

**1<sup>st</sup> Call for Applications**  
**for the Innovation Pilot Pool of local and**  
**regional planning authorities**  
**EXPERT GROUP**

*Open: 20 April 2017*  
*Close: 24 May 2017*

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## Context

The need for more sustainable and integrative planning processes as a way of dealing with the complexity of urban mobility has been widely recognised. New approaches to urban mobility planning are emerging as local authorities seek to break out of past silo approaches and develop strategies that can stimulate a shift towards cleaner and more sustainable transport modes.

The **CIVITAS SUMPs-Up project** aims to accelerate the uptake of SUMPs across Europe by combining comprehensive transport research, tailored capacity-building, technical assistance and support, as well as SUMP monitoring and evaluation techniques.

SUMPs-Up will compile the **SUMP Inventory Tool**, an online repository of state-of-the-art tools, guidelines, apps, reading material, e-courses and much more to help cities apply the SUMP concept.

100 planning authorities representing cities and regions in Europe will engage in the SUMPs-Up **Innovation Pilot Pool (IPP)** and take part in the **SUMP Learning Programme (SLP)** to trial and assess the effectiveness of the SUMP Tool Inventory, make recommendations to improve tools and services for SUMP development, and eventually apply the SUMP concept and make significant progress in their planning process.

## 1 1st Call for Applications for the Innovation Pilot Pool: Expert Group

This 1<sup>st</sup> Call for Applications for the constitution of the Innovation Pilot Pool (IPP) will recruit **40 planning authorities, and community authorities** that are responsible for developing and implementing a mobility plan, which will join the IPP Expert Group.

They will take part in **one** of the two thematic SLP “classes” starting respectively in Autumn 2017 (SLP 1) and in December 2017 (SLP 2). Each SLP programme has a duration of **6 months**.

### 1.1. Description of the Programme for the Expert Group

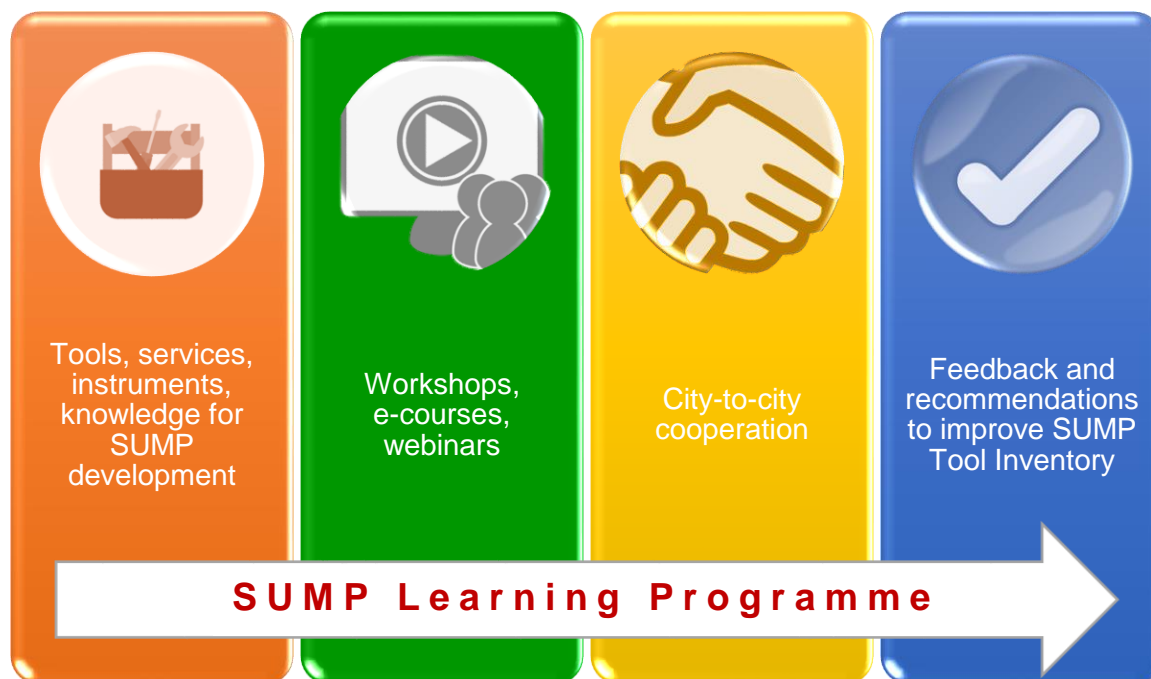
Under the overall guidance of the SUMPs-Up consortium, the selected planning authorities of the IPP Expert Group will:

