

Expertise on Monitoring, Strategic Value Chain Assessment Support for Reporting and Data management activities

Call for experts to support the Monitoring
framework of the EUI

Terms of reference



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The European Urban Initiative (EUI) requires **external expertise to enhance its Monitoring framework, its internal strategic value chain and support for its reporting and data management processes**. As the EUI continues to evolve, it is critical to refine the existing Monitoring Framework, strengthen data collection and analysis methodologies, and develop tools to track and communicate the impact of its activities effectively.

The selected expert(s) will support the EUI Permanent Secretariat in developing and refining indicators, processing data, structuring its collection, and ensuring robust reporting mechanisms. They will also support the Initiative in defining its internal value chain and related indicators to monitor it. **The assignment will be structured across three core phases: Strategic Development, Operational Development & Data Management, and Ongoing Operational Support on data management.**

1. THE EUROPEAN URBAN INITIATIVE

The EUI is an Initiative of the European Union that supports urban areas of all sizes across Europe, to build capacity and knowledge, to support innovation and develop transferable and scalable innovative solutions to urban challenges of EU relevance and to foster evidence-based policy building on sustainable urban development. Based on Article 12 of Regulation 2021/1058 European Regional Development Fund and Cohesion Fund, the overall objectives of the EUI are (i) to strengthen integrated and participatory approaches to sustainable urban development, and (ii) to provide a stronger link to EU policies, and in particular to Cohesion policy.

The Initiative has a total European Regional Development Fund (ERDF) budget of approximately EUR 395 million for the programming period 2021-2027 to support innovative actions (Strand A) and support capacity and knowledge building, territorial impact assessments, policy development and communication (Strand B).

The specific objectives of the Strand (A) support of innovative actions are:

- To identify and support the testing of transferable and scalable innovative solutions to address issues relating to sustainable urban development at Union level;
- To collect and share results from experimentations and support transfer activities, in view of fostering innovation capacities and knowledge building for all EU urban areas and mainstreaming innovative solutions in sustainable urban development, under Article 11 of the European Regional Development Fund/Cohesion Fund Regulation and beyond.

The specific objectives of the Strand (B) support of capacity and knowledge building, territorial impact assessments, policy development and communication are:

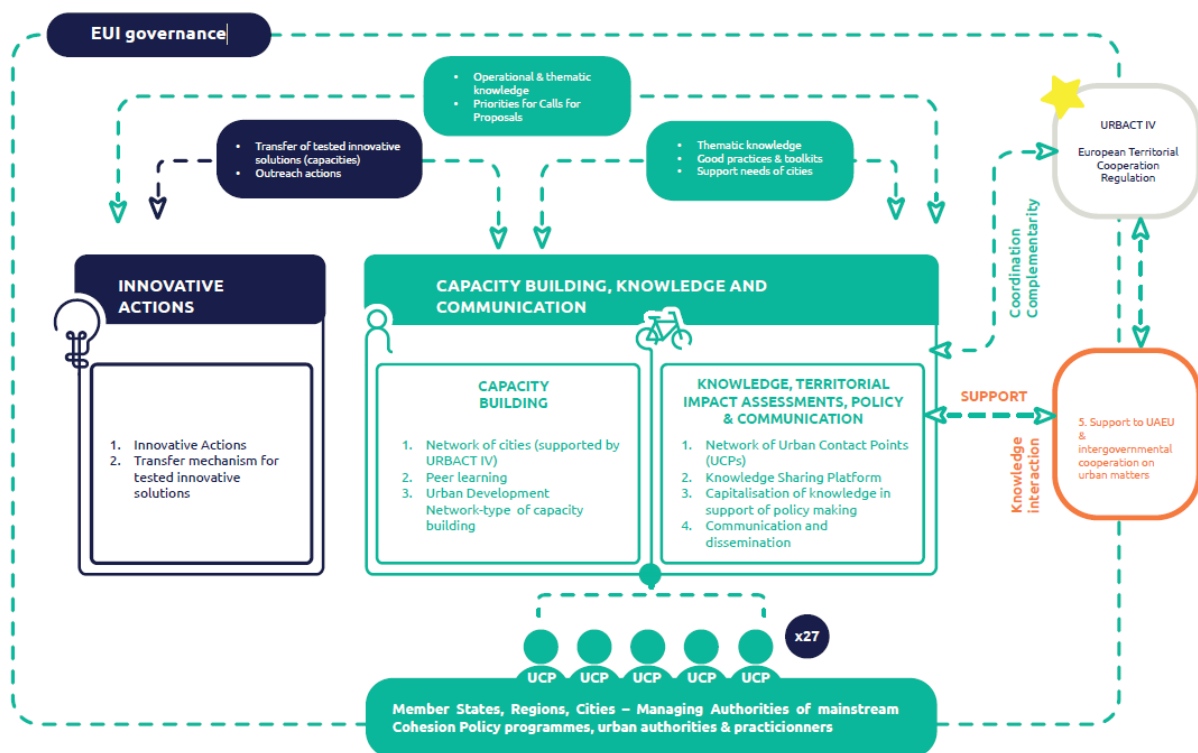
Capacity building part (sub-Strand B1)

