



Business Plan 2022 - 2024

First call for proposals for Citizen Engagement

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 19 March 2021

eiturbanmobility.eu



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Abbreviations

BP	Business Plan
CfP	Call for Proposals
EEE	External Expert Evaluator
FSM	Financial Sustainability Mechanism
KIC	Knowledge and Innovation Community
KPIs	Key Performance Indicators
LEAR	Legal Entity Appointed Representative
MGA	Model Grant Agreement
MT	Management Team
PMO	Programme Management Office
SER	Summary Evaluation Report
TA	Thematic Areas



Glossary

Call for Proposals	The call is the instrument used to allocate granting funding by EIT UM to individuals, consortia and third parties to support the deployment and development of the Strategic Agenda through activities. EIT UM uses two type of calls: (1) general call to outline the corresponding BP. This type of call involves all Thematic Areas of EIT UM (previous to the year of BP implementation) (2) small or specific calls, normally involves only one Thematic Area, and aims to complete or balance the portfolio outlined in the respective BP through the allocation of non-committed budget of the BP (placeholders) or the allocation of additional funding non-included initially in the respective BP (during the year of the BP implementation)
Call report	Document drawn by the call coordinator summarising the results of the call and its most important outputs, including the evaluation results list.
Deliverable	Deliverables are outputs (e.g., building block of the project information or data mapping, design report, a technical diagram, infrastructure or component list, a software release, upon which the end product/solution or service depends) that must be produced during the proposal lifecycle
Evaluation Report	A report is written covering all proposals and process from individual evaluation results and from committee discussion (evaluation panel from External Evaluation Experts) that is forwarded to the EIT Urban Mobility Management Team.
Evaluation results list	List of proposals in order of scoring on the basis of the evaluation process results.
Knowledge triangle integration	EIT Urban Mobility aims to gather together close-knit partnerships of European education, research and business entities (knowledge triangle) and also involve cities, either in the composition of the KAVAs partnerships or in the expected impact of the KAVAs results.
Milestone	Control points to chart progress. They may correspond to the completion of a key deliverable that allows the next phase of the work to begin
Model Grant Agreement	MGA is replacing the specific grant agreement used in H2020.
Selection Committee	Selection Committee is responsible for the selection of shortlisted proposals and definition of requirements for the inclusion of selected proposals in the final portfolio of project/KAVAs. Selection Committee is composed by CEO, COO and at least 3 Thematic Leads. The Selection Committee bases its discussion and debate around the SERs provided with the Call Report
Single-point-of-contact	A person serving as the focal point who may raise key issues directly with EIT Urban Mobility. All organisations registering in the e-Submission system PLAZA must name a Single-Point-of-Contact.



Summary Evaluation Report	All the written external evaluations are discussed in a consensus meeting where the points of scoring, convergence and divergence are discussed and debated. Thereafter, a single and final Summary Evaluation Report is made summarising the strengths, weaknesses, risks, commercial and social value of an application.
Ranking list	Ranking of proposals selected for funding by the EIT UM Selection Committee.
Thematic Lead	Director and/or relevant head who is actively involved in content development of any of the following areas: Academy, Innovation, Business Creation, Citizen Engagement (Communication), Factory, RIS and City Club.



Introduction

Urban Mobility has gone through unexpected and momentous changes in 2020. COVID-19 ripped through our nations and cities bringing individual, community and societal upheaval and turmoil. Density and proximity, the very two things that makes our cities the economic, cultural, intellectual, political, and innovative beating hearts of our society, were also the weakest points when faced with a new and deadly threats.

Wise medical advice led to lockdowns that inevitably saved millions of lives while freezing personal mobility. Who we are today, how we relate to each other, and how we perceive and move around our cities has changed. Maybe forever. EIT Urban Mobility was privileged to play a small role in EU's collective efforts to tackle the COVID-19 crisis, through the 'EIT Crisis Response Initiative' launched by EIT. Inclusive logistics projects protecting the elderly and vulnerable were rolled out in Budapest touching thousands. New ruggedised rickshaws were designed for handicapped and reduced mobility passenger in the hilly cities of Bergamo and Bilbao. As road space was taken back for public space, citizens in five cities were able to design and manufacture their street furniture for their own public spaces. New nanotech sprays covered the surfaces our buses and metros, to ensure we got home safely.

It has been an unforgettable year that has shaped our thinking on where EIT Urban Mobility needs to go. We learned we could move fast and innovate at pace and that solutions can be tested involving citizens and end-users. We learned that the right thinkers and do'ers are there – you just need to find them. We learned that innovation can be financial beneficial and contribute to sustainable growth and to more liveable, healthy, and safe places to live for the citizens.

