



Call for Expression of interest

EIT Urban Mobility – Selection framework for hiring experts for Academy.

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

EIT Urban Mobility KIC LE (“Contracting Authority” or “CA”)

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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.

1.1 EIT Urban Mobility Academy

The EIT Urban Mobility Academy is a collaborative arena for lifelong learning, helping to build critical capabilities for innovation and transformation. We are training the next generation of urban mobility practitioners, needed by the urban mobility ecosystem of the future. It will close the urban mobility knowledge gap with challenge-based training using the latest education methodologies across disciplines and sectors. The Academy programmes are intersectoral, interdisciplinary, international, and entrepreneurial.

Within the Academy, there are three main segments: the Master School, the Doctoral Training Network and the Competence Hub. The Master School offers 2-year double degree master programmes together with a number of leading European universities. The Doctoral Training Network offers innovation and entrepreneurship training to urban mobility PhD candidates across Europe. The Competence Hub offers intensive learning programmes on hot topics in urban mobility and transport aimed at professionals from different sectors, such as project managers, engineers, city executives and entrepreneurs.

In addition, the EIT Urban Mobility Academy is involved in a number of education initiatives in cooperation with the other 7 EIT Knowledge and Innovation Communities, EIT KICs, such as EIT Food, EIT Health, EIT Climate, etc, led by the Academy's Education Capacity Building team.

The EIT Urban Mobility's degree programmes (Master and Doctoral) have been granted the EIT Label. The EIT Label is a certificate of quality that is awarded only to excellent educational programmes taking into consideration five groups of quality criteria:

- The EIT Overarching Learning Outcomes (EIT OLOs)
- Robust entrepreneurship education
- Highly integrated, innovative 'learning-by-doing' curricula
- Mobility, the European dimension and openness to the world
- Outreach strategy and access policy.

In line with the EIT Strategic Innovation Agenda 2021-2027 (SIA), the ambition is to widen the scope of the EIT Label model from degree programmes to lifelong learning activities. As a result, EIT published in August 2022 the first edition of the *EIT Label Handbook for Quality system for non-degree education and training and EIT Competence Certification Model*.

Due to this aim and to respond to specific EIT requirements on the education portfolio funding allocation, the EIT Urban Mobility has identified and designed a quality control process – the EIT Urban Mobility Quality System for Non-Degree Education and Training – to assess our professional courses and trainings 'alignment with the EIT Label quality criteria. It is based on a three-step approach, primarily based on self-assessment, to be completed by the course provider.

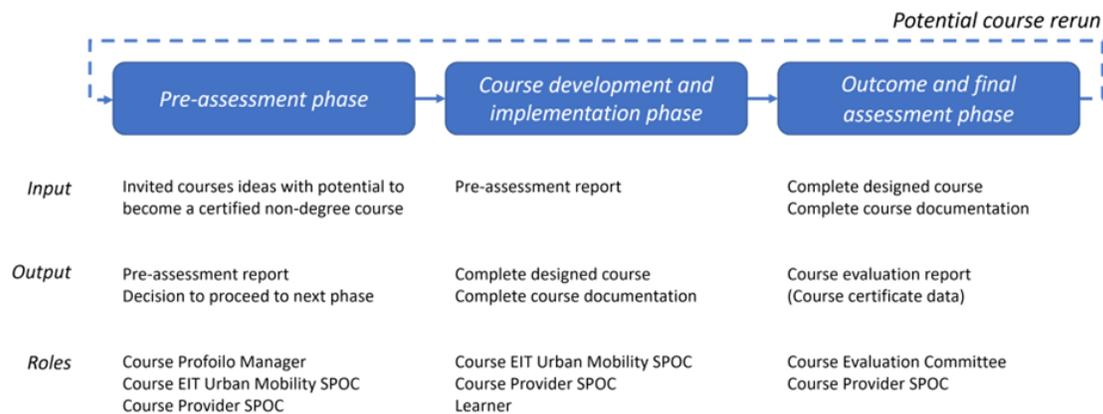


Figure 1: EIT Urban Mobility Quality System for Non-Degree Education and Training

The non-exhaustive three-step approach is explained below:

1. Self-Assessment:

In this initial phase, the course provider is invited to submit a proposal, in line with course specification preconditions set by our professional education team. The course provider will be required to supply information describing how the course fits the EIT Label requirements, covering general principles included in the EIT Label Handbook, such as the Overarching Learning Objectives (OLOs), Intended Learning Outcomes (ILOs), course assessment methods, target groups, etc. The main objective is to give a strong indication on the possibility of the course to obtain the EIT Label.