- To improve the capacities of cities in the design of sustainable urban development policies, strategies and practices in an integrated and participative way;
- To improve the design and implementation of sustainable urban development policies, strategies and action plans in cities.

Knowledge building, territorial impact assessments, policy development and communication part (sub-Strand B2)

- To develop a knowledge base in support of better sustainable urban development policy and strategy design, implementation and mainstreaming;
- To ensure easier access to horizontal and thematic knowledge and share knowhow on sustainable urban development;
- To support the Urban Agenda for the EU (UAEU), and upon request of Member State(s), to support the intergovernmental cooperation on urban matters.

The underlying principle is to create an effective value-chain between all above-mentioned Strands to achieve stronger coordination, synergies and complementarities between the urban support tools of Cohesion policy. The URBACT IV programme will continue its activities under the European Territorial Cooperation Regulation in the post-2020 period. Effective coordination and complementarity will be established between the EUI and URBACT IV, and in particular, between the capacity and knowledge building activities of the two instruments. The overall EUI intervention logic is illustrated as follows:



The EC is in charge of implementing resources allocated to the EUI under indirect management. The Region Haut-de-France acts as the EE for implementation of the Initiative through the Permanent Secretariat in charge of the daily management of the Initiative.

2. THE EUI MONITORING AND REPORTING OBLIGATIONS

The monitoring and reporting obligations of the EUI are described in¹ of the EUI Contribution Agreement. In consequence, the EUI set up a Monitoring framework which describes the overall monitoring approach of the EUI and the Key Performance Indicators (KPIs) set up to measure the implementation and performance of activities.

The performance of the EUI is regularly communicated to the European Commission, set as following:

- The **annual Work Programme** is the operational statement of the intended activities and results of the Initiative for a given year. It establishes the basis against which achievements are reported to the European Commission, defining in particular the **targets for key performance indicators** of the Initiative.
- The **annual Implementation Report** is the Initiative's operational review of the progress achieved in the implementation of the EUI over the past year, notably against objectives defined and activities planned in the annual Work Programme for that year. It evaluates the results achieved by the EUI through the **analysis of the results of key performance indicators** and their targets defined in the annual Work Programme.
- The **Steering Group** is informed on the targets and the results of the key performance indicators based on the relevant elements of the annual Work Programme and Implementation Report, while the **Supervisory Board** oversees the performance of the Initiative, including through the analysis of the results on key performance indicators.

In addition, the EUI Permanent Secretariat provides the necessary information needed for the Commission to report to the European Parliament and Council on the implementation of the Action every two years as foreseen in Article 12 of the ERDF Regulation (EU) 2021/1058.

