

Call for Applications
for the Innovation Pilot Pool (IPP) of local
and regional planning authorities
LEADERSHIP GROUP

Open: 20 April 2017
Close: 24 May 2017

Table of Contents

CONTEXT	3
1 1ST CALL FOR APPLICATIONS FOR THE INNOVATION PILOT POOL: LEADERSHIP GROUP	3
1.1 DESCRIPTION OF THE PROGRAMME FOR THE LEADERSHIP GROUP	4
1.2 EXPECTED ACTIVITIES AND OUTPUTS.....	5
2 ELIGIBILITY CRITERIA, EVALUATION AND SELECTION.....	6
2.1 ELIGIBILITY	7
2.2 LEVEL OF EXPERIENCE	7
2.3 LANGUAGE AND COMMUNICATION	7
3 EVALUATION OF APPLICATIONS	8
4 BUDGET AND FUNDING RULES.....	8
5 PROCEDURES.....	9
5.1 SUBMISSION	9
5.2 CONTRACTUAL MANAGEMENT	9
5.3 PAYMENT PROCEDURES	9
5.4 IMPLEMENTATION AND REPORTING	10
5.5 TRAVEL	10
5.6 TIMING AND DEADLINE	10
6 IPP CALL DOCUMENTATION.....	11
CONTACT.....	11

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: Leadership Group

This 1st Call for Applications for the constitution of the Innovation Pilot Pool (IPP) will recruit **10 planning authorities, and community authorities** that have responsibility for developing a mobility plan, which will join the IPP Leadership Group.

The selected 10 planning authorities will participate in an **encompassing 2-years learning programme and actively contribute to an in-depth evaluation** carried out by a team of experts at Wuppertal Institute.

The Leadership Group is formed of advanced cities that are selected based on their willingness to complete at least two out of four phases of the SUMP planning cycle over the course of the project, or commit to developing a SUMP ready for adoption by August 2019. They will be given the chance to participate in an unlimited amount of learning activities depending on their needs and schedule. The progress in these 10 pilots will be separately evaluated through focus groups, telephone and face-to-face interviews.

Applicants commit to actively engage in SUMPs-Up, to follow subsequent SUMP Learning programme classes which will be launched in 2018 and 2019, and to support the evaluation by reporting and giving feedback on the learning activities; being available for interviews and submitting periodical reports on their activities.

Successful applicants will be in an advanced stage of SUMP development (phase 2, 3 or 4 of the SUMP planning cycle as lined out under: <http://www.eltis.org/content/sump-process>) and commit to complete at least two of the four phases of the SUMP planning cycle and/or develop a SUMP ready for adoption by August 2019.

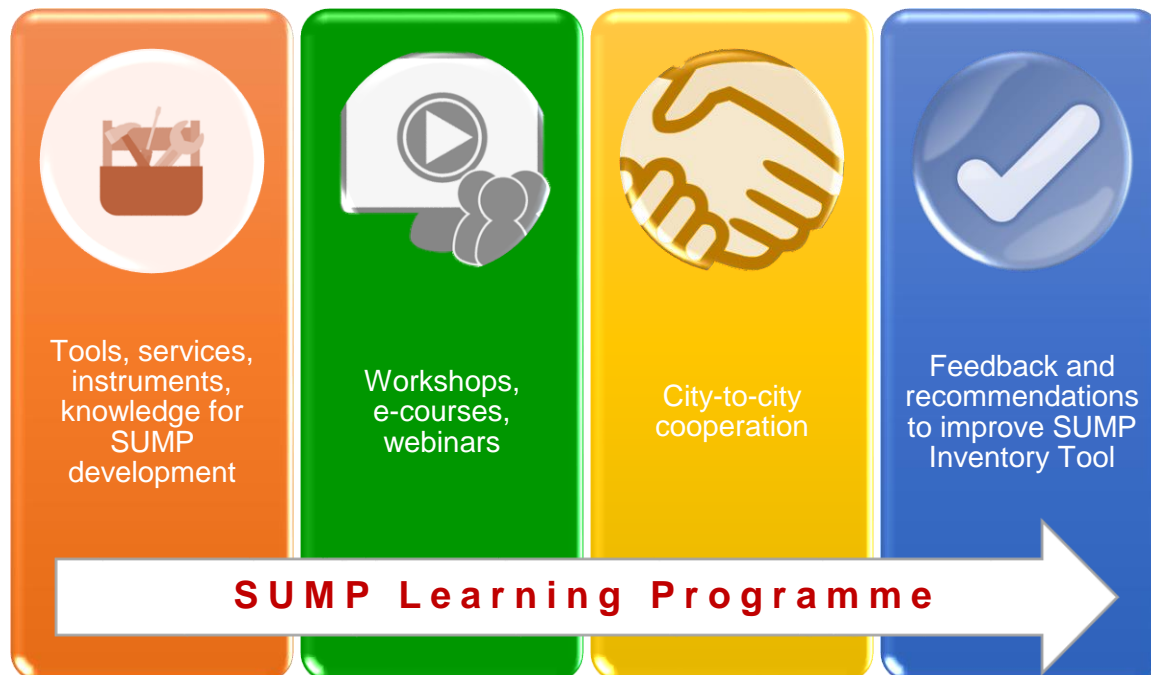
1.1 Description of the Programme for the Leadership Group

