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1st call for EUI experts to support capacity building activities

Courtesy document

Dear applicant,

By filling in and submitting the application form below, you are applying to join the European Urban Initiative’s Pool of Experts to support EUI Capacity Building activities: city-to-city exchanges, peer reviews and capacity building events.

You are invited to express your interest in one or more of the following expert roles:

* City-to-city exchange evaluator
* City-to-city exchange moderator
* Peer review expert
* Curriculum designer
* Event moderator

Your application will be reviewed against the assessment criteria outlined in the Call for Applications. The Experts will be selected by the EUI Permanent Secretariat.

The Terms of Reference (ToR) provides information on the framework for expertise under the European Urban Initiative. You are invited to carefully read this document, as well as this courtesy document and check the specific skills and experience required to become an Expert before filling in the Application Form.

You are invited to apply to the present call for experts by respecting the procedure indicated on the EUI website and in this document. In the Application Form, you are requested to:

1. Indicate the role(s) you are interested to apply for.
2. Describe the main skills you would bring to the role(s) and provide evidence of your experience while respecting the word limit in each question box.

Please note:

The application form will allow the EUI Permanent Secretariat to assess your eligibility and suitability for the role(s) that you applied for. Therefore, the answers included in the application form should be specifically tailored to the question asked and not a simple repetition of the content of your CV.

In addition to the application form, all applicants are required to submit a CV of maximum 5 A4 pages, maximum 1 MB, in Europass format detailing your qualifications and work experience. The relevant duration in months along with the start date and end date **must** be provided for any employments or missions. Examples of previous work can be included as attachment or hyperlinks. This may include links to event recordings to demonstrate evidence of your speaking/moderating skills. Any examples of previous work must be limited to relevant examples to support the knowledge and skills required in the framework of the present Call.

**Applications must be submitted to the EUI Permanent Secretariat by 19 March 2023, 23:59 (CET)**

If shortlisted for interview, candidates will be invited to choose an interview slot on 7 April for the week of 11-14 April.

The Permanent Secretariat

# Application form

1. Personal Information

**1.1 E-mail address**

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**1.2 Name and surname**

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**1.3 Nationality /ies**

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**1.4 Country of residence**

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**1.5 Phone number (including country code)**

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**1.6 Social media accounts**

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| *Please indicate if you have a Twitter, Facebook, LinkedIn account for professional purposes.* |

**1.7 Native language(s)**

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**1.8 Gender (Woman, Man, other/ I prefer not to say)**

1. Role(s) in the framework of the present call

**2.1 Please state which role(s) from the following list you would like to apply for:**

* City-to-city exchange evaluator
* City-to-city exchange moderator
* Peer review expert
* Event moderator
* Curriculum designer

1. Language and IT skills

**3.1 Describe your capacity to communicate fluently in English, at least at C1 level,** **according to the Common European Framework of Reference for Languages**

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| Any candidate shortlisted for an interview must provide a certificate proving a minimum of C1 level (or equivalent) has been awarded unless English is listed as a native language in this application.  Candidates without a certificate will be required to pass an online English test organised by EUI. Tests are expected to take place the week of 11-14 April. A level of C1 must be confirmed for any candidates taking the test by 14 April 2023 at 12:00 noon CEST at the latest.  1000 characters maximum |

**3.2 Provide details of any English language certification obtained.**

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| --- | --- | --- | --- |
| Type of language certification (e.g. Cambridge, IELTS etc) | Level/score obtained | Year of award | Awarding institution |
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**3.3 Upload a proof of C1 English level minimum (e.g. language certificate).**

**3.4 List any languages other than English in which you could carry out expert tasks. Please indicate your proficiency level.**

(e.g. C1-C2 level for both speaking and writing according to the Common European Framework of Reference for Languages)

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| Language | Proficiency level (C1, C2) |
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**3.5 Describe your level of IT literacy. Please highlight if you have proficiency with any digital tools used to support online communication and capacity building.**

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| 1000 characters maximum |

1. Knowledge and experience on SUD and capacity building (for all roles)

**4.1 Introduce your overall educational and professional background related to sustainable urban development within Cohesion Policy. Please focus on your experience with integrated, place-based approaches and supporting peer learning among urban authorities.**

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| 3500 characters maximum |

**4.2 Indicate your university degree(s), the awarding institution, the year of award, and the topic of the degree.**

The minimum requirements for the level of university degree and years of experience are linked, as following:

Bachelor's + 15 years of experience in topics related to Sustainable Urban Development (SUD) within Cohesion Policy OR Master’s + 10 years of experience in topics related to SUD within Cohesion Policy

OR PhD + 7 years of experience in topics related to SUD within Cohesion Policy.