The EUI Permanent Secretariat is also setting up a **dashboard** with the key information on the results of the KPIs that will be published on its website and accessible to the general public.

The first version of the Monitoring framework has been approved by the European Commission (December 2023) and the KPIs featured are currently in use.

3. MISSIONS AND ACTIVITIES

3.1. SCOPE OF WORK

The Monitoring framework proposes an initial set of indicators to track the Initiative's activities. As the EUI is a new initiative with activities still under development, the framework will evolve, and the indicators fine-tuned and adjusted as the implementation of the EUI progresses and the needs arise. The Monitoring framework therefore needs to be reviewed to accommodate the progress of the Initiative.

The EUI Permanent Secretariat seeks external expertise to enhance its Monitoring framework, strengthen data collection and analysis methodologies, and develop tools to track and communicate the impact of its activities effectively, with the objectives to support the EUI reporting:

¹ [Description of the EUI.pdf \(urban-initiative.eu\)](#)

- Review and update the EUI Monitoring Framework, including indicators, to ensure it reflects the evolving scope of the Initiative.
- As part of the EUI Monitoring Framework, define the EUI value chain and develop associated indicators.
- Develop robust methodologies and tools for data collection, processing, and analysis, compiled under an “EUI Monitoring Handbook”.
- Improve qualitative and quantitative monitoring processes.
- Support the Permanent Secretariat in compiling robust datasets and in integrating data in the EUI online monitoring system.
- Build capacity within the EUI Permanent Secretariat to sustain Monitoring and data processing and collection efforts.

The assignment is structured across three core phases: **Strategic Development**, **Operational Development & Data Management**, and **Ongoing Operational Support on data management**.

3.2. TASKS

The EUI Permanent Secretariat aims to **select up to three experts** to perform the tasks as outlined below.

This detailed breakdown outlines the expert's tasks, responsibilities, and number of days for designing and implementing support to monitoring activities under the EUI. The proposed allocation of the number of days per activity is indicative. The Permanent Secretariat reserves the right to modify these figures.

PHASE 1 – STRATEGIC DEVELOPMENT	
Task 1: Updating of the EUI Monitoring framework and KPIs	
Expert profile	Profile 1
Timeframe	4 months
<ul style="list-style-type: none"> ▪ Kick off meeting with the EUI Permanent Secretariat to discuss working methodology, timeframe for delivery and expected outputs (in common with Task 2). ▪ Proposal of a working methodology agreed on with the EUI Permanent Secretariat. ▪ In-depth revision, in close collaboration with the EUI Permanent Secretariat units, of the first version of the Monitoring Framework and current set of indicators, and reword or refine them to better capture EUI’s outputs, results, and performance, ▪ Propose new indicators, where relevant, to address gaps and ensure comprehensive monitoring, ▪ Develop indicators that track EUI complementarities with URBACT IV, ▪ Develop definitions, methodologies and, if relevant, associated indicators tracking EUI’s support to functional urban areas and outermost regions, etc., tracking 	

<p>contributions to cohesion policy objectives, including the use of the Portico² taxonomy (level 1) to attribute thematic areas³ and operational topics⁴ to cohesion policy objectives and the use of the cohesion policy objectives by Innovative Actions projects.</p> <ul style="list-style-type: none"> ▪ Develop methodologies and tools to track trends and patterns over time, and long-term impacts of EUI activities (trend analysis and impact assessment). ▪ Provide insights into the evolution of the Initiative's outputs, results and impact. ▪ Develop a methodology to capture qualitative data (e.g., case studies, success stories) showcasing the tangible impact of EUI activities, including tools and templates for collecting and presenting qualitative data in a structured manner. ▪ Create step-by-step guides or tutorials on using indicators, reporting, and data analysis tools. ▪ Design and deliver training sessions for the EUI Permanent Secretariat staff to enhance understanding and application of monitoring and evaluation tools. 	
<p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Updated version of the EUI Monitoring framework, including set of refined KPIs and updated methodologies. ▪ Coordination expected to include deliverables from Task 2 on the EUI value chain in the updated version of the Monitoring framework. ▪ Tools and templates for case studies and qualitative impact assessments. ▪ Training materials and sessions. <p>The Monitoring framework will be part of a consultation procedure with the European Commission.</p>	
Estimated Number of Expert Days	20
Task 2: Definition of the EUI value chain and associated indicators	
Expert profile	Profile 1
Timeframe	4 months
<ul style="list-style-type: none"> ▪ Kick off meeting with the EUI Permanent Secretariat to discuss working methodology, timeframe for delivery and expected outputs (in common with Task 1). ▪ Proposal of a working methodology agreed on with the EUI Permanent Secretariat (methodology could include mapping of inputs/outputs of EUI activities, workshops with the EUI Permanent Secretariat and end users, etc.). 	

