



## Call for Expression of interest

EIT Urban Mobility – Selection of a framework expert evaluators, rapporteurs and external observers.

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 1 April 2022

[eiturbanmobility.eu](http://eiturbanmobility.eu)

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# 1. Overview of EIT Urban Mobility

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more livable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more livable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

The EIT Urban Mobility S.L delivers breakthrough innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of more than 50 top European corporations, SMEs, start-ups, universities and research institutes constituted into the EIT Urban Mobility Association.

As a Knowledge and Innovation Community (KIC) of the European Institute of Innovation and Technology (EIT), the EIT Urban Mobility S.L is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in a pan-European network of Co-Location Centers (CLCs), 5 Limited Liability Companies respectively based in Germany, Czech Republic, Denmark, the Netherlands and Spain.

We create systemic solutions that will move more people around the city more efficiently and free up public space.

We bring all key players in urban mobility together to avoid fragmentation and achieve more.

## 2. Scope of the experts involved

### 2.1. General objectives

EIT Urban Mobility appoints external expert to support the evaluation and selection process of the applications received during the calls launched. The portfolio of proposals to be evaluated cover the Thematic Areas of: Innovation, Business Creation, Academy, Citizen Engagement, Public Realm and Factory. Independent external expert may assist in the evaluation of proposals, or in performing rapporteur role during the evaluation process or during the selection committee meetings, or act as independent external observers. Skills, professional experience, and expertise linked to any of EIT Urban Mobility's priorities are welcome.

### 2.2. Detailed scope of work

These general conditions apply to the appointment for experts (hereinafter "Expert") assisting EIT Urban Mobility for tasks in connection with the evaluation and selection of the proposals stemming from EIT Urban Mobility calls.

#### 2.2.1. Expert Evaluator

Expert evaluators shall be acquainted with the relevant background document (all call-related documents and guidelines) and attend the online briefing training with EIT UM.

They shall qualitatively evaluate the assigned proposals according to the pre-defined evaluation criteria. Expert evaluators must appraise each criterion (and each related question) with a score accompanied by a clear qualitative statement in English, justifying the given score as well as providing specific evaluation conclusions per criterion. No score can be accepted without adequate explanatory justification. If applicable, suggested recommendations/ conditions should be included.

Expert evaluators are expected to attend and to discuss their evaluation opinion and the subsequent scoring in a consensus meeting with other evaluators, chaired by a rapporteur.

We look for experts for each of the below Areas. An expert should at a minimum cover at least one of the topics stated per area, except for Academy where at least two topics should be covered.

Reference expertise by Area:

## Business creation

- Start-ups scouting
- Incubation
- Acceleration and scaling and with venture capital / investments in startups
- Knowledge of start-up ecosystems
- Corporate venturing

## Citizen engagement

- Citizen/community engagement initiatives
- Citizen participation / social participation
- Co-creation processes
- Behavioural change and behavioural insights
- Design thinking: deploying people- and solution-centred processes to help stakeholders to innovate

## Public realm

- Architecture
- Urban planning and design
- Public space design
- Community engagement
- Transport planning

## Factory

- Marketing planning in the mobility sector
- Digital marketing and sales
- Product development and product portfolio management in the mobility sector
- Business development and business modelling of new services in the mobility sector
- Innovation in the mobility market
- Innovation public procurement
- One or several of the following areas: Urban logistics, intermodality, mobility and energy, active mobility and micromobility, public transport, public realm, ITS.

## Innovation

### *Logistics*

- Last mile/First mile Delivery
- Community Collectives
- Optimization and Route Planning

- Logistics technologies
- Hubs/ Shared Infrastructure
- Vehicles of the Future

### ***Energy***

- Renewables
- Community Generation
- Solar/Electric/Hydrogen
- Micro mobility,
- Future Grid+ Mobility
- Batteries

### ***Future Mobility***

- Big Data
- Machine Learning and AI
- Data Interoperability and Standards
- Apps and Management Systems
- Security/Cyber Security
- MaaS – ticketing, billing, planning
- Vehicles of the future

### ***Active Mobility***

- Urban planning and design
- Public space ownership
- Health and wellbeing
- Transport planning
- Pollution and noise
- Safety & Security

### **Academy** Post-graduate level education (Master and Doctorate level)

- Professional/executive education
- Lifelong learning
- Urban mobility education and training
- Online education
- Education provider management
- Student incubator activities
- EdTech

## 2.2.2. Expert Rapporteur

### 2.2.2.1. *Quality Evaluation*

Rapporteurs shall be acquainted with the relevant background document (all call-related documents and guidelines) and attend the online briefing training with EIT UM.