- 1) Initiate SUMP-based thinking and prepare for the SUMP development by:
  - Understanding the SUMP planning cycle;
  - Analysing existing and new planning tools and techniques to support SUMP development which are made available in the SUMP Tool Inventory;
  - Understanding transport planning decision-making processes and gathering evidence and data to make better informed decisions;
  - Showcasing the results of the practical implementation of process-related SUMP innovations by SUMPs-Up cities;

- Sharing own experience and knowledge in SUMP planning.
- 2) Advance in the SUMP process and ensure progress by:
    - Addressing specific measure-related challenges;
    - Piloting a comprehensive impact assessment and process evaluation.
  - 3) Participate in writing and reviewing a SUMP Action Plan, best-practice study or assessment report as required.
  - 4) Contribute to monitoring and evaluation of SUMP activities by:
    - Participating in ex-post and ex-ante survey;
    - Providing feedback on learning activities in evaluation forms.

The activities imply frequent interaction with fellow IPP members, SUMP activities technical partners and city partners, representatives and officials of local governments.

All actions of the IPP Expert Group authorities will be carried out in one SLP which permeates the activities of the IPP, by alternating learning activities, testing and a feedback phase.



It is expected that the data arising from the IPP will be fed back into the SUMP Tool Inventory with the aim to improve tools and services available to cities, and further support the take-up of SUMP in European cities, specifically in countries where uptake of SUMP is low.

The 40 IPP planning authorities will have an active role in the European SUMP community, and should show a real sense of commitment to assess opportunities for the transfer of innovative solutions to their context.

In the following pages, details on the activities and expected output, the eligibility criteria, budget and funding conditions, submission and selection procedures, as well as call timing and deadlines are described.

## 1.2. Expected activities and outputs

The applicants are requested to actively engage in the SLP of their choice, and agree to participate in the following activities and deliver the respective outputs (please see below):

| Quantity               | Activity  | Output   | Language |
|------------------------|---|--|----------|
| 3                      | Workshop (including site visit) in SUMPs-Up cities or other locations in Europe | Feedback: evaluation survey for each workshop      | English  |
| 3                      | Online course   | Feedback: evaluation survey for each online course | English  |
| 3                      | Webinar   | Online evaluation survey for each webinar          | English  |
| 1                      | City-to-city review   | Short written report                               | English  |
| 1                      | One-to-one expert support   | Short written report                               | English  |
| 1                      | Contribution to evaluation activities   | Ex-ante and ex-post online survey                  | English  |
| Upon completion of SLP |   | <b>FINAL Activity Report</b>                       | English  |

The distribution of planning authorities will be made in accordance with their needs as they are expressed in the application form.

**Note:** Funding will be made in accordance with the attendance of planning authorities to the different elements in a SLP. The field visits will be communicated to IPP members at the subcontracting phase.

**To participate in all activities of one SLP**, comprising 3 webinars, 3 workshops, 3 e-courses, 1 city-to-city review and 1 one-to-one expert support session. IPP authorities Expert Group will

receive the total funding equivalent to EUR 7,500, with a pre-payment of EUR 2,250 to cover the expenses and participation of one person traveling to 3 workshops.

More details on the topics and activities are provided in the SLP description documentation. A presentation of the topics is also available on the CIVITAS website and Eltis platform.

## 2 Eligibility criteria, evaluation and selection

The following authorities may apply for the IPP:

- (1) Any urban authority of a local administrative unit active in sustainable transport planning according to the degree of urbanisation as city, town or suburb, which is established in one of the Member States of the European Union;
- (2) Any association or grouping including one urban authority of local administrative unit active in sustainable transport planning, which is established in one of the Member States of the European Union.

**Note:** This second category can include associations or groupings of public authorities together with specialised agencies and companies, consulting firms, NGOs and advocacy groups working in partnership in the same city or region.