² <https://portico.urban-initiative.eu/>

³ Thematic areas: "Green", "Just and Inclusive", "Productive, smart and connected"

⁴ Operational topics: "Data management and evaluation", "Governance", "Participation and communication", "Resource and funding", "Scaling up and transfer", "Strategy" and "Territorial focus"

<ul style="list-style-type: none"> Facilitate interactive workshops with the EUI Permanent Secretariat to define the EUI value chain within the EUI intervention logic and identify the existing value chain and opportunities for improvement. Develop methods and tools for the EUI Permanent Secretariat to effectively implement the value chain and its outputs. Develop a methodology for measuring the value chain with composite indicators and tracking its progress/implementation. Create step-by-step guides or tutorials on using indicators, reporting, and data analysis tools. Design and deliver training sessions for the EUI Permanent Secretariat staff to enhance understanding and application of monitoring and evaluation tools. 	
<p>Deliverables:</p> <ul style="list-style-type: none"> Workshops with the EUI Permanent Secretariat. Methodology for defining the EUI value chain within the EUI Monitoring framework. Indicators tracking the EUI value chain. Coordination expected to include deliverables on the EUI value chain in the updated version of the Monitoring framework (Task 1). Training materials and sessions. <p>The Monitoring framework will be part of a consultation procedure with the European Commission.</p>	
Estimated Number of Expert Days	12

Total Estimated Number of Expert Days for Phase 1: 32 days

PHASE 2 - OPERATIONAL DEVELOPMENT & DATA MANAGEMENT	
Task 3: Development of a Monitoring handbook	
Expert profile	Profile 2
Timeframe	2 months
<ul style="list-style-type: none"> Kick off meeting with the EUI Permanent Secretariat to discuss working methodology, timeframe for delivery and expected outputs (in common with Task 4). Proposal of a working methodology agreed on with the EUI Permanent Secretariat. Develop a Monitoring handbook, based on the indicators established in the Monitoring framework, in close collaboration with the EUI Permanent Secretariat units: 	