Under the overall guidance of SUMP-UP consortium, the selected planning authorities of the IPP Leadership Group will:

- 1) Participate in a 2-years programme encompassing in-depth SUMP development and proven progress.
- 2) 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 SUMP-UP cities;
 - Sharing own experience and knowledge in SUMP planning.
- 3) Advance in the SUMP process and ensure progress by:
 - Addressing specific measure-related challenges;
 - Completing at least two of the four phases of the SUMP planning cycle and/or develop a SUMP ready for adoption by August 2019.
- 4) Participate in writing and reviewing a SUMP Action Plan, best-practice study or assessment report as required.
- 5) Take part in the in-depth monitoring and evaluation of activities at the local level by:
 - Sharing mobility planning documents and municipal data on mobility indicators with members of the project team;
 - Providing feedback on learning activities
 - Participating in ex-ante and ex-post online-surveys and guided interviews

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

All actions of the IPP Leadership Group will be carried out throughout the whole duration of the SUMP Learning Programmes (SLP) which permeate the activities of the Innovation Pilot Pool, by alternating learning activities, testing and 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 SUMPs in European cities, specifically in countries where uptake of SUMPs is low.

The 10 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 Leadership Group can join, upon their choice, any of the activities in the five SUMP Learning Programmes (workshops, webinars, online e-courses), starting right from SLP 1 and SLP 2 which will be launched respectively in Autumn and December 2017.

The members of Leadership Group will have to participate in a minimum number of 17 activities that are planned in the SLPs, upon interest and needs: 5 webinars, 5 workshops, 5 e-courses, 1 city-to-city review and 1 one-to-one expert support session.

Nevertheless, they are free to deepen their knowledge by participating in more or even all web-based activities throughout the two years of participation in SLPs (please note that travel costs for participation in SLP workshops is limited to 5 trips, participation in more workshops has to be

covered from other sources). In addition, they will have the opportunity to participate in dedicated activities related to evaluation and impact assessment.

Quantity	Activity	Output	Language
3 interviews 2 surveys no. of documents tbd.	Participation in the monitoring and evaluation activities	3 Guided interviews with city-level stakeholders, provision of planning documents and mobility data, ex-post and ex-ante survey	English (Interviews, data) / original language (planning documents)
Up to 1	Local workshop (on demand)	Workshop with city level stakeholders	English
Min. 5	Workshop (including site visit) in SUMPs-Up cities or other locations in Europe	Online evaluation survey for each workshop	English
Min. 5	On-line course	Online evaluation survey for each course	English
Min. 5	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
Upon completion of SLP		FINAL Activity Report	English

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;
- Applicants must be in an advanced stage of SUMP development (phase 2, 3 or 4 of the SUMP planning cycle¹) and commit to complete at least two of the four phases of the SUMP planning cycle and/or develop a SUMP ready for adoption by August 2019.
- 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 Initiatives² are not eligible for this call.

2.2 Level of experience

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.

Successful applicants will have experience in preparing and establishing a SUMP.

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.

¹ Ref: <http://www.eltis.org/content/sump-process>

² Ongoing CIVITAS Research and Innovation Action (RIA) projects on SUMP: CIVITAS PROSPERITY and CIVITAS SUITS

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 short list of candidates will be elaborated on the basis of the assessment of received applications;
- The short list 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.

Evaluation criterion 1: Suitability	Maximum 20 points
Level of SUMP development / planning cycle	0 to 10 points
Availability of the latest mobility data and transport planning documents	0 to 10 points
Evaluation criterion 2: Take-up potential and impact	Maximum 20 points
Relevance of the applicant’s activities to complete 2 out of 4 SUMP planning phases	0 to 20 points
Evaluation criterion 3: Resource allocation	Maximum 10 points
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 and take part in the in-depth evaluation process will receive up to **EUR 13,000, VAT included**.

A part of the total funding of EUR 13,000 is dedicated to cover travel costs, as detailed in the paragraph below.

For travelling to the 5 workshops, one person of each city from the Leadership Group will receive a funding up to of EUR 3,750 (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 via the Eltis platform www.ipp.sumps-up.eu.

5.2 Contractual management

As a SUMPS-Up representative, Wuppertal Institute will be responsible for the contractual management with selected IPP members, support and activities monitoring. A contract will be signed between Wuppertal Institute 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 Wuppertal Institute together with the SUMPS-Up Steering Committee members.

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 of EUR 9,250 will be made upon satisfactory completion of the work, and submission of 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 SLP 2.

As outlined in chapter 3.2, the 10 Leadership Group authorities will commit to actively engage in SUMPS-Up, to follow SLP activities and to support the evaluation by reporting and giving feedback on the learning activities; being available for interviews and submitting periodical reports on their activities.

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 Leadership Group members have to participate in 5 face-to-face workshops organised in the 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 1st 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. Successful applicants will be contacted then.

Prior approval of INEA, the 10 selected planning authorities for the constitution of the SUMPS-Up IPP will be contacted after 15 June.

6 IPP Call documentation

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

- The present Call for Applications
- Terms of Reference
- SUMP Learning Programme description
- Application form for 10 Leadership 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.

Contact

SUMPs-Up Innovation Pilot Pool (IPP) Helpdesk:

c/o Polis, Rue du Trone 98, B-1050 Belgium

E-mail : helpdesk@sumps-up.eu