The Rapporteur plays a vital role in the evaluation process. They are independent arbiters who collate the convergent or divergent opinions of experts, summarise and precis three individual evaluation reports (IER) into a single Summary Evaluation Report v0.1.

Rapporteurs create a list of pertinent open issues to resolve from the IER and discuss them with the EIT UM quality controller and complete a Summary Evaluation Report before the Consensus Meeting.

Rapporteurs attend the Consensus Meeting, take notes of the discussion and scoring and write up the final version of the Summary Evaluation Report based on inputs received by the Evaluators. Rapporteurs then send the Summary Evaluation Reports to the quality controller of their evaluation panel.

### 2.2.2.2. *Selection Committee support*

A Rapporteur can also be asked to attend to a selection committee to take notes of the meeting (i.e., developing the Selection Committee Meeting minute) and to compile the strategic recommendations and/or conditions proposed by the Selection Committee members to each preselected project proposal.

## 2.2.3. External Observer

The external observer is an optional role in the Evaluation process.

The external observer can be assigned to observe the work of a single Evaluation Panel or of different evaluation panels from the same call.

The external observer should be acquainted with all call documents, can read any finished IER, can participate at the Consensus meeting, can read any SER and Call report, and can also participate at the selection committee during the portfolio selection.

The main role of the external observer is to ensure from an additional external source the compliance of the Evaluation process with the principles of impartiality, transparency, and objectivity.

The external observer will deliver a final report on the call process (from the preparation to the selection) within 10 days from the last selection committee meeting attended.

### 2.3. How to become a registered expert

The forms Expression of interest – Expert Evaluator (Annex 1), Expression of interest - External Observer (Annex 2), Expression of interest Expert Rapporteur - Quality Evaluation (Annex 3), Expression of interest Expert Rapporteur – Selection Committee (Annex 4) and Applicant’s declaration form must be completed and sent to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu). You will receive a confirmation of receipt.

By the submission of a completed expression of interest EIT UM guarantees your registration into the expert pool data base. The registration will be valid for 36 months at the moment of our acceptance. Assignments will be performed periodically to the registered experts based on the expert’s experience and the business needs.

The registration by itself does not guarantee the selection for an assignment will occur, however it is mandatory to be fully registered to become eligible for future selections.

The criteria for selection are based on the specificities of the assignment, taking into consideration the professional and technical skills required. Additional considerations may include language skills, geographical, sector and gender balance. If selected for a specific assignment, EIT Urban Mobility staff will contact you to confirm your suitability and availability.

- Experience with EU-funded projects will be considered an asset.
- Proven capacity to work in English is mandatory.

Prior to any work assignment, Experts/Rapporteurs/External Observers will be issued with guidelines covering a description of the tasks, duration, location (remote/physical), remuneration rates, and reimbursement/payment methods. Including the Code of Conduct as well as the Conflict of Interest form for each assignment to be reviewed and signed.

Periodically, a call for Expert Expression of Interest will be reopened to maintain an open, transparent, and fair selection of experts.

Personal data will be processed in accordance with Regulation No 2018/1725.

### 2.4. Payment for Participation

EIT Urban Mobility will pay a service fee of:

- **Expert Evaluators:** €200.00 (excluding VAT) for each evaluated proposal. This fee includes the attendance to the training webinar, the work related to the development



- of the Individual Evaluation Reports and the attendance to the consensus meetings.
- **External Observer:** €650 (excluding VAT) for each Call observed. This includes the analysis of the call documents, participation as external observer in the whole evaluation and selection process from the IER till the final portfolio selection.
  - **Expert Rapporteurs - Quality Evaluation:** €200.00 (excluding VAT) for each Final Summary Evaluation Report (SER) developed. This fee includes the attendance to the training webinar, the work related to the development of the different versions of the SER and the attendance to the consensus meetings.
  - **Expert Rapporteurs – Selection Committee support:** €100/hour (excluding VAT) for all hours invested in attending at the Selection Committees. This amount also includes the development of the final version of the meeting minutes and the list of recommendations/conditions for each project proposal selected.