<ul style="list-style-type: none"> ➤ Provide a harmonised operational interpretation of indicators, in close collaboration with the EUI Permanent Secretariat units, including (non-exhaustive list): Measurement unit, definition and interpretation of the indicator, method for defining target values, method for establishing the results, data sources. ➤ Develop standardised methodologies for data collection, processing, and validation, addressing key issues as: Data traceability and coding, avoiding double counting, harmonised data formats and indicator definitions, quality control mechanisms, etc. ➤ Propose a methodology for a streamlined data collection and management. ➤ Propose a methodology on how to present the collected data and results in a user-friendly way (e.g. infographics, charts, summary reports) to communicate results clearly and concisely. <ul style="list-style-type: none"> ▪ Create step-by-step guides or tutorials on using indicators, reporting, and data analysis tools. ▪ Design and deliver training sessions for the EUI Permanent Secretariat staff to enhance understanding and application of monitoring and evaluation tools. 	
Deliverables: <ul style="list-style-type: none"> ▪ Monitoring handbook, including operational interpretation of indicators and methodologies as described above. ▪ Training materials and sessions. 	
Estimated Number of Expert Days	20
Task 4: Design of data collection, processing, and database management	
Expert profile	Profile 2
Timeframe	1 month
<ul style="list-style-type: none"> ▪ Kick off meeting with the EUI Permanent Secretariat to discuss working methodology, timeframe for delivery and expected outputs (in common with Task 3). ▪ Proposal of a working methodology agreed on with the EUI Permanent Secretariat. ▪ Based on the methodologies and processes set out in the Monitoring handbook, as well as on work previously carried out by the EUI Permanent Secretariat, design of the data collection, processing and database management support, including (non-exhaustive list): <ul style="list-style-type: none"> ➤ Propose efficient methodologies, system and tools (e.g., Excel sheets, databases, AI tools) to streamline data collection and processing. ➤ Design templates and guides for consistent data entry and analysis, in line with those proposed in the Monitoring framework. ➤ Defining a working methodology for delivering processed data (data for KPI, EUI dashboard, reporting to European Council and Parliament, etc.) to the EUI Permanent Secretariat quarterly or at key reporting moments. 	

<ul style="list-style-type: none"> ▪ Create step-by-step guides or tutorials on using indicators, reporting, and data analysis tools. ▪ Design and deliver training sessions for the EUI Permanent Secretariat staff to enhance understanding and application of monitoring and evaluation tools. 	
Deliverables: <ul style="list-style-type: none"> ▪ Method, tools and templates for the data collection processing and database management support ▪ Training materials and sessions. 	
Estimated Number of Expert Days	8

Total Estimated Number of Expert Days for Phase 2: 28 days

PHASE 3 – ONGOING OPERATIONAL SUPPORT ON DATA MANAGEMENT	
Task 5: Integration and update of historical data into the online system (EUI Monitoring system)	
Expert profile	Profile 3
Timeframe	4 months
<ul style="list-style-type: none"> ▪ Review and consolidate historical data from existing sources (e.g., spreadsheets, reports, databases, EUI monitoring system) in line with the methodologies defined in the Monitoring Handbook, ▪ Identify and address gaps, inconsistencies, and missing values before migration, and ensure that data is formatted correctly in line with the EUI methodology defined in the Monitoring Handbook, ▪ Upload and update of past data into the online system, ensuring alignment with existing data and the Monitoring Handbook, and perform quality checks to verify that data is correctly transferred and functioning, ▪ Cross-check of migrated data with source documents to ensure accuracy and completeness. ▪ Document the data migration process, including methodology, challenges, and recommendations for future updates. ▪ Create step-by-step guides or tutorials on using indicators, reporting, and data analysis tools. ▪ Design and deliver training sessions for the EUI Permanent Secretariat staff to enhance understanding and application of monitoring and evaluation tools. 	
Deliverables:	

<ul style="list-style-type: none"> ▪ Import of historical data in EUI Monitoring system. ▪ Training materials and sessions. 	
Estimated Number of Expert Days	20
Task 6: Ongoing support for data collection, processing, and database management	
Expert profile	Profile 3
Timeframe	Ongoing
<ul style="list-style-type: none"> ▪ In line with the proposed data collection process described under Task 5, support for data collection, processing, and database management, including (non-exhaustive list): <ul style="list-style-type: none"> ➢ Extracting data from various sources (e.g., databases, spreadsheets, documents, EUI monitoring system, web scraping if applicable). ➢ Performing data validation and cleaning to ensure data quality. ➢ Structuring and inputting data into the provided Excel database templates and in the online EUI Monitoring system. ➢ Defining and applying predefined data formats, naming conventions, and validation rules. ➢ Documenting all data sources, data transformation steps, and any identified data anomalies. ➢ Providing regular progress updates and addressing any data-related queries. ➢ Delivering the completed databases and accompanying documentation, in line with agreed key reporting periods. ▪ Presenting the collected data and results in a user-friendly way (e.g. infographics, charts, summary reports) to communicate results clearly and concisely, in line with methodologies defined under Task 3. ▪ Create step-by-step guides or tutorials on using indicators, reporting, and data analysis tools. ▪ Design and deliver training sessions for the EUI Permanent Secretariat staff to enhance understanding and application of monitoring and evaluation tools. 	
Deliverables: <ul style="list-style-type: none"> ▪ Clean and structured data sets for reporting purposes, including data documentation and audit trail. ▪ Training materials and workshops. 	
Estimated Number of Expert Days	5 days per month ⁵