Examples of Pre-Self-Assessment criteria and required evidence:

- Targeted OLOs (e.g. List of OLOs in course content and design)
- Plans regarding teaching and learning methods per ILO (e.g. selection from pre-set options listed in the course design)
- Approach regarding gender equality and mainstreaming (pre-set options) (e.g. guidelines on the implementation of gender equality and mainstreaming in the course design and student/teacher profiles)

2. Course Development and Implementation (Full Self-Assessment):

Upon passing the first phase, the course provider provides a more in-depth description of the course development and implementation. It follows the implementation and assessment of the course including information on assignments, learners' international exposure, learners' evaluation, etc. This is then measured against the proposal submitted and the information provided in the pre-self-assessment phase, in order to measure the degree of successful implementation and compliance with the EIT Label Handbook requirements. Information can be provided simultaneously to the course being development and implemented or after completion

Example of Course Development and Implementation Criteria and Required Evidence:

- Reporting ALO type/s per each ILO (e.g. a selection of work by learners, data from assessments, report on the delivery and implementation of ALOs and how they were measured)
- Learners course evaluation (e.g. standard template filled by students)
- Reporting on learners/participants exposure to innovation and entrepreneurship ecosystem/s (e.g. examples of completed projects, benchmarking against entrepreneurship competencies)

3. Outcome and Final Assessment:

Lastly, the course provider reports the results, and the overall course is assessed by EIT Urban Mobility with the support of one External Evaluator. Once the course is approved/recommended to obtain the EIT Label, learners who successfully completed the course are issued EIT Labelled certificate.

Example of Outcome and Final Assessment Criteria and Required Evidence:

- Uploading of additional documentation (Course documentation examples also showing alignment to brand guidelines; Learner lists (in line with GDPR), including gender and geographical background (also used for RIS analysis); List of instructors (in line with GDPR), including gender and geographical background (also used for RIS analysis)
- Course Evaluation Committee meeting (e.g. meeting minutes and report)

This quality control process described above will be developed in detail and tested in 2023 with a view to be fully operational at the beginning of 2024.

2. Scope of the experts involved

2.1 General objectives

As we run more than 50 courses per year, the process we now build needs to minimise the resource demand both on the course provider and EIT Urban Mobility for assessing, designing and evaluating a course. For this reason, the EIT Urban Mobility Quality System for Non-Degree Education and Training will run on a self-assessment platform being the main interface with the course provider regarding the course content and assessment. This is a platform where the provider logs in to both insert required information and documentation, but also gets access to guidelines and the handbook itself. The platform is also used to communicate approval of course pre-assessment and full assessment.

We plan to implement a manual process first (paper format) to start the testing phase and, in parallel, identify/develop the self-assessment platform that can be bespoke to the needs and specificities of the EIT

Urban Mobility Quality System for Non-Degree Education and Training. The manual process will give us important input for the development of the self-assessment platform. Courses launched from 2024 will be using the self-assessment platform.

In order to achieve our goal of developing and testing the EIT Urban Mobility Quality System for Non-Degree Education and Training in 2023, to be fully rolled out in 2024, we must secure support from external expert(s) to undertake the necessary activities relative to implementing the theoretical quality control process described above.

This includes designing the templates the course providers need to fill out, as well as developing guidelines and recommendations for course providers on how to complete the different actions of the three-step approach. Also, the external expert(s) will be required to identify and oversee the customisation of the self-assessment platform, ensuring that all the features of the three-step approach are integrated in this platform and that the guidelines and recommendations for course providers are included there.

2.2 Detailed scope of work

The experts/expertise EIT Urban Mobility is seeking to source are detailed below.

1) Development and implementation of the EIT Urban Mobility Quality System for Non-Degree Education and Training: manual process

Design and develop the manual templates that the course providers will need to complete as part of the three-step approach of the EIT Urban Mobility Quality System for Non-Degree Education and Training: 1. Self-assessment, 2. Course development and implementation and, 3. Outcome and final assessment. These templates should include all actions of the framework approved by EIT and the expert(s) will be required to identify, for each action, the type of evidence to be provided by the course providers attesting the courses meet the requirements of the EIT Label. In addition to the development of recommendations and guidelines for course providers on how to complete the different steps of the EIT Urban Mobility Quality System for Non-Degree Education and Training.