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| Level of qualification (PhD, Master's, Bachelor's) | University name, city, country | Year of award | Degree subject/major |
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**4.3 Demonstrate that you have the required number of years of relevant work experience\*. To be considered relevant, work experience should be linked to thematic and operational challenges related to implementing SUD within Cohesion Policy. Fill out the table below listing any relevant missions. Choose from the table included in the annex of the ToR the main themes linked to SUD that the mission relates to.**

\*7 years with a PhD, 10 years with a Master's or 15 years with a Bachelor's degree.

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| Start date - end date (MM.YYYY) | Employer/client, mission/position | Main tasks | Main themes related to SUD (choose from the table in the annex of the ToR) |
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**4.4 List any EU Member States for which you could be considered a country expert on SUD, and briefly explain your suitability.**

Country experts on SUD are required to have an in-depth knowledge of SUD implementation in the specific national context and the necessary language skills to work with beneficiaries in their national language.

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| 3500 characters maximum |

**The following sections are related to specific missions. On EU Survey, you will only have access to the questions corresponding to the mission(s) that you have selected in Section 2.**

1. Experience in evaluating applications

(relevant for city-to-city evaluators and peer review experts)

**5.1 Describe your experience in evaluating applications of urban development and/or European projects, applying scoring systems, making recommendations for selection or similar, working alone or in a team of experts.**

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| 3500 characters maximum |

**5.2 Provide at least one example of a relevant Evaluation mission.**

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| Start date - end date (MM.YYYY) | Employer/client | Description of mission (including funding programme) |
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1. Experience in moderation

(relevant for city-to-city moderators, peer review experts, event moderators and curriculum designers)

**6.1 Describe your experience moderating events aimed at facilitating learning among cities.**

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| 3500 characters maximum |

Provide five examples of relevant events.

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| Date (MM.YYYY) | Employer/client | Description (participants, theme, format) |
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1. Experience relevant for working with cities

(relevant for city-to-city moderators and peer review experts)

**7.1 Describe your experience supporting cities on challenges related to the design and implementation of SUD strategies and/or finding possible solutions to urban policy challenges.**

e.g. through mentoring, coaching, advising, consultancy activities or similar

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| 3500 characters maximum |

Provide at least three examples of relevant missions.

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| Start date – end date (MM.YYYY) | Employer/client, position/mission | Details (beneficiary/strategy, thematic scope, format of activity) |
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**7.2 Describe your experience with the use of the Joint Research Centre / Urban Development Network peer review methodology or similar peer review methodologies.** (relevant only for peer review experts)

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| 3500 characters maximum |

Provide an example of a relevant experience using peer review methodologies.

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| Date (MM.YYYY) | Employer/client, position/mission | Describe the context and your direct role in using the methodology. |
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**7.3 Are you interested in the role of Peer Review Coordinator?**

1. Experience relevant for designing content

(relevant for curriculum designers)

**8.1 Describe your experience in designing curricula and events for cities in themes related to SUD.**

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| 3500 characters maximum |

Provide five relevant examples of events for which you have designed content for cities related to SUD.

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| Date (MM.YYYY) | Employer/client | Description (participants, theme, format, result) |
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1. Experience in management

(relevant for curriculum designers and peer review experts having expressed interest in the Peer Review Coordinator role )

**9.1 Describe your expertise as a team manager or coordinator or leading a team of experts.**

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| 3500 characters maximum |

Provide 3 relevant examples showing your expertise as a team coordinator.

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| Start date – end date (MM.YYYY) | Employer/client, position/mission | Details (beneficiary/strategy, thematic scope, format of activity) |
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