⁵ To be reviewed periodically to assess if the level of effort is sufficient based on real needs.

Additional tasks may include on-demand support to the EUI/UIA reporting tasks and obligations, or any other activities in relation to monitoring, evaluation, strategic value chain assessment and data management activities.

Please note that the Monitoring framework of the EUI follows an incremental approach: as the EUI is a new initiative with activities still under development, the framework will evolve, and the indicators fine-tuned and adjusted as the implementation of the EUI progresses and the needs arise. Tasks and estimated number of expert days described under the present Terms of Reference may therefore slightly vary, to take into account evolutions of the Initiative as well as strategic inputs from the European Commission.

Depending on the results of Task 1 – 6 and any further demands from the European Commission, further tasks may be added under additional work orders.

4. SELECTION OF EXPERTISE AND PROFILES REQUIRED

4.1. EUI POOL OF EXPERTS AND EXPERTS SELECTED VIA THE PRESENT CALL

A pool of EUI Experts was set up to support the Permanent Secretariat with the delivery of the initiative. The pool gathers experts who will be cooperating with the Permanent Secretariat to support projects, capitalization or capacity-building activities or solicited for ad-hoc expertise when needed by the Permanent Secretariat and for the support to the Urban Agenda for the EU.

Within the pool, the Permanent Secretariat launches specific calls for interest, which invite individual experts or teams of experts to apply for specific missions. Experts applied to this Call for expertise within the EUI pool of experts will have their applications assessed against a set of pool-specific requirements detailed in the next section.

The present call will select experts to support activities within the EUI monitoring and reporting obligations.

This call is open both:

1. Publicly to new candidates (who are not added to the EUI Pool of Experts) and to
2. Experts who are already in the EUI pool of experts (required to indicate this in their application form to benefit from a simplified assessment procedure whereby only the new role-specific questions need to be answered).

In case any candidate is not certain whether they are already admitted to the EUI Pool of Experts, they are invited to contact the Permanent Secretariat (experts@urban-initiative.eu) **by 12:00 CET on Monday 12 May 2025** to receive a reply before the deadline.

Candidates are invited to apply for one or more of the task(s) and profiles as defined in this ToR. Candidates are allowed to apply as a team of experts for one or more of the task(s).

Depending on the number of experts selected, the Permanent Secretariat could ask one of the experts to have a role as a coordinator in addition to the selected tasks, with the additional days corresponding to cover them.

4.2. PROFILE OF THE EXPERT(S)

The European Urban Initiative is seeking up to three experienced and highly skilled external experts to support the implementation of tasks listed in the 'Scope of work' section. Following description of tasks described of these Terms of Reference, EUI Permanent Secretariat foresees three profiles of expertise to apply in the frame of this Call for Expertise:

Profile 1: Strategic Monitoring & Evaluation Expert

This profile focuses on strategic-level tasks, including the **update of the Monitoring Framework**, the **definition of the EUI value chain**, and the **development of impact-oriented indicators and methodologies**. with the EUI's objectives and contributes to evidence-based decision-making.

- **Relevant tasks:** Task 1 (Framework & KPIs), Task 2 (Value Chain)

Profile 2: Monitoring Methodology & Systems Expert

This profile translates the strategic framework into concrete, standardised methodologies and tools. Responsibilities include developing the **Monitoring Handbook**, designing **data management processes**, and ensuring clear interpretation and usability of indicators.