2) Development and implementation of the EIT Urban Mobility Quality System for Non-Degree Education and Training: self-assessment platform

Identify and propose to EIT Urban Mobility the best software tool to run the EIT Urban Mobility Quality System for Non-Degree Education and Training. This software is to act as the self-assessment platform for our professional courses and trainings, serving as the interface between the course providers and EIT Urban Mobility. The expert is expected to propose a tool that can integrate and meet all requirements of our quality system and lead on the customization and deployment of this tool. The templates,

recommendations and guidelines developed in the manual part of the process need to be integrated in this tool and it needs to satisfy all actions of the framework. The tool indicated will be procured separately by EIT Urban Mobility.

3) EIT Urban Mobility Quality System for Non-Degree Education and Training: operational and technical support

Provide operational and technical support in case of new and changing requirements from EIT, adjusting the process description, workflows and evidence requested in our quality control process. Ensuring that templates, recommendations and guidelines are updated according to these new requirements and that the self-assessment platform reflects the most up-to-date needs and prerequisites of the EIT Urban Mobility Quality System for Non-Degree Education and Training.

3. How to become a registered expert

An Expert Expression of Interest form (Annex 1.1) and Applicant Declaration Form (Annex 1.2) must be completed. This should be sent to procurement@eiturbanmobility.eu. You will receive a confirmation of receipt. Submission of a completed expression of interest does not guarantee you will be selected for assignment but will enter you into the expert pool. The Expression of Interest will be valid for three years.

Selection of experts will only be made from within the expert pool. 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 staff will contact you to confirm your suitability and availability.

- Experts of any nationality with any residence may register.
- Proven capacity to work in English is mandatory.

Prior to any work assignment, you will be issued guidelines covering a description of the tasks, duration, location (remote/physical), remuneration rates, and reimbursement methods. You will be assigned a specific EIT Urban Mobility staff interface. You will be issued both a Code of Conduct, including confidentiality, and a Conflict of Interest 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.

4. Payment for participation

EIT Urban Mobility will pay the following service fee as per the scope of work demanded:

- 1) Development and implementation of the EIT Urban Mobility Quality System for Non-Degree Education and Training: manual process 100 EUR/Hour
- 2) Development and implementation of the EIT Urban Mobility Quality System for Non-Degree Education and Training: self-assessment platform 120 EUR/Hour
- 3) EIT Urban Mobility Quality System for Non-Degree Education and Training: operational and technical support 70 EUR/Hour.

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

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.

5. Eligibility requirements

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

- A Master's university degree attested by a diploma or equivalent professional experience
- At least 5 years professional experience in the field of certification and/or accreditation of quality systems in education, preferably in a professional education environment
- Proven experience in international, multi-stakeholder education projects
- Fluency in English (oral and written).

6. Award criteria

Candidates will be assessed on their CV and application form provided.

Applications will close **on 24 March 2023 at 23:59 CET.**

Selected candidates will be informed by the 28 March 2023.

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.

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

Send an updated CV to procurement@eiturbanmobility.eu with subject [Application for Experts Academy] attaching the corresponding forms below fully completed and duly signed: Annex 1.1 Expression of Interest Form & annex 1.2 Applicant's Declaration Form.

Annexes

1.1. Annex 1.1 Expression of Interest Form – Experts Academy

Dear Expert,

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

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

- 1) Provide personal information for contact purposes.
- 2) 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.
- 3) You should attach a CV to the application.

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 Secretary **by 24 March 2023 at 23:59 CET** to procurement@eiturbanmobility.eu. Candidates can be contacted for work assignment from the moment they have a confirmation of Expert Eoi registration.

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) | |

Development and implementation of the EIT Urban Mobility Quality System for Non-Degree Education and Training: manual process

Knowledge and experience related to service 1 described in the dossier of EIT Urban Mobility “Selection of experts for Academy 10 March 2023”

Max. 1000 words.

2) Development and implementation of the EIT Urban Mobility Quality System for Non-Degree Education and Training: self-assessment platform

Knowledge and experience related to service 2 described in the dossier of EIT Urban Mobility “Selection of experts for Academy 10 March 2023”

Max. 1000 words.

3) EIT Urban Mobility Quality System for Non-Degree Education and Training: operational and technical support

Knowledge and experience related to service 3 described in the dossier of EIT Urban Mobility “Selection of experts for Academy 10 March 2023”

Max. 1000 words.

Business Expertise

Knowledge and experience of business acumen, education, and the start-up environment

Max. 300 words.

CV

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

1.2. Annex 1.2 Applicant's Declaration Form

Applicant's declaration form

<Date>

Contracting Authority:

EIT KIC Urban Mobility, s.l.u.

Torre Glories, Diagonal 211

25th floor

08018 Barcelona, Spain

VAT Number: B67513630

Subject: EIT Urban Mobility – Call of Interest – Selection of Experts for Academy

I 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 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>