EIT Urban Mobility shall pay the Expert for their work, or part(s) thereof, within thirty (30) calendar days from the date of the invoice acceptance.

Invoices shall be paid electronically by EIT Urban Mobility to the banking institution/account number provided by Expert.

EIT Urban Mobility reserves the right to refuse to provide financial contribution in case of non-performance or poor performance of the work and/or breach of any substantial obligations, including the obligation of confidentiality, and the no conflict of interest declaration.

EIT Urban Mobility reserves the right to refuse to contribute for any report or other deliverable required by the appointment letter that is submitted beyond the date specified in the appointment letter.

EIT Urban Mobility reserves the right to recover any payment made to Expert who has breached the obligations arising from the declarations of confidentiality and no conflict of interest.

## 2.5. Who are we looking for:

### 2.5.1. Expert Evaluators

Applicants for the role of Expert Evaluators are required to comply with the following criteria to be included in the roster of experts.

- An advanced university degree attested by a diploma.
- Participation in evaluation of EU-funded programmes, preferably Horizon2020 and/or HE.
- Proven experience in at least one of the thematic area/topics identified in section 2.2.1

- Fluency in English (written and verbal)

## 2.5.2. Expert Rapporteurs

### 2.5.2.1. Rapporteurs – Quality Evaluation

Applicants for the role of Rapporteur are required to comply with the following criteria to be included in the roster of experts.

- An advanced university degree attested by a diploma
- Participation in evaluation of EU-funded programmes, preferably Horizon2020/HE
- Participation in evaluations as rapporteur (or similar role)
- Ability to produce clear and concise reports.
- Excellent communication skills (written and verbal)
- Fluency in English (written and verbal)

### 2.5.2.2. Rapporteurs - Selection Committee support

Applicants for the role of Rapporteur are required to comply with the following criteria to be included in the roster of experts.

- An advanced university degree attested by a diploma
- Participation in evaluation of EU-funded programmes, preferably Horizon2020/HE
- Participation in evaluations as rapporteur (or similar role)
- Fluency in English (written)

## 2.5.3. External Observers

Applicants for the role of Observer are required to comply with the following criteria to be included in the roster of experts.

- An advanced knowledge of the specific sector of the call where he/she is involved
- Proven knowledge in evaluation of EU-funded programmes
- Fluency in English (written)

## 2.6. Award criteria

Candidates will be assessed on their CV and online forms provided at the link below. Applications will close on **14 April 2022 at 23:59 CET**. Selected candidates will be informed by the 15 April 2022 in case of inclusion in the roster of experts.

EIT KIC Urban Mobility values diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion, or ethnic background.

A declaration of impartiality and confidentiality will be issued for its signature at the same time to be signed with the service agreement.

EIT KIC Urban Mobility will assess candidate's profiles based on the following documents:

- Updated CV
- Application Form

In the Application Form, candidate experts are requested to provide evidence of their skills, competences, and knowledge by providing concrete examples of previous relevant experiences.

Completed forms are to be sent to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu) with subject [Application for Expert evaluator], [Application for Expert Rapporteurs - Quality Evaluation] , [Application for Expert Rapporteurs – Selection Committee support] or [Application for External Observer]: within the deadline defined above.

## Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries. The said processing will allow us to manage the recruitment of the call for expressions of interest - Selection of framework expert evaluators and rapporteurs, and more specifically:

- to enable you to submit your application and cv to apply for specific call,
- to match your details with the potential assignments related with the call and to eventually contact you
- to retain your details and notify you about future opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.
- You can exercise your data protection rights, writing to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu).

You may find further information in the full GDPR Compliance privacy note for applicants available here: <https://www.eiturbanmobility.eu/privacy-policy/>

# Annexes

## 1.1 Annex 1 – Expression of interest - Expert Evaluator

Dear Expert,

In completing and submitting the attached Expert Expression of Interest (Eol) form, you are applying to become a reserve expert to work with EIT Urban Mobility. All Expert Eol forms are reviewed against specific tasks, assignments and selection criteria.