In 2021, we launch a call for the Citizen Engagement programme 2022 focused on our City Challenge Areas. This year we will focus on five simple areas: Active Mobility, Sustainable Logistics, Energy and Mobility, Future Mobility, and Public Realm. We expect great things of our own EIT Urban Mobility Community and Hubs. Moreover, having seen how our community responded to COVID-19 with rapid, agile, and impactful projects - we expect more. Higher. Faster. Better. And as the saying goes "Don't tell me how it cannot be done. Tell me how it can".

We look forward to receiving your applications for inclusion in the Business Plan 2022-2024.

Maria Tsavachidis

CEO

EIT Urban Mobility



1. Call summary

Disclaimer: this document provides the applicants with detailed information on the Calls for the EIT Urban Mobility Business Plan 2022 – 2024. Owing to the ongoing transition process from the H2020 to the Horizon Europe Framework Programmes, the information given is subject to changes and consequently, subject to be updated according to new rules or requirements provided by EIT and/or by the EC.

First call for proposals for Citizen Engagement for BP2022 - 2024: Main Features	
Dates	<ul style="list-style-type: none"> • Call opening: 19 March 2021 • Call closing: 18 May 2021 • Eligibility and admissibility check: End of May 2021 • Evaluation of proposals: June 2021 • Communication of results: Beginning of July 2021
Budget allocation	Up to 800k EUR
Link to submission portal	The PLAZA platform will be available as of 9 April 2021
List of documents to be submitted	<ul style="list-style-type: none"> • Application form
List of documents to take into consideration	<ul style="list-style-type: none"> • Business Plan 2022 – 2024 first call for proposals for Innovation • EIT Urban Mobility Strategic Agenda 2021-2027 (available from 9 April 2021 on EIT Urban Mobility website) • Call Guidelines for Applicants (available from 9 April 2021 on EIT Urban Mobility website) • Eligibility of expenditures • Appeal procedure • Monitoring and reporting procedures • Horizon Europe Model Grant Agreement • List of KPIs
Short summary of the topics to be addressed	<p>Citizen engagement projects, focusing on:</p> <ol style="list-style-type: none"> 1. Testing or implementing innovative methodologies, tools, business models or processes through which citizens are involved or empowered in co-defining the mobility challenges and in co-creation processes. 2. Events to be implemented in at least two cities from different Innovation Hubs, targeting or involving citizens aiming to creating awareness about the role citizens and end-users can play in improving mobility for more liveable urban spaces.



<p>Evaluation criteria</p>	<p>For the Strategic Fit Evaluation:</p> <ul style="list-style-type: none"> • Contribution to EIT UM strategic objectives (EIT UM Strategic Agenda), to the Citizen Engagement approach (Pillars Connect, Exchange, Empower) and EIT Core and EIT UM specific KPIs. • Fitting with BP 2022 Call Area and EIT UM challenges at which the project proposal has been submitted. • Addressing the concept of Knowledge Triangle Integration. <p>For the Full proposal evaluation:</p> <ul style="list-style-type: none"> • Excellence, novelty, and innovation. • Impact and financial sustainability. • Quality and efficiency of the implementation, including sound financial management.
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2. General requirements

2.1 EIT Urban Mobility strategic focus and objectives

Proposals must support EIT Urban Mobility's vision and mission and substantially contribute to tackling our strategic objectives (SOs). Proposals need to demonstrate how the activity will contribute to specific SOs, as stated in the Strategic Agenda **2021-2027** (SA).

The evaluation and selection of the submitted proposals will be highly dependent on their contribution to the strategic elements as outlined below.

2.1.1 *Vision and Mission*

EIT Urban Mobility encourages integration of innovative solutions and services on all levels to accelerate change towards a more sustainable model of urban mobility. It aims to develop and deploy solutions for the mobility needs of people and businesses, including goods delivery and waste collection and transport, that can solve air quality and congestion problems, and create longstanding impact for cities and urban quality of life. We strive for an affordable, clean, safe, efficient, and healthier form of mobility of people and goods, and at the same time enable cities to reclaim public space from cars by creating liveable urban spaces that support the wellbeing of local communities, where people want to live, work, meet up and play.

All activities of EIT Urban Mobility serve the purpose of achieving three societal impact goals:

- Improved quality of life in cities,
- Mitigation of climate change,
- Creation of jobs and strengthening the European urban mobility sector.

Further details on the strategic focus of the Thematic Areas Academy are given in Section 3.

2.1.2 *Strategic Objectives*

Five strategic objectives (SOs), as set out in the EIT Urban Mobility Strategic Agenda, steer our activities and ambitions, and will lead us to achieve our goals for Urban Mobility and eventually societal impact:

- SO1 - Create liveable urban spaces.
- SO2 - Close the knowledge gap.
- SO3 - Deploy and scale green, safe, and inclusive mobility solutions for people and goods.
- SO4 - Accelerate market opportunities.
- SO5 - Promote effective policies and behavioural change.