- **Relevant tasks:** Task 3 (Monitoring Handbook), Task 4 (Data Management Design)

Profile 3: Operationalization of Data Collection and Database Management (Data Entry/Database Specialist)

This profile covers the **hands-on management of data**, including the **integration of historical datasets**, routine **data processing, validation**, and **reporting outputs**. It ensures the **quality and consistency** of data throughout.

- **Relevant tasks:** Task 5 (Historical Data Integration), Task 6 (Ongoing Data Support)

A single applicant can compete for one, two or all three expertise profiles depending on their experience and interest.

Please note that the remuneration of the expertise depends on the profile. The daily rates are set at EUR 750, VAT included for Profile 1 and 2, and EUR 550, VAT included for Profile 3.

4.3. ELIGIBILITY CRITERIA FOR EXPERTS

In order to be selected for any mission within the EUI pool of experts, the following eligibility criteria apply, along with any additional mission-specific requirements.

- Fluency in English (written and spoken, C1 level certificate⁶ required from non-native speakers)⁷.
- University degree in any field plus the minimum number of years of relevant work experience in topics related to public policy, political science, statistics, data science, monitoring and evaluation and urban development, specifically:
 - For Profiles 1 and 2:
 - ✓ Doctoral degree (PhD) and at least 7 years of relevant work experience
 - ✓ OR Master's degree and at least 10 years of relevant work experience
 - ✓ OR Bachelor's degree and at least 12 years of relevant work experience
 - For Profile 3:
 - ✓ Doctoral degree (PhD) and at least 1 year of relevant work experience
 - ✓ OR Master's degree and at least 2 years of relevant work experience
 - ✓ OR Bachelor's degree and at least 4 years of relevant work experience
- IT literacy (as described in the Application Form).

In addition to the criteria outlined in the EUI pool of experts, minimum specific requirements for up to 3 separate profiles of experts:

- University degree in any field related to public policy, political science, statistics, data science, monitoring and evaluation and urban development (spatial planning, local/regional development, geography, environmental studies, sustainability studies, cultural studies, heritage studies, social studies, economic studies, architecture, housing, revitalisation, urban planning/design, environmental studies, urban mobility, engineering, etc.) or other relevant fields. **(Profile 1-3)**
- Proven experience in monitoring and evaluation of EU-funded programs, preferably in the context of urban development or Cohesion Policy. **(Profile 1-2)**
- Demonstrated expertise in data management, including data collection methodologies, processing, quality assurance, and data visualization tools. **(Profile 1-3)**
- Experience with qualitative data collection and analysis. **(Profile 1-2)**

⁶ Non-exhaustive list of accepted certificates: TOEFL®, IELTS, PTE Academic, Cambridge English Qualifications, EFSET, Duolingo English Test, Test of English for International Communication (TOEIC), Business English Certificate (BEC), Integrated Skills in English exams (ISE). 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.

⁷ For country-specific missions to be carried out in other EU languages, EUI may launch calls for experts that do not require C1 English level. These experts would be managed outside of the EUI pool of experts.

- Familiarity with Cohesion Policy instrument, URBACT, and the urban dimension of EU policies is considered an asset. **(Profile 1-2)**
- Ability to facilitate workshops and deliver capacity-building sessions. **(Profile 1-3)**
- Strong analytical and communication skills, with the capacity to present complex information in a clear and accessible manner. **(Profile 1-3)**

5. Selection process and criteria

5.1. APPLICATIONS

Candidates 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, candidates are requested to:

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

The application form will allow the EUI Permanent Secretariat to assess the candidates' eligibility and suitability for the task(s) that they 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 their CV.

In addition to the application form, all applicants are required to submit a CV of maximum 5 A4 pages in Europass format, maximum 1 MB size, 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 and references from previous clients and employers can be included as attachment or hyperlinks. 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 via the application form on the EUI website by 12:00 noon (CET) on Monday 12 May 2025.

