

OPENCities call for Lead URBACT Expert

1. The OPENCities Project

OPENCities is a British Council project funded under the European Regional Development Fund and URBACT II Programme. It is led by Belfast City Council in collaboration with a network of European cities. The partner cities include Bilbao, Cardiff, Dublin, Dusseldorf, Nitra, Poznan, Sofia and Vienna. URBACT is a European exchange and learning programme promoting sustainable urban development.

Timeframe:

Launched in January 2009 at the Belfast Waterfront, the project runs for 30 months, from 24th December 2008 until June 2011.

Project Objectives:

The main objective of the project is to identify what makes a city attractive to international populations and to develop practical strategies for tackling economic and social integration issues, which can help cities better attract and retain international populations thus contributing to their improved competitiveness. It was initiated because of a belief that cities that attract international populations are more competitive than cities that don't. By attracting new international populations, cities will inevitably attract more international events, investors and visitors. This 'internationalisation' will lead to greater diversity, which leads to more economic success and the improved well-being of its citizens.

The project considers how to successfully integrate international migrants and how to become and remain competitive in a globalised world. OPENCities has three key themes – Leadership and Governance, Internationalisation and Integration and Inclusion.

At a political level, the OPENCities project has been signed up to by the First Citizen of each city through a signed letter of Commitment and a signed Joint Convention. Each city also has the engagement of their Managing Authority (MA). The MA acts as a support to each city providing information on existing EU funded migrant projects, acting as a signpost to funding opportunities and has a role in helping to populate Local Action Plans.

The European Commission is an active partner in this prestigious project since OPENCities has been selected for "**fast track**" project, under the Regions for Economic Change initiative. This means that the European Commission works closely with the project to track policy and transferable practice to promote learning across Europe.

The exchange of learning within the project is supported by the production of thematic papers which are used to stimulate ideas of good practice case studies in each of the cities. Workshops based on each of the themes allow partners to discuss the findings and learn more about areas of

shared interest. The resulting conference report, prepared by the project's lead expert, summaries the activities and highlights key points from the research, case studies and links with the other themes.

A key output of the project is the production by each city of a Local Action Plan based on the needs of that cities migrant population.

The development of a **Local Action Plan** is informed by a **Local Support Group** made up of key informed representatives and government departments. The Local Action Plans propose a series of actions required in order for strategy and policy in this area to succeed including:

- what needs to be done
- who should be involved
- how it will be carried out, in terms of funds, resources and methods
- when this will happen.

The Local Support Group improves the impact of transnational exchange activity between countries at a local level and takes key messages about managing sustainable cities to a far broader audience.

2. OPENCities Lead Expert Sought

OPENCities is midway through the Implementation Stage and is seeking to recruit a Lead Expert to contribute to and to complete the work activities of the project. The general role of a Lead URBACT Expert is to assist the Projects at two levels:

- at the level of *URBACT project*, and
- at the level of the *URBACT programme as a whole*.

The specific role of the Lead expert at Project Level

At project level there are a number of key areas a Lead Expert would be expected to work closely on with the Lead Partner, providing:

- Support to partner cities for the production of Local Action Plans through process and methodology
- Support to partners for managing the URBACT Local Support Groups
- Support to partners on engaging their Managing Authority
- Support to partners on understanding the URBACT programme
- Input to methodology and programmes and participation in exchange and learning activities and closing conference: facilitation during seminars and thematic meetings and searches for complementary expertise

- Production of Conference Reports arising from such meetings
- Support to partner cities in defining dissemination targets and objectives as well as the actual dissemination activities within each city
- Source additional or complimentary expertise when required or requested
- Support the collection of relevant comparable materials and articles related to OPENCities concept

At project level, the Lead Partner and Lead Expert agree on a work programme, a series of deliverables and the corresponding calendar for delivery.