The Expert Eol form will help ensure EIT Urban Mobility chooses the right experts for the right tasks. In the Eol form you will be requested to:

- 1) Indicate three prioritised thematic areas in order of preference. This does not preclude you from working in another thematic areas.
- 2) Provide personal information for contact purposes.
- 3) Describe your main skills and provide evidence of your expertise for three areas of activity (Innovation, Business, Knowledge Sharing). Please keep to the word limit in each text box. If a section is not specific to your expertise, please insert “Not Applicable” in that text box. This will not adversely impact our assessment of your primary skills and expertise.
- 4) You should attach a CV to the application.
- 5) The entire document should then be saved as one single file in .pdf format.

Completed Expressions of Interest should be submitted to the EIT Urban Mobility Secretariat by **14 April 2022** to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu).

Candidates can be contacted for work assignment from the moment they have a confirmation of Expert Eol registration.

## Thematic Areas

Select three thematic areas that are best suited to your expertise and skills. These should be selected in order of preference from the following list: Business Creation, Innovation, Education, Factory, Citizen Engagement, Regional Innovation Scheme.

### Thematic Area 1

### Thematic Area 2

### Thematic Area 3

## Personal Information

Name:	Surname:
Nationality/ies:	Country of Residence:
Email:	Mobile:
Gender:	Mother Tongue/s:
Languages:	English (C1 min):
Professional Web Profile: (i.e. LinkedIn, ResearchGate)	

## Innovation Expertise

3.1 Knowledge and experience related to the three EIT Urban Mobility strategic objectives 1) improved quality of life in cities 2) mitigation of climate change, and 3) competitiveness of cities/ job creation

Max. 500 words.

**3.2 Experience of the innovation, policy framework, skills and programmes for transport/urban mobility at regional, national and EU level.**

Max. 300 words

**3.3 Experience in evaluation, monitoring, assessment of projects across their lifecycle – ideation, conceptualisation, design, delivery, acceleration and commercialisation**

Max. 300 words.

**Business Expertise**

**Knowledge and experience of business development, commercial innovation, and the start-up environment**

Max. 300 words.

**Specific key skills related to business – R&D, intellectual property provision, incubation, marketing, financial sustainability, commercialisation, venture capital etc.**

Max. 300 words.

**Knowledge Sharing Expertise**

**Ability to draw out, support the verbalisation and documentation of knowledge and practice from stakeholders from across the public, private, academic sector and citizen engagement.**

Max. 300 words.

Ability to write and edit clear and concise reports in areas such as good practice and policy development to target policymakers, elected officials, trade/industry associations and the general public.

Max. 300 words

## CV

Please include your CV. Then save the entire document as a single file.



## 1.2 Annex 2 – Expression of interest – External Observer

Expression of interest form: External Observer

The Expert Eoi form will help ensure EIT Urban Mobility choses the right experts for the right tasks. The following information is mandatory to be included.

1. Personal information for contact purposes
2. Description of main skills and evidence of the expertise. Please keep to the word limit in each text box. If a section is not specific to your expertise, please insert “Not Applicable” in that text box. This will not adversely impact our assessment of your primary skills and expertise.

Once the Eoi has been filled in, before the submission Experts are requested to:

- Attach a CV to the application.
- Save the entire document as one single file in .pdf format.

Completed Expressions of Interest should be submitted to the EIT Urban Mobility Secretariat by 14 April 2022 to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

### Personal Information

Name:	Surname:
Nationality/ies:	Country of Residence:
Email:	Mobile:
Gender:	Mother Tongue/s:
Languages:	English (C1 min):
Professional Web Profile: (i.e. LinkedIn, ResearchGate)	

### Knowledge Sharing Expertise

- 1.1 Ability to draw out, support the verbalisation and documentation of knowledge and practice from stakeholders from across the public, private, academic sector and citizen engagement.

Max. 300 words.

**1.2 Experience in evaluation, monitoring, assessment of projects across their lifecycle – ideation, conceptualisation, design, delivery, acceleration and commercialisation**

Max. 300 words.

**1.3 Ability to write and edit clear and concise reports in areas such as good practice and policy development to target policymakers, elected officials, trade/industry associations and the general public.**

Max. 300 words

**CV**

Please include your CV. Then save the entire document as a single file.