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2.2 Type of partners

The EIT creates ecosystems. The KICs are anchored in regional and local communities via their Co-location Centres (called Innovation Hubs within EIT Urban Mobility). The EIT is the mechanism to link the knowledge triangle components of education, research, and industry across Europe and into the wider world.

At EIT Urban Mobility, we integrate the knowledge triangle components and extend them by an additional group: cities. Accordingly, EIT Urban Mobility currently brings together around 135 partners from 26 different countries and four sectors: academia, research, industry, and cities.

2.2.1 Eligibility of partners

2.2.1.1 Partners' origin

This Call for Proposals (CfP) is open to the Member States (MS) of the European Union (EU), and Horizon Europe Associate Countries. It is expected that by December 2021, a full Association Agreement will be concluded enabling Associate Countries to participate in Horizon Europe. This legal agreement is the fundamental basis for participation. The CfP is conducted under the premise that all Associate Countries will adhere to the Agreement by 31 December 2021.

2.2.1.2 Partner categories¹

To stimulate dynamic partnerships and to leverage EIT Urban Mobility's impact, different, non-overlapping partner categories are offered. The overall partner category structure intrinsically foresees and stimulates a graduated engagement process for partners in our operation. We offer a partner participation model, in terms of rights and obligations as well as a financial contribution, that rewards long-term, strategic engagement of partners.

EIT Urban Mobility distinguishes the following partner categories:

- KIC Partners:
 - **Core Partners Tier 1.** Are members of the EIT Urban Mobility Association. Pay an annual fee. Can participate in any call in the EIT UM programme with no capped limit on funding.
 - **Core Partners Tier 2.** Are members of the EIT Urban Mobility Association. Pay an annual fee. Can participate in any call in the EIT UM programme with a capped limit on funding.
 - **Project partners (as mentioned in article 15 of the KIC LE by-laws).** Are not members of the EIT Urban Mobility Association. They pay a specific fee. Can participate in a specific call in the EIT UM programme with a capped limit on funding.

¹ Subject to modification before the submission of the EIT Urban Mobility BP2022-2024



In parallel, there are two additional types of entities who can participate directly and/or indirectly in the calls:

- Other entities:
 - **Affiliated entities.** Entities with legal link to a core partner. Can participate in any call in the EIT UM programme with a capped limit on funding.
 - **Third parties** (contractors, subcontractors and in-kind contributors). Cannot participate in the call as direct beneficiaries of the EIT funding, but contributing to the activity of a beneficiary

All partner categories can participate in the call either as lead applicant or beneficiary. We encourage the involvement and participation of Non-Governmental Organisations (NGOs) for Citizen Engagement proposals.

2.2.2 Partner registration process

Before submitting a proposal, all applicants (lead applicants and consortium partners) must register on the EU Participant Portal and at the PLAZA submission tool².

² The registration process is outlined in the *Call Guidelines for Applicants*.



3 Call specific requirements

3.1 Strategic focus

Developing solutions with and for citizens is the key to delivering real change. EIT Urban Mobility believes that if the different players can get to understand each other's preferences and priorities by working together in a shared endeavour, reaching a consensus becomes much easier. For citizens, this can increase social acceptance of change and encourage a shift to more sustainable mobility habits, for the private sector, this can help adapt and overcome limiting regulatory frameworks. Successful stakeholder engagement will increase the ability to create, experiment, demonstrate, scale, and deploy.

The Citizen Engagement area of EIT Urban Mobility's communication framework targets citizens and end users. Its approach towards citizen engagement consists of three pillars: 1) Connect; 2) Exchange; and 3) Empower.

The pillar 'Connect' is about creating awareness and includes activities to engage, inform and involve the citizens (e.g., open and local events).

The pillar 'Exchange' is about creating a relationship of trust and exchanging information with citizens. It includes activities, such as specific visual communication campaigns, contests, or open house events in different cities simultaneously.

The pillar 'Empower' is about co-creating together with the citizens, involving them in the ideation process, to jointly look for and test suitable solutions.

Citizen Engagement activities and its results are directly connected and serve as input to the five EIT Urban Mobility programmes: City Club, Academy, Innovation, Business Creation, Factory - more details in Strategic Agenda.

3.2 Proposal Duration

In the First Call for Proposals for Citizen Engagement, the Citizen Engagement Programme will accept proposals up to 12 months duration.

3.3 Monitoring and Reporting

For information on the Monitoring and Reporting, please refer to the document *Implementation of the Call for Business Plan 2022 – 2024*.



