additional order may be issued, on request of the Secretariat, amounting to 30 per cent of the time requested by the project.

Purchase orders shall comprise at least:

- The reference number of the call for applicants,
- The reference number and object of the purchase order,
- The time limit within which the services are to be provided,
- The number of days to be worked and the total amount to be paid to the expert,
- The payment procedures.

The purchase order will be signed by the person responsible for the contract or, in his/her absence, by a person duly authorised and delegated to sign within the limits of the authorisation.

### **3.3.3 Request for payment of the purchase orders**

The payment will be made on a three-month basis, and no more than 4 times a year upon delivery by the expert of an activity report and an invoice, a document certifying completion of services completed and signed by the Lead partner.

The expenditures will be chargeable to the URBACT Programme budget.

### **3.3.4 Bank details**

For accounts held outside France, the name and address of the bank, the bank account number and the bank's IBAN and SWIFT/BIC codes must be specified.

### **3.3.5 Invoicing procedures**

Invoices for payment of each purchase order must be supplied in 1 original and 2 copies, and sent with all the documents required for payment to:

GIP Institut des Villes  
URBACT Secretariat  
194, Avenue du Président Wilson  
F – 93217 Saint-Denis la Plaine Cedex

### **3.3.6 Delays**

Payments shall take place no later than three weeks following the date of reception and validation of the complete set of documents by the URBACT Secretariat.

Should the Administration fail to issue an order to pay within the time stipulated in subsection above, default interest calculated in accordance with the regulations in force will accrue automatically and will be payable to the expert without further formality.

## **3.4 ADMINISTRATIVE CHANGES TO THE STATUS OF THE EXPERT OR THE COMPANY**

During the life of the contract, the expert must notify the URBACT Secretariat without delay in writing of any change affecting his status or the status of the company, and any change in the bank details. The expert is given notice that, should he fail to comply with this requirement, the URBACT Secretariat cannot under any circumstances be held liable for delays in the payment of invoices where irregularity is noticed as a result of changes occurring within the company, which the URBACT Secretariat has not been informed of.

## **3.5 PERFORMANCE PROCEDURES**

URBACT II Lead partners of thematic networks or working groups will be able to choose the expert(s) they wish to work with in the URBACT II pool of experts set up under the present call for applicants.

The "Institut des Villes – Secrétariat URBACT » will be allowed to work with experts belonging to this pool for the needs of the programme.

The services will be then implemented by means of separate purchase orders issued when required by the cities approved by the URBACT Secretariat.

The inscription in the pool of URBACT II validated experts does not guarantee that a purchase order will be issued; depending on the choice of cities and the number of experts selected, some experts may not receive any purchase order.

### **3.6 REVIEW AND ACCEPTANCE PROCEDURES**

#### **3.6.1 Conditions for acceptance of the services**

Each service provided will be checked separately by the authorized representative of the Lead partner and by the "Institut des Villes – Secretariat URBACT", or only by the IDV-Secretariat Urbact in case of a demand of this Secretariat.

#### **3.6.2 Technical and administrative monitoring**

Performance of the services will be monitored for the Administration by the "Institut des Villes – Secretariat URBACT".

### **3.7 END OF CONTRACT**

The contract may be terminated by either party by the giving of one clear month's notice to the other contracting party. Such notice of termination shall be given by registered letter with acknowledgment of delivery.

In the event of termination by either party, and on the normal expiration of the contract term, the expert shall remain liable to fulfill any purchase order placed during the life of the contract, including after the contractual periods of notice as provided for in the contract, provided such purchase orders are operative within sixty days of the end of the time limit for completion.

### **3.8 DISPUTE SETTLEMENT**

It is expressly specified that under no circumstances and on no grounds whatever may the expert use any disputes that might occur between the Administration and the expert as a reason for stopping or halting, even temporarily, the services to be provided.

Such if any disputes as may arise during the performance of this contract may be referred to the monitoring committee for the amicable settlement of disputes..

Should the parties fail to reach agreement, the dispute may be referred to the court of competent jurisdiction for a final decision.