5.2. SELECTION PROCEDURE

The selection of applicants to be potentially admitted to the EUI Pool of Experts will be performed by the Permanent Secretariat and an external service provider selected by the Entrusted Entity through an open call for tender.

The selection procedure will be undertaken in two stages:

- ✓ Eligibility Evaluation (except for applicants not admitted previously to the EUI Pool of Experts)
- ✓ Quality Evaluation

Applications from all eligible candidates will be checked against the role-specific requirements for each task that they apply for. A shortlist of candidates that meet the eligibility and specific requirements for the tasks applied for will be invited for an interview. A proof of English language skills at C1 level will be required from shortlisted candidates prior to the interview unless English is listed as the candidate's native language. A language test is organised by EUI's external provider if needed, but it is highly recommended that applicants upload the proof of language level in the application form.

Following interviews with shortlisted candidates, the EUI Permanent Secretariat will select experts for roles according to the timeline of the various activities. The EUI Permanent Secretariat is supported in this process by an external contractor who deals with notification of results and contracting of successful candidates. The outcome of any specific application will not be discussed while the selection process is ongoing.

5.3.INDICATIVE TIMELINE FOR CALL

The indicative timeline for this call for experts is detailed below. Candidates are required to ensure their availability for a language test (if applying to the EUI pool of experts), an interview, and the kick-off meeting- on those indicative dates – all of which will be organised online with the Permanent Secretariat.

Launch of call for experts	17 April 2025 (indicative)
Closing date for receipt of applications	12 May 2025, 12:00 noon CET
Shortlisted candidates are informed and invited to online interview	21-23 May 2025
Invitation to language test if applicable	21-23 May 2025
Language tests take place online	9-13 June 2025
Interviews take place online	9-13 June 2025
Start of missions	From 25 June 2025, depending on tasks, and time taken for expert(s) to sign contract.

5.4.SELLECTION CRITERIA

- **Relevant experience (40%)** – Demonstrated expertise in M&E and data management.
- **Methodology & approach (40%)** – Clarity, feasibility, and innovation in proposed methods.
- **Team expertise (20%)** – Qualifications and skills of proposed team members.

Note: If an applicant expressed interest in more than one profile of expertise, as described in section 4.2., their application will be assessed across multiple relevant criteria and decision on their endorsement to the further phase of selection will be processed independently for each expertise profile.

6. CONTRACTUALISATION

6.1. CONTRACTUAL MANAGEMENT

An EUI external service provider (Ecorys) will handle the contractual management of selected experts. This includes issuing a dedicated scope of work and related work orders, as well as signing contracts between the external service provider and each chosen expert.

Selected experts who are part of the pool but have not yet been contracted for a specific mission will enter into a contract with the external service provider.

The EUI Permanent Secretariat will oversee and support the activities of the external service provider. Quality control of the activities and deliverables of the expert is solely the responsibility of the Permanent Secretariat.

6.2. FEES

The daily rate of experts under Profile 1 and Profile 2 is fixed at EUR 750, VAT included. This fee applies to tasks 1, 2, 3 and 4 of the present Terms of Reference.

The daily rate of experts under Profile 3 is fixed at EUR 550, VAT included. This fee applies to tasks 5 and 6 of the present Terms of Reference.

6.3. TRAVEL AND ACCOMMODATION

The delivery of this service might require traveling to Lille (France) to work with the EUI Permanent Secretariat.

Travel and accommodation costs are covered by the EUI according to the refunding conditions communicated to the experts in advance and after reception by the external service provider of the declarations of expenses form and justifications of payments.

7. CONTACT

For questions regarding the present Call for Experts, please contact info@urban-initiative.eu.

In case you encounter any technical problems when submitting your application form, please contact us **before the closure of the call** including a copy of your completed courtesy application form and CV.