3.4 Ideal Portfolio

3.4.1 Challenge areas

Citizen Engagement activities should focus on one of the following Challenge Areas:

1. Active Mobility
2. Sustainable Logistics
3. Energy and Mobility
4. Future Mobility
5. Public Realm

3.4.2 Scope of the activities

The aim of this call for proposals is to work on testing and implementing new communication methodologies, tools, and processes where citizens and end-users are not only informed about science and innovation but also empowered and feel a sense of ownership in urban mobility projects. It is about co-creating together with the citizens, involving them in the ideation process and empowering them, to implement suitable solutions together with industry, academia, cities, and all stakeholders of a city. EIT Urban Mobility's aim is to understand and change thinking and behaviour and open up research and innovation to society. It is important to understand our target groups and having long-term impact in order to be truly effective in citizen engagement activities.

All activities must take into consideration the following objectives and requisites:

Objectives:

- Build trust for long-lasting relations with citizens.
- Create awareness about the role citizens and end-users can play in improving mobility for more liveable urban spaces.
- Enhance two-way communication.
- Create opportunities to experience new products, systems and services.
- Share information in stimulating formats in order to increase knowledge and interest in urban-mobility-related topics.
- Ensure citizens and end-users are part of the ideation process.

Requisites:

- Be targeted towards a specific, clearly identified target group (e.g., children and schools or elderly, in a specific city/cities).
- Take the gender dimension and social inclusion into account.
- Address a specific problem within the activity in line with the EIT Urban Mobility strategic objectives and Challenge Areas (see 3.3.1)

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- Use existing knowledge, methodologies, tools or processes on target group behaviour with regard to the selected topic (either by bringing this in or being a topic in the activity) and pushing towards actual behavioural change and influence thinking.
- Have a clear communication and dissemination plan.
- Have the potential, to be implemented on a broader scale in various cities and thereby be both repeatable and scalable.
- Clearly contribute to building the EIT Urban Mobility's Citizen Engagement approach (Pillars Connect, Exchange, Empower).
- Use the digital platform DecidiUM to share project information/results and/or use the platform in any other way, e.g., to engage with citizens, in order to help the platform to get more importance resulting in more impact. The citizen engagement platform has been developed in 2020, as part of the 2020 Call for Proposals on Citizen Engagement and will be operationalised in Q2-3 of 2021. More information will be provided at a later stage. The platform allows you to publish outputs and outcomes of citizen engagement activities, post news, publish open consultations with citizens and exchange information and experiences regarding citizen engagement activities, to name a few.
- Proposals should aim for long-term and sustainable impact.

Specifically, we are looking for activities with two different scopes:

1. To test or implement innovative methodologies, tools, business models or processes through which citizens are involved or empowered in co-defining the mobility challenges and in co-creation processes.

These projects can be focused on citizen engagement (often initiated by governments, formal and top-down), or focused on citizen participation (activities initiated by citizens, bottom-up, informal). The project should achieve at least one of the following objectives:

- Enhance citizens' sense of responsibility over mobility projects and their implementation and encourage/incentivise the uptake of more sustainable mobility habits,
- Help citizens get acquainted with new technologies,
- Tap into the local knowledge to address the real needs of the communities. This may help to deliver better social policies and services regarding mobility and space design.
- Mobilise citizens to develop, with their support, clean mobility solutions vital for cities, ensuring health and access for all.
- Systematically include citizens in the process of design and implementation of sustainable transport strategies and plans with the view to change peoples' mobility habits and routines.

2. Citizen Engagement events to be implemented in at least two different Innovation Hubs.

Events should have a similar structure and aim in all cities so it can be promoted jointly. The purpose of these events is to promote and create awareness of sustainable, healthy, safe, and innovative urban mobility solutions and options among citizens and end-users.

Examples of the focus or format of such events:

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- Introduce and promote new, innovative mobility options/tools/plans of the city to citizens.
- Flexible, open, and interactive ways to connect with and attract citizens, such as getting familiar with urban mobility innovations or challenges through gamification elements, appealing marketing of events, incentives, contests, etc.
- Introduce and promote participatory processes to citizens, motivating citizens and local communities to get involved in co-creation processes to help improve their cities/neighbourhoods.
- Test new products/services/tools related to urban mobility in living lab eco-systems where citizens and local communities can have an active role in co-defining challenges and co-creating solutions, testing new technologies, and giving user feedback to improve products and services.
- Formats to collect citizens’ views and ideas on a specific urban mobility topic/challenge the city is facing.
- Link it to other existing main initiatives for bigger impact and promotion of the event such as the European Mobility Week, the ‘Car-Free Day’ or any other (local) event that can help to create more impact.

Other event formats are welcomed.

3.4.3 Expected impact/s

The activities will contribute to creating awareness of urban mobility innovations and challenges among citizens and end-users and involving citizens in ideation processes or testing/implementing of new solutions. These activities are expected to enhance citizens’ sense of responsibility over mobility projects and their implementation. It is also expected to encourage/incentivise the uptake of more sustainable mobility habits, through co-creation of new products, services or solutions with citizens, empowering citizens to implement new solutions in their communities and triggering change towards more sustainable mobility behaviours.