### 2.1 Eligibility

An application for the IPP must satisfy all the following eligibility criteria to be retained for evaluation:

- Applicants are legal entities established in one of the Member States of the European Union;
- Applicants must be active in the field of sustainable urban mobility planning in the context of a city or a region;
- The application form is complete in all elements required by the online form;
- The application form is submitted in English (official language of the SUMPs-Up project);
- The application form is submitted before the deadline: **24 May 2017**.

**Note:** Cities and planning authorities which are already full project partners in SUMPs-Up or similar CIVITAS 2020 Initiatives<sup>1</sup> are not eligible for this call.

### 2.2 Level of experience

No specific experience level is required. SUMPs-Up is looking for planning authorities with different levels of experience: SUMP beginners and experts are all welcome to apply.

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<sup>1</sup> Ongoing CIVITAS Research and Innovation Action (RIA) projects on SUMP: CIVITAS PROSPERITY and CIVITAS SUITS

SUMPs-Up is seeking mobility professionals active in local or regional transport planning authorities and transport practitioners assisting public authorities in SUMP development with different educational backgrounds and experiences in transport and mobility planning.

Knowledge about statistics, data collection, Geographic Information System (GIS) and other mapping tools, monitoring and evaluation, participatory processes, or financial analysis of projects in the transport sector will be considered as an asset.

## 2.3 Language and communication

**English** is the official working language of the SUMPs-Up project and all activities. Candidates should have a good level of English with proven ability to prepare written reports for publication.

# 3 Evaluation of applications

The evaluation of applications for the IPP will be performed by the SUMPs-Up Steering Committee members and approved by INEA. The selection procedures will be undertaken in two stages:

- A shortlist of candidates will be selected on the basis of the assessment of received applications;
- The shortlist of candidates will be submitted to INEA for approval.

The evaluators give marks from 0-20 (evaluation criteria 1 and 2) and 0-10 (evaluation criteria 3) for each proposal. In order to be short-listed, an application must reach at least 50% of the point score per evaluation criterion (10 or 5 points respectively) and at least 70% (35 points) of the maximum score of 50 points.

|  |                          |
|--|--------------------------|
| <b>Evaluation criterion 1: Suitability</b>   | <b>Maximum 20 points</b> |
| Geographic coverage / Location   | 0 to 10 points           |
| Level of SUMP development / planning cycle   | 0 to 10 point            |
| <b>Evaluation criterion 2: Take-up potential and impact</b>                          | <b>Maximum 20 points</b> |
| Relevance of the applicant's activities  | 0 to 20 points           |
| <b>Evaluation criterion 3: Resource allocation</b>                                   | <b>Maximum 10 points</b> |
| Relevance of knowledge and tool tested in SUMPs-Up to advance the local SUMP process | 0 to 10 points           |

The selected applicants will be ranked on the basis of the evaluation scores and evaluation will be completed within three weeks (15 working days) starting from the closing date of the IPP Call for Applications.

## 4 Budget and funding rules

Selected planning authorities which are eligible and participate in one SLP class, test and assess the effectiveness of the SUMP Tool Inventory, and provide feedback to improve tools for SUMP development at several stages of the planning cycle will receive up to **EUR 7,500, VAT included**.

A part of the total funding of EUR 7,500 is dedicated to cover travel costs, as detailed in the paragraph below.

For travelling to the 3 workshops, one person of each city from the Expert Group will receive a funding up to of EUR 2,250 (EUR 750 per person per trip). This budget is dedicated to travel only. Travel and subsistence costs will be reimbursed on actual cost basis based on the submission of supporting documents (original or countersigned copies of original receipts) and up to a max of EUR 750 per trip.

Eligible costs include: staff time, travel and subsistence costs (transport, accommodation and daily allowance), remuneration of experts. Resources have to be provided in Euros. If not in Euros, the official conversion rate at the date of requesting cost reimbursement should be used.

## 5 Procedures

### 5.1 Submission

Applicants must use the application form (<http://www.eltis.org/resources/eu-funding/sumps-innovation-pilot-pool>) and follow the procedures detailed in the application form. Applications submitted after the deadline or incomplete applications will not be retained for evaluation. All applicants will receive a confirmation e-mail.

