



Co-funded by the  
European Union

# Call for Expression of interest

Selection of Open Innovation and Grants Consultants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 4<sup>th</sup> March 2026

[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 liveable.

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 liveable 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 European corporations, SMEs, start-ups, universities, and research institutes.

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 and the EIT Urban Mobility Foundation.

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

By the present procurement procedure, EIT Urban Mobility Foundation (hereinafter being referred to as “EIT UM”) launches a call for Expression of Interest to create a Pool of Open Innovation and Grants Consultants (hereinafter being referred to as “Consultants”) in the fields of urban mobility and climate neutrality for the Horizon Lab.

The Horizon Lab is an initiative launched in June 2021, part of EIT UM’s Innovation programme that was created to identify additional opportunities for EIT Urban Mobility partners, cutting-edge innovators and researchers to identify, apply for, and secure funding sources at the regional, national, and European level for urban mobility projects (pre-TRL6) across a broad spectrum of activities and solutions. Horizon Lab is aligned with the EIT UM scope to create more liveable places, tackles urban mobility challenges, and accelerates change. The programme focuses on EU-level funding calls, including Horizon Europe (HE), Digital Europe (DE) and Connecting Europe Facility (CEF).

To ensure continued high-quality submissions, strategic positioning, and selective proposal leadership without overloading internal capacity, EIT Urban Mobility seeks to establish a Pool of Open Innovation and Grants Consultants with proven excellence in Horizon Europe proposal coordination, writing and consortium building. The overall goal is to increase proposal quality, strengthen strategic positioning, and maintain competitiveness in a highly selective funding environment.

The objective of this procurement is to create a readily deployable pool of high-level consultants capable of:

- Supporting the coordination and writing of competitive proposals under Horizon Europe and related programmes.
- Strengthening Horizon Lab’s strategic positioning in priority domains and key topics (Public Transport, Urban Logistics, Electrification, Mobility Data, Health & Mobility, Climate-Neutral Cities, Systems Innovation).
- Enhancing proposal quality in an increasingly competitive funding landscape.
- Supporting Horizon Lab in selected cases where EIT Urban Mobility acts as proposal lead.

This is a multiple-winner procedure. Selection into the pool does not guarantee assignments.

## 2.2. Detailed scope of work

These general conditions apply to the appointment for consultants (hereinafter “Consultants”) assisting EIT Urban Mobility’s Horizon Lab for tasks in connection with selected proposals within European funded programmes, mainly Horizon Europe. Consultants shall be knowledgeable about conditions of calls in Horizon Europe identified as of interest for EIT UM (and available here). They shall also have adequate experience with proposal coordination and drafting, animation and facilitation of meetings/matchmaking, and coordination of consortia. High success rate in Horizon Europe and years of experience in the field of innovation in urban mobility are essential. Proven capacity to work in English is a must.

Consultants may be requested to provide services under one or more of the following categories:

### *Strategic Call Analysis & Positioning*

- In-depth call analysis and interpretation
- Strategic fit assessment with EIT UM priorities
- Success likelihood assessment
- Concept note development
- Go/no-go advisory support

### *Proposal Coordination & Writing*

- Development of project concept and narrative
- Moderation of proposal preparation meetings and coordination of partner inputs
- Consortium gap analysis and identification of strategic partners
- Structuring of objectives, outcomes, impact, KPIs according to Horizon Europe standards (Excellence, Impact, Implementation)
- Work package design and logical framework
- Design of system-level intervention approaches
- Alignment with EU missions, partnerships and policy priorities
- Support with budget calculations
- Coordination of partner inputs
- Narrative coherence and compliance checks

### *Development of Impact, Exploitation & Uptake Strategies*

- Support with strategic development including methodology and templates for the following areas: Exploitation, Replication and Transferability, Knowledge Exchange, Policy Alignment

### *Quality Assurance & Proposal Review*

- Internal review against evaluation criteria
- Redrafting recommendations
- Risk analysis and mitigation strengthening

### *Knowledge Management and Capacity Building (Optional)*

- Enhancement and further development of internal knowledge management methodology
- Proposal writing training
- Development of reusable proposal assets

Consultants will work in close collaboration with Horizon Lab staff and relevant EIT Urban Mobility teams (Innovation, Strategy).