3.5 Financial aspects

3.5.1 Budget

Type of activity	Total EIT UM Budget up to	Max. number of proposals	Max. EIT funding per proposal
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		to be granted	
Testing and/or implementation of innovative methodologies, tools, business models or processes	Up to 600,000 EUR	4-5 proposals	150,000 EUR within the year
Events	Up to 200,000 EUR	1 proposal	200,000 EUR

3.5.2 Eligibility of expenditures

For information on the eligibility of costs of the budget, please refer to the document *Eligibility of expenditures* of the Call for Business Plan 2022 – 2024.

3.5.3 Financial sustainability on Citizen Engagement area

To sustain a long-term partnership, the EIT Urban Mobility has developed a Financial Sustainability (FS) Strategy to enable the KIC to gradually become financially independent from EIT funding. This FS strategy is based on a mix of both active earned income and passive investment revenue. These revenue streams will be complemented by financial contributions coming from activities funded by EIT Urban Mobility.

For Citizen Engagement activities, even if the provision of a FS mechanism for EIT Urban Mobility is not a mandatory element, it will be assessed as part of the evaluation criteria (see chapter 6). FS mechanism for Citizen Engagement could take the form of revenue shares, or product and service fees.

Selected proposals which include a FS mechanism will have to further develop it during the project implementation and establish a Commercial Agreement to be signed between the project’s Commercial Partner and EIT Urban Mobility. Such Commercial Agreement will be monitored during a minimum of five years after the finalisation of the project to follow an impact to be generated by the project’s outputs, including the FS mechanism.



4 General Proposal preparation and submission

4.1 Support on proposals preparation

To guarantee the maximum support from EIT UM to each of the current and potential partners and stakeholders, three different support offers will be provided during the process: *The Call Guide for Applicants*, *the information events* and, finally, *the EIT UM call contact points*.

4.1.1. Guidelines for applicants

EIT UM has developed the *Call Guidelines for Applicants*, which will be published on EIT UM PLAZA and the EIT UM website by 9 April 2021, to ensure all interested parties have access to the relevant and necessary information to support call preparation and submission. The *Call Guidelines for Applicants* provides a clear information on how, when, where and what the applicant must submit to EIT UM to participate in any area from the calls for *Business Plan 2022 - 2024*.

4.1.2. Call information events

To help EIT UM partners and stakeholders within the preparation and submission of their proposals, the EIT UM will carry out a set of events prior and during the publication of the *Business Plan 2022 Call*.

Here you can find the calendar on the main events: <https://eit-urban-mobility-matchmaking.b2match.io/>

4.1.3. EIT UM call contact points

In parallel to the call information events, all EIT UM partners and stakeholders may contact EIT UM to resolve any concerns or doubts on call content.

These are the key contact data on EIT UM team per area and per geographical location:

Type of contact	Email
General/technical	call2022@eiturbanmobility.eu
Citizen engagement area	citizenengagementcall2022@eiturbanmobility.eu
IH North	north@eiturbanmobility.eu
IH West	west@eiturbanmobility.eu
IH East	east@eiturbanmobility.eu
IH Central	central@eiturbanmobility.eu
IH South	south@eiturbanmobility.eu



4.2 Proposal submission

All Lead applicants will submit their proposals via the PLAZA e-submission platform. The PLAZA platform will be available as of 9 April 2021. Guidance on the usage of PLAZA will be found in the *Call Guidelines for Applicants* once the system is available. Additionally, the EIT UM PMO will organise a series of webinars to support partners during the submission phase (see section 4.1.2. above).

4.2.1 Call calendar³

Activity	Date
<i>Call opening</i>	19 March 2021
<i>Call closing</i>	18 May 2021
<i>Eligibility and Admissibility check</i>	End of May 2021
<i>Evaluation of proposals</i>	June 2021
<i>Communication of results to applicants</i>	Beginning of July 2021
<i>Conditions clearing</i>	Mid July
<i>Compliance check of the fulfilment of conditions</i>	End of July 2021
<i>Final selection of portfolio</i>	Beginning of August 2021
Total duration	

4.2.2 Mandatory documents to be submitted

The following documentation must be submitted by the applicants through the PLAZA submission tool:

- Application form

NB: Any documentation missing or considered incomplete, may be a reason for application rejection

³ Disclaimer: Indicative timeline – eventually to be adapted in line with Horizon Europe negotiations



5 Evaluation and selection process

Once the applicants have submitted their project proposals, the EIT UM team will proceed to:

- Check eligibility and admissibility and, if successful:
- Initiate the evaluation of the content by external experts.