### 1.3 Annex 3 – Expression of interest – Expert Rapporteur Quality Evaluation

Expression of interest form: Expert Rapporteur – Quality Evaluation

The Expert Eol form will help ensure EIT Urban Mobility choses the right experts for the right tasks. The following information is mandatory to be included.

3. Personal information for contact purposes
4. Description of main skills and evidence of the expertise. Please keep to the word limit in each text box. If a section is not specific to your expertise, please insert “Not Applicable” in that text box. This will not adversely impact our assessment of your primary skills and expertise.

Once the Eol has been filled in, before the submission Experts are requested to:

- Attach a CV to the application.
- Save the entire document as one single file in .pdf format.

Completed Expressions of Interest should be submitted to the EIT Urban Mobility Secretariat by 14 April 2022 to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

#### Personal Information

Name:	Surname:
Nationality/ies:	Country of Residence:
Email:	Mobile:
Gender:	Mother Tongue/s:
Languages:	English (C1 min):
Professional Web Profile: (i.e. LinkedIn, ResearchGate)	

#### Knowledge Sharing Expertise

- 1.4 Ability to draw out, support the verbalisation and documentation of knowledge and practice from stakeholders from across the public, private, academic sector and citizen engagement.

Max. 300 words.

**1.5 Experience in evaluation, monitoring, assessment of projects across their lifecycle – ideation, conceptualisation, design, delivery, acceleration and commercialisation**

Max. 300 words.

**1.6 Ability to write and edit clear and concise reports in areas such as good practice and policy development to target policymakers, elected officials, trade/industry associations and the general public.**

Max. 300 words

**CV**

Please include your CV. Then save the entire document as a single file.

## 1.4 Annex 4 – Expression of interest – Expert Rapporteur – Selection Committee

Expression of interest form: Expert Rapporteur – Selection Committee

The Expert Eoi form will help ensure EIT Urban Mobility chooses the right experts for the right tasks. The following information is mandatory to be included.

5. Personal information for contact purposes
6. Description of main skills and evidence of the expertise. Please keep to the word limit in each text box. If a section is not specific to your expertise, please insert “Not Applicable” in that text box. This will not adversely impact our assessment of your primary skills and expertise.

Once the Eoi has been filled in, before the submission Experts are requested to:

- Attach a CV to the application.
- Save the entire document as one single file in .pdf format.

Completed Expressions of Interest should be submitted to the EIT Urban Mobility Secretariat by 14 April 2022 to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu)

## Personal Information

Name:	Surname:
Nationality/ies:	Country of Residence:
Email:	Mobile:
Gender:	Mother Tongue/s:
Languages:	English (C1 min):
Professional Web Profile: (i.e. LinkedIn, ResearchGate)	

## Knowledge Sharing Expertise

1.7 Ability to draw out, support the verbalisation and documentation of knowledge and practice from stakeholders from across the public, private, academic sector and citizen engagement.

Max. 300 words.

1.8 Experience in evaluation, monitoring, assessment of projects across their lifecycle – ideation, conceptualisation, design, delivery, acceleration and commercialisation

Max. 300 words.

1.9 Ability to write and edit clear and concise reports in areas such as good practice and policy development to target policymakers, elected officials, trade/industry associations and the general public.

Max. 300 words

## CV

Please include your CV. Then save the entire document as a single file.

## 1.5 Annex 5 – Applicant’s declaration form

### Applicant’s declaration form

<Date>

**Contracting Authority:**

EIT KIC Urban Mobility, s.l.

Torre Glories, Diagonal 211

25th floor

08018 Barcelona, Spain

VAT Number: B67513630

**Subject:** EIT Urban Mobility – Call of Interest – Selection of a framework contractors for expert evaluators, expert rapporteurs and External Observers.

are submitting this form for this contract. I confirm that I am not participating in any other call for the same contract in any form (as in a consortium or as an individual candidate);

I also confirm that we shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (‘conflict of interests’). I will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

I accept that during the implementation of the contract and for four years after the completion of the contract, the supplier must keep confidential any data, documents or other material that is identified as confidential at the time it is disclosed (‘confidential information’).

I accept that during the implementation of the contract and for four years after the completion of the contract, the Contracting Authority has the right for the purposes of safeguarding the its financial interests, the proposal and the contract of the supplier may be transferred to internal as well as external audit services.

I understand that if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>