**ANNEX 1 – APPLICATION FORM TEMPLATE**

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**URBACT II OPERATIONAL PROGRAMME  
(2007-2013)**

**APPLICATION FORM FOR  
THEMATIC EXPERTS**

*To be completed by the Expert:*

<i>Name</i>	
<i>City and country</i>	

*To be completed by URBACT Secretariat (US):*

<i>Project number (serial number/code)</i>	
<i>Received by US (date)</i>	
<i>Approved by Managing Authority (date)</i>	

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## 1. DETAILS OF APPLICANTS

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Name	
Address (street name, postcode, city, country)	
Telephone	
Mobile phone	
Fax	
E-mail	

Nationality	
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## 2. THEMATIC AREA OF EXPERTISE

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On the table below please mark the URBACT themes (**MAXIMUM 2, among the 7 URBACT themes**) in which you are qualified to work on and indicate the related sub-themes (in italics) in which you have strong experience:

<b>Priority Axe 1 – Cities, Engines of Growth and Jobs</b>	
1.1. Promoting Entrepreneurship	
<i>The development of clusters of economic activity around new urban opportunities/ challenges</i>	
<i>Using municipal powers and activities to improve the culture and conditions for entrepreneurship</i>	
<i>Adapting financial and non-financial business support tools to the reality of different urban contexts</i>	
1.2. Improving Innovation and Knowledge Economy	
<i>Strengthening existing poles of excellence through partnerships and cooperation</i>	
<i>Information and Communication Technologies (ICT) for the whole city which bridge the digital divide</i>	
1.3. Employment and Human Capital	
<i>Taking a strategic approach to activation based on the real knowledge of the needs of local people and firms</i>	
<i>Improving human capital</i>	
<i>Improving the adaptability of the workforce</i>	

<i>Strategies for creating new jobs in areas of need</i>	
<b>Priority Axe 2 – Attractive and Cohesive Cities</b>	
2.1. Integrated development of deprived areas and areas at risk of deprivation	
<i>Experimentation of new methods for integrated urban renewal of specific types of deprived areas/ areas at risk</i>	
<i>The design and management of new partnerships for integrated urban development</i>	
<i>Strengthening the efficiency of area based policies and tools</i>	
2.2. Inclusion	
<i>Strengthening measures against social and spatial exclusion</i>	
<i>Improving actions for Migrants and ethnic minorities</i>	
<i>Innovative approaches for Young people and children</i>	
<i>Innovative policies in favor of Gender equality</i>	
<i>Demographic challenges</i>	
<i>Improvement of social services</i>	
<i>Health issues</i>	
<i>Increased security for citizens</i>	
<i>Housing (inner city &amp; peripheral areas)</i>	
<i>The Cultural Sector</i>	
2.3. Environmental issues	
<i>Achieving sustainable urban development</i>	
<i>Brownfield sites, derelict public spaces, and waste disposal sites (including landfills and historical mining waste disposal sites)</i>	
<i>Sustainable and energy-efficient housing stock</i>	
<i>Integrated and sustainable urban transport and infrastructures</i>	
<i>Preventing and reducing floods</i>	
2.4. Governance and Urban Planning	
<i>Improving multi-level governance</i>	
<i>Partnerships and participation</i>	
<i>Dealing with urban growth and sprawl</i>	
<i>Reviving city-centres</i>	

### 3. RELEVANT EXPERIENCE

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Please present briefly the most relevant experience you have in the following fields:

#### **3.1. Experience of transnational networking and cooperation**

*(Name and nature of projects/ programmes, Number and countries of partners, Responsibilities and tasks carried out)*

#### **3.2. Experience in relation with the themes and sub-themes for which you are best qualified to work on**

*(As selected in section 2 above)*

*(Main projects, research or investigation into these fields, main related publications, etc.)*

#### **3.3. Indicate whether you would be interested in working as a Lead expert (YES/NO)**

**If YES**, please highlight the most relevant experience you have of animating, coordinating, coaching exchange and learning transnational activities

## 4. REFERENCES

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REFERENCE 1	
Name of organisation	
Contact person	
Job title	
Relationship to project/programme applicant worked on	
Tel:	
Email:	
REFERENCE 2	
Name of organisation	
Contact person	
Job title	
Relationship to project/programme applicant worked on	
Tel:	
Email:	
REFERENCE 3	
Name of organisation	
Contact person	
Job title	
Relationship to project/programme applicant worked on	
Tel:	
Email:	

## 5. ADDITIONAL INFORMATION

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*(Include here any other relevant information which you feel useful for the assessment of your application)*

### **ANNEXES**

(List any attached annexes)

- European Format CV<sup>3</sup> (mandatory)

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<sup>3</sup> The template for the Europass CV can be found at <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>.

**6. CERTIFICATION**

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I HEREBY CERTIFY THAT THE INFORMATION STATED IN THIS APPLICATION IS TO THE BEST OF MY KNOWLEDGE ACCURATE AND TRUE, AND THAT SUBJECT TO APPROVAL AS AN EXPERT, I WILL COMPLY WITH THE TERMS OF REFERENCE INCLUDED IN THE CALL FOR APPLICANTS AND THE CONTRACT ISSUED BY THE URBACT MANAGING AUTHORITY.

Signature (applicant)
Name (capital letters)
Position
Date

Official Stamp and signature of employer, company or institution (if applicable)

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