5.1 Eligibility and admissibility check

A proposal will be eligible if:

1. Completeness	The submitted proposal is completed, submitted in time, in English with all its mandatory sections.
2. Partnership composition	<p>Partnership composition is in line with the partnership specific requirements of the area:</p> <ul style="list-style-type: none"> • For actions addressed to test and/or implement innovative methodologies, tools, business models or processes: Minimum 2 beneficiaries from 2 different EU Member States (MS) or associated countries (AC), including at least 1 municipality (city). Applicants are also encouraged to include partners from RIS regions. Additional beneficiaries from any other country are allowed. • For projects on events: Minimum 4 beneficiaries from 2 different EU Member states: at least 2 municipalities (cities) from 2 different Innovation Hubs and 2 partners from other 2 different sides of the knowledge triangle (academia, research and industry). Applicants are also encouraged to include partners from RIS regions. Additional beneficiaries from any country are allowed.
3. Co-funding rate	The proposal fulfils the minimum co-funding required of 20% for all types of activities.
4. KPIs addressed	<p>One of either KONHE03.2 or KONHE11 must be selected for a proposal to be eligible:</p> <ul style="list-style-type: none"> ▪ For proposals addressing activities on testing or implementing innovative methodologies, tools, business models or processes:



Reference	Title	Minimum value
KONHE03.2	City engagements in projects	1
<ul style="list-style-type: none"> For proposals addressing activities based on events: 		
Reference	Title	Minimum value
KONHE11	Number of external and internal events	2

While failing all these criteria will make the proposal ineligible, failing the following criteria will make the single partner ineligible⁴:

Consortium partners eligibility	The consortium partners respect the requirements defined in the selected Thematic Area (type of partner, compulsory documentation) and are fully registered in both the EU Participant Portal and in the PLAZA submission tool.
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Inadmissible/ineligible proposals will receive the official communication from the EIT UM informing on the outcome of the admissibility and eligibility check and containing the detailed explanation on the failure.

These communications will be sent within 5 working days from the official decision of the EIT UM MT to the official email address of the legal representative of the concerned Lead Applicants, only.

The lead applicant of any proposal deemed inadmissible/ineligible and who disagree with the ineligibility decision, may appeal against the decision. This appeal must be done within 10 calendar days of the official EIT UM notification of ineligibility (see document *Appeal procedure* linked to the call).

5.2 Evaluation of proposals

The purpose of the evaluation is to assess the excellence, value and quality of project proposals.

5.2.1 Individual Evaluation Process

The first evaluation process will be the Individual Evaluation by the External Evaluation Experts (EEE).

⁴ The results of this criterion might affect the decision on the composition of partnership or even the eligibility of the whole project proposal: depending on the relevance of the role of the partner being removed (e.g., a WP leader from which activity depends the achievement of a key objective or KPI) the inadmissibility of the partner, can result in the inadmissibility of the whole project proposal.



This Individual Evaluation Process will consist in a two phases evaluation process - the strategic fit evaluation (first qualifying phase) and the full evaluation (second qualifying evaluation phase)- and its output will be the Individual Evaluation Report (IER) from each EEE.

Each evaluation phase is integrated by different groups of criteria and sub criteria which will be assessed according to the following scores:

Score	Description	
0	<i>None</i>	The information requested is missing (either not filled it in or not provided in the text).
1	<i>Very poor</i>	The information provided is considered as not relevant or inadequate compared to the specific call provisions
2	<i>Poor</i>	The information provided lacks relevant quality and contains significant weaknesses, compared to the specific call provisions
3	<i>Fair</i>	The overall information provided is adequate, however some aspects are not clearly or sufficiently detailed, compared to the specific call provisions
4	<i>Good</i>	The information provided is adequate with sufficiently outlined details, compared to the specific call provisions
5	<i>Excellent</i>	The information provided is outstanding in its details, clearness and coherence, compared to the specific call provisions

5.2.1.1 Strategic Fit Evaluation

The strategic fit evaluation will be focused on the fit of the project idea to the call topic in which the proposal has been submitted, as well as to the main challenges and KPIs reflected within the EIT Urban Mobility Strategic Agenda. Only proposals successfully passing the strategic fit evaluation phase will pass to the full proposal evaluation.

To determine if the project is strategic for EIT UM and in line with the provisions set in the call, the evaluation criteria defining the strategic fit will be evaluated first and independently from the other criteria by the evaluators.

Strategic fit evaluation criteria
<ul style="list-style-type: none"> • Contribution to EIT UM strategic objectives (EIT UM Strategic Agenda), to the Citizen Engagement approach (Pillars Connect, Exchange, Empower) and EIT Core and EIT UM specific KPIs
<ul style="list-style-type: none"> • Fitting with BP 2022 Call Area and EIT UM challenges at which the project proposal has been submitted
<ul style="list-style-type: none"> • Addressing the concept of Knowledge Triangle

The strategic fit evaluation will consist of 3 questions with a total score of 15 points.