The specific role of the Lead expert at Programme Level

At Programme level the Lead Expert would be expected to:

- Take part in capitalisation and dissemination activities developed at programme level by the URBACT Secretariat and the 3 Thematic Pole managers (including taking part to quarterly URBACT Thematic poles meetings)
- To act to ensure delivery against an agreed programme level work plan
- To connect the network to relevant Thematic Poles in context of the development of thematic activities (seminars, studies, articles, etc.)
- To contribute to organising the dissemination, communication & information on events, activities, outputs coming from the project, and more generally coming the programme
- To attend the URBACT Annual conference & other meetings of interest. In particular, they may be involved in Thematic Poles' activities (working groups, written contributions building on their network's activities, etc), dissemination events (the Annual Conference of URBACT cities, Regional Thematic Conferences, City labs, conferences organised by other networks and European programmes, etc.)
- To write articles in delivery of the programme level work plan (e.g. Economic Migration article within the framework of the current call for articles issued by the Secretariat)

All programme level work will be subject to an agreement between the URBACT Secretariat and the Lead expert (in the form of purchase orders).

All work will be carried out using a predetermined number of expert days paid for by the URBACT secretariat. When it comes to project level work,

the Lead Partner will certify the service provided. When it comes to programme level work, the URBACT Secretariat will certify the service provided.

3. Management of Lead & Thematic experts

The Lead & Thematic experts are coordinated and managed by the URBACT Secretariat and work closely with the Lead Partner. Lead experts generally attend a joint training session at the start of each round of projects. As OPENCities is at a mid way point this remains to be agreed with URBACT for the next round of URBACT projects to be announced shortly.

The training session is designed to familiarise experts with the objectives and operating procedures of the Programme to ensure that experts integrate the requirements and tools of capitalisation operating within the URBACT II programme from the earliest stages of project development.

Lead experts and thematic experts whenever needed will be expected to attend an annual meeting organised by the URBACT Secretariat concerning the way the programme is working, problems, and suggestions for improving support to projects, exchange practices, production of outputs, etc.

4. Finance & Claim Periods for Experts

Contract period:

September/October 2010 – June/July 2011

Budget:

At Project level – A minimum of 27.50 days Expertise available @ €750 per day

At Programme level – A potential of 8 days of Expertise @ €750 per day

Claim Periods:

URBACT Experts will submit three monthly claim periods:

- December 2010
- March 2011
- June 2011

Written acceptance:

Acceptance by the OPENCities project will only be made by written instruction to the successful applicant.

Copyright:

The copyright of all text and other materials produced by the successful applicant shall remain with the project.

5. Application Process

Submissions

Applications should be returned no later than 3pm on Friday 17th September 2010. Applications received after this time will **NOT** be considered.

Applications submitted by post should be registered or sent by recorded delivery. An official receipt must be obtained for the quotation if delivered by hand. Quotations submitted by fax or electronic mail will be considered. Receipt of such applications must be confirmed by telephone by the applicant.

Interested applicants must provide the following information; a copy of a current Curriculum Vitae and details of two referees who will be contacted to confirm the expertise. A detailed Curriculum Vita must demonstrate the following knowledge & experience within a recent three year timescale:

- Methodology & theoretical background of the approaches you use
 - Knowledge & experience of working at a transnational level
 - Knowledge & experience of producing URBACT Local Action Plans
 - Knowledge & experience of working with Local Support Groups
 - Knowledge & experience of supporting the development of programmes, identifying guest speakers etc to ensure the organisation of successful transnational workshops, conference & exchange events
 - Knowledge & experience of working with Managing Authorities
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- Applicants must be URBACT registered experts & have experience and understanding of working to URBACT guidelines
 - Ability to deliver in timescale

- Ability to work in partnership & support both competitive and convergent cities on the issues relevant to their local context

Please provide all applications to the following specification:
Maximum three A4 double sided pages, font Times New Roman, size 11
with 1.5 line spacing.

In the case of a query, please contact:

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