Applications meeting all formal requirements are forwarded to the evaluation committee, composed of the Steering Committee members of the SUMPs-Up project.

**The deadline for receipt of the applications is 24 May 2017, 18h00 (CET).** Applications shall be submitted by the deadline on the Eltis platform: [www.ipp.sumps-up.eu](http://www.ipp.sumps-up.eu).

### 5.2 Contractual management

As a SUMPs-Up representative, Polis will be responsible for the contractual management with selected IPP members, support and activities monitoring. A contract will be signed between Polis and each selected planning authority.



**Note:** The quality control of all activities, outputs and reports of the members of the IPP will be coordinated by Polis together with the SUMPs-Up Steering Committee.

### 5.3 Payment procedures

After the contract has entered into force, approximately one-third (1/3) of the cost for planned activities will be pre-financed by the IPP fund.

The reimbursement of the remaining costs will be made upon satisfactory completion of the work, and submission of **all** the expected outputs; i.e. written reports, online survey and Final Activity Report as outlined in 1.2 Expected activities and outputs. The CIVITAS SUMPs-Up consortium is only responsible for the quality control of the activities and deliverables of the members of the IPP.

### 5.4 Implementation and reporting

Once the contract has entered into force, the selected planning authority or association or grouping of planning authorities can kick-off the action.

The activities are expected to start as of Autumn 2017 for SLP 1 and December 2017 with the SLP2.

The 40 Expert Group planning authorities are expected to finalise their work by 28 February 2018 (SLP 1) and by 31 May 2018 (SLP 2).

**A Final Activity Report (including a financial report and receipts) must be submitted by e-mail at completion of the work to the IPP manager contact.** The Final Activity Report needs to include a description of all activities undertaken in the framework of SUMPs-Up IPP. A template will be provided by the SUMPs-Up IPP manager in due time.

### 5.5 Travel

IPP Expert Group members have to participate in some face-to-face workshops organised in one or more SUMPs-Up cities (i.e. Birmingham, Budapest, Donostia-San Sebastian, Malmö, Sofia, Thessaloniki, Torino) or other cities in Europe (e.g. Brussels, Freiburg).

Workshops may be organised back-to-back with major conferences and transport-related events in Europe or in coordination with the other two ongoing CIVITAS Research and Innovation Action (RIA) projects on SUMP: CIVITAS PROSPERITY and CIVITAS SUITS.

The reimbursement procedure as well as all information related to maximum daily amounts and hotel limits allowed for travels and subsidiaries will be provided to selected planning authorities and follow the usual practice in European projects funded by European Commission. All information will be provided by the IPP manager to the selected planning authorities.

## 5.6 Timing and deadline

**The 1<sup>st</sup> IPP Call for Applications opened on 20 April 2017 and will close on 24 May 2017.**

The evaluation of proposals will be completed within three weeks (15 working days) after the closing date of the Call for Applications.

Prior approval of INEA, the 40 selected planning authorities for the constitution of the SUMPs-Up IPP will be contacted after 15 June.

## 6 Next Calls for Applications for the IPP

The **2<sup>nd</sup> Call for Applications** will be launched in March 2018 and will recruit 30 Expert Group planning authorities which will engage in **SLPs 3 and 4: Tools and services for elaborating the SUMP**. More information on the following modules can be found in the SLP description.

The **3<sup>rd</sup> Call for Applications** will be launched in March 2019 and will recruit 20 Expert Group planning authorities which will engage in **SLP 5: Tools and services for SUMP implementation**.

Additionally, SUMPs-Up reserves the right to publish ad-hoc calls on specific topics and at moments not specified in the present Terms of Reference.

## 7 IPP Call documentation

The application pack for the Call for Applications for the constitution of the IPP consists of the following (available in English):

- The present Call for Applications
- Terms of Reference
- SUMP Learning Programme description
- Application form for 40 Expert Group authorities
- Draft contract
- Frequently Asked Questions

The Call and relevant documentation will be published on the Eltis platform and SUMPs-Up website, to which users will be redirected by visiting: [www.ipp.sumps-up.eu](http://www.ipp.sumps-up.eu).

## Contact

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