The threshold for the strategic fit is 3 points in each sub criteria. Accordingly, the following procedure applies:

- If a proposal receives a lower score than 3 points in any of the three strategic fit evaluation criteria, then it will not pass to the full proposal evaluation.
- If a proposal receives at least 3 points in all the strategic fit evaluation criteria, then it will pass to the full proposal evaluation.

5.2.1.2 Full Evaluation

If the proposal passes the strategic fit evaluation, then, the proposal will continue to the full proposal evaluation. This will focus on the project proposal’s plan to accomplish the project scope, in accordance with the requested resources in time and money as well as on the feasibility of the project management plan.

Excellence, novelty and innovation
Coherence of the intervention logic
<ul style="list-style-type: none"> • The project objectives are SMART (Specific, Measurable, Achievable, Realistic and Time Bound) • The aim and the objectives of the projects are clearly related to project activities, outcomes, and results. • The project outcomes/outputs have been specified in relation to the expected product/service/solution.
Innovation potential
<ul style="list-style-type: none"> • The project represents a step forward regarding the current SoA (only applicable for type 1 project proposals, not for events). • The project demonstrates its need and relevance for society, target group or market. • The project product/service/solution and their sub elements are defined and are realistic according to timeframe and budget of the project.

Impact
Ambition of the proposal and contribution to expected impact
<ul style="list-style-type: none"> • The project expected impacts are measurable at quantitative and qualitative level. • The impact on key outcomes of the project is clearly defined. • Social, economic and innovation impacts of the project are covered. • The project presents a strategy to ensure the financial sustainability according to the EIT financial sustainability requirements. • The co-funding level of the project is higher than the minimum expected at the call.
Extent to which the activity strengthens the competitiveness and growth
<ul style="list-style-type: none"> • The project is addressed to specific target group/s and/or market sector/s. • The project clearly covers the city demonstration or living labs. • The project defines measures to ensure durability and transferability of project outcomes.



Effectiveness of the proposed measures to exploit and disseminate the project results (including IPR management), to communicate the project and to manage data, where relevant
<ul style="list-style-type: none"> The project presents a dissemination and communication plan which guarantees the communication on main project activities to specific target audiences. The project presents a dissemination and communication plan aligned to the challenge area of the call.
<ul style="list-style-type: none"> The project uses the Citizen Engagement platform 'DecidiUM' to engage with citizens and/or communicate about the project implementation and results.

Quality and efficiency of the implementation, including sound financial management
Coherence and effectiveness of the workplan including appropriateness of the allocation of budget, tasks, and resources
<ul style="list-style-type: none"> The working plan project is aligned to the achievement of project objectives, KPIs and expected results. The project activities are aligned to project outcomes/outputs and expected results.
<ul style="list-style-type: none"> The project identifies deliverables, milestones, its timing, and its relevance (critical/not critical) for the project.
<ul style="list-style-type: none"> The project budget is aligned to the project scope. The project budget reflects the best value for money in its structure and content.
Appropriateness of the management structures and procedures, including quality management and risk management
<ul style="list-style-type: none"> The project identifies management structures to guarantee a correct management of the project resources and partners.
<ul style="list-style-type: none"> The project presents a clear project contingency plan.
Relevance of the partnership
<ul style="list-style-type: none"> The project partners represent the right competences in accordance with the scope of the topic and the resources available. The partners present clear and specific roles in the project. The partnership presents the required skills and competences to carry out the activities presented at the work plan.

The full proposal evaluation will consist of both the initial Strategic Fit score (15), as well as the external evaluation three criteria scores. The total scoring of 100 points is distributed as follows:

	Max score
Strategic fit	15 points
Excellence	25 points
Impact	30 points
Implementation	30 points
Total	100 points



The 3 External Expert Evaluators will meet in a consensus meeting aimed to calibrate the Individual Evaluation Reports (IER), where a rapporteur will address any notably divergences between them and will develop the final Summary Evaluation Reports (SER). The result of each SER will be added to the Evaluation Results List and the Call Report for the Selection Committee.

5.3 *Portfolio selection*

The portfolio selection of the projects proposed for receiving EIT Urban Mobility funding, will be based on the results of the external evaluation process, specifically, of the Call Report, the Evaluation Results List and the SER.

The default for Selection Committee review will be **double the available EIT budget** and **the number of proposals** (i.e. if the total amount of budget allows to finally fund 6 proposals, just 12 proposals will pass to the Selection Committee, according to their rank at the evaluation results list).

Within the Selection Committee, the following portfolio factors will be considered:

- Quality: Only proposals ranked equal or over 60 points will pass to the Selection Committee. Business Intelligence: issues or concerns highlighted by External Experts.
- Duplicity: no proposals with same or similar expected results will be funded. If there are two proposals with same or similar results just one of both will be proposed for funding based on the rest of the portfolio factors.
- Track record: track record of the applicants will be taken into consideration regarding their previous performance on projects funded by the EIT Urban Mobility.
- Value for money: most advantageous combination of cost, quality and sustainability to meet the call requirements.