## 2.3. How to become a registered consultant

The forms Expression of interest – Open Innovation and Grants Consultants (Annex 1), and Applicant’s declaration form (Annex 2) together with an updated CV must be completed and sent to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu). You will receive a confirmation of receipt will be issued after the submission deadline has passed.

**Subject** : EOI Call for Open Innovation and Grants Consultants

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 as well as experience and success rate in related Horizon Europe calls. 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.

Prior to any work assignment, Consultants 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 consultants.

Companies can apply, but individual experts/consultants will be evaluated. Several employees of one company can apply.

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:

Hourly rates for requested support are the following:

- Director: €230 (excluding VAT)
- Senior Consultant: €170 (excluding VAT)
- Junior Consultant: €110 (excluding VAT)
- Administrative Support: €80 (excluding VAT)

**All billing must be on specific pre-agreed assignments allocated from EIT UM.**

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. Open Innovation and Grants Consultants

Applicants for the role of Open Innovation and Grants Consultants are required to comply with the following criteria to be included in the roster of experts:

- An advanced university degree attested by a diploma.
- 5–10 years of experience in EU R&I proposal development
- Proven track record of successful Horizon Europe or Horizon 2020 proposals
- Demonstrated experience coordinating multi-partner consortia
- Proven experience in at least one priority domains and key topic areas as listed in 2.1
- Fluency in English (written and verbal)

Desirable:

- Experience as proposal coordinator
- Experience in Innovation Actions (IA) and large-scale demonstrations
- Experience working with cities and public authorities
- Experience with lump sum proposals and two-stage submissions
- Participation in evaluation of EU-funded programmes, preferably Horizon2020 and/or HE.

## 2.6. Award criteria

Candidates will be assessed on their CV and online forms provided at the link below. Applications will close on **18<sup>th</sup> March 2026 at 23:59 CET**. Selected candidates will be informed by 1<sup>st</sup> April 2026 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 must be sent to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu) with subject Application for Open Innovation and Grant Consultant within the deadline defined above.

## Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT Urban Mobility Foundation 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 – Open Innovation and Grants Consultants

Dear Consultant,

In completing and submitting the attached Expression of Interest (Eoi) form, you are applying to become an Open Innovation and Grants Consultant to work with EIT Urban Mobility. All Eoi forms are reviewed against specific tasks, assignments, and selection criteria.

The Eoi form will help ensure EIT Urban Mobility chooses the right consultant 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, via text, visuals, external links, etc. Feel free to add anything else that you feel is relevant. 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 must attach a CV to the application.
- 4) The entire document should then be signed as indicated and saved as **one single file in .pdf format**.

Completed Expressions of Interest should be submitted to the EIT Urban Mobility Secretariat by **23:59 CET on 18<sup>th</sup> March 2026** to [procurement@eiturbanmobility.eu](mailto:procurement@eiturbanmobility.eu).

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

### Personal Information

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

### Open Innovation and Grants Expertise

Knowledge and experience related to EU R&I proposal development, specifically H2020, Horizon Europe and Digital Europe

Max. 500 words.

### Proven track record of successful Horizon Europe or H2020 proposals

Max. 300 words

### Experience in coordinating multi-partner consortia

Max. 300 words.

### Topical and Specific Expertise

Knowledge and experience in the following priority domains and key topic areas (Public Transport, Urban Logistics, Electrification, Mobility Data, Health & Mobility, Climate-Neutral Cities, Systems Innovation):

Max. 300 words.

Specific key skills related to exploitation, transferability and impact maximisation of R&I results:

Max. 300 words.

**Other relevant expertise**

Max. 300 words

CV

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

**Signed:**

[Signature of representative]

[Position of representative]

## 1.2 Annex 2 – Applicant’s Declaration Form

<Date>

**Contracting Authority:**

EIT Urban Mobility Foundation  
Carrer de Pamplona, 104,  
08018 Barcelona, Spain  
VAT Number: ESG72637044

**Subject:** EIT Urban Mobility – Call of Interest – Selection of Open Innovation and Grants Consultants

[Name] 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>