In case of proposals with same scoring, additional consideration will be given to two additional factors: quality and quantity of **KPIs** addressed and **co-funding** rate.

5.3.1 *Communication of results to applicants*

The Lead Applicant will receive a communication noting any recommendations/conditions to be addressed to enable provisional inclusion within the First call for proposals for Citizen Engagement for the Business Plan 2022- 2024. The communication will have defined timeframe to respond and complete any changes. This deadline is not mutable. Upon resubmission of the amended proposal, the MT reviews the amended submission and makes a final decision.

If a Lead Applicant fails comply with the given conditions, or does not respond within the defined period, the MT reserves the right to withdraw the conditional notification. In such a case, the next proposal on the MT Portfolio list will be contacted following the ranking list.



The selected proposals, as well as other activities to be developed internally by EIT UM, will be included in the draft/proposed Business Plan.

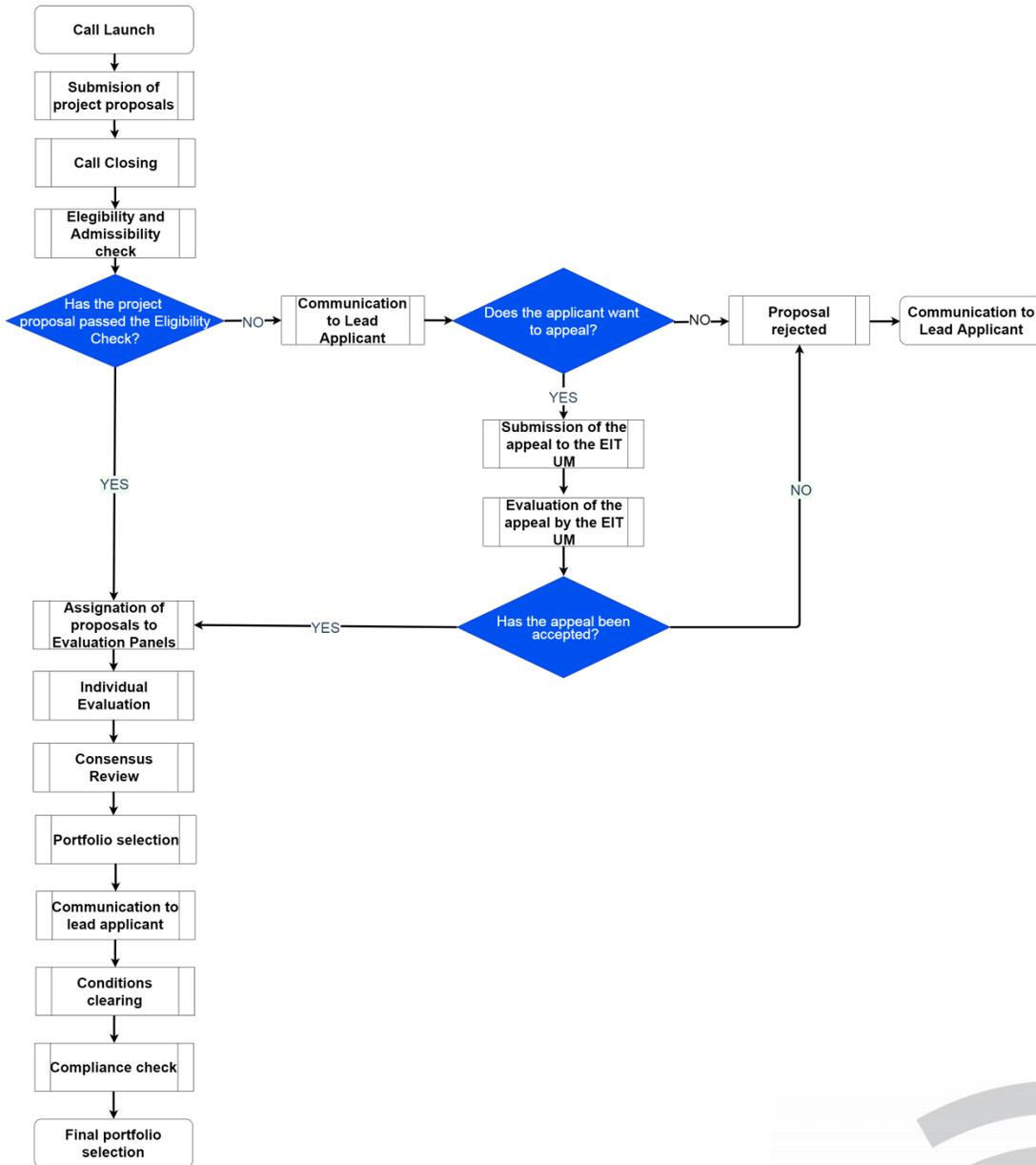


Figure 1. Workflow on Call Process

