



EUROPEAN
U R B A N
INITIATIVE

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

Courtesy document



Co-funded by
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Dear applicant,

Thank you for your interest in contributing to the work of the European Urban Initiative (EUI).

By completing and submitting the application form below, you are expressing your interest in **supporting the EUI Permanent Secretariat in the enhancement of its Monitoring Framework, value chain assessment, and related data management and reporting activities**, as outlined in the Terms of Reference (ToR).

This call is open to all experts, including those already admitted to the EUI Pool of Experts. If you are already in the pool but joined through another call (e.g. for project support or capacity-building activities), this application is your opportunity to confirm your eligibility and interest in being considered for the current expertise profiles and tasks.

Your application will be assessed based on the criteria described in the ToR. In the application form, you are asked to indicate the tasks and profile(s) you are applying for, and to describe the main skills and relevant experience you bring. Your responses should be concise, directly address the questions asked, and provide evidence of your suitability for the specific tasks — rather than repeating content from your CV.

Please note that the EUI Permanent Secretariat will use the application form to verify both your eligibility and your suitability for the role(s) applied. 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.

Applications must be submitted to the EUI Permanent Secretariat by the deadline, as described in the ToR.

We thank you in advance for your interest and look forward to reviewing your application.

The EUI Permanent Secretariat

APPLICATION FORM

1. Personal Information

1.1 First name

1.2 Last name

1.3 E-mail address

1.4 Nationality /ies

1.5 Country of residence

1.6 Phone number (including country code)

1.7 Social media accounts

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

1.8 Native language(s)

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

1.10 Are you already part of the EUI Pool of Experts?

☐ Yes.

☐ No.

If yes, sections 2-4 are optional for you, and you can skip to section 5. However, you will still need to indicate your proficiency in languages other than English and IT proficiency in questions 3.4 and 3.5. If in doubt, please check with the EUI Permanent Secretariat.

2. CV and Privacy Statement

2.1 Upload your CV

Allowed types: pdf, doc, docx, odt, odp (25 MB limit).

2.2 Please upload a signed Privacy Statement and Declaration of Consent

Allowed types: pdf, doc, docx, odt, odp (25 MB limit).

Download template for Privacy Statement [here](#).

3. 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

Any candidate shortlisted for an interview (except for the role of event moderator) 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 during the weekdays between 6 - 12 March. A level of C1 must be confirmed for any candidates taking the test by 12 March 2025 at 12:00 noon CEST at the latest.

The proof of English proficiency is obsolete, if you hold a university degree in English language.

1000 characters maximum

3.2 Provide details of any English language certification obtained.

Type of language certification (e.g. Cambridge, IELTS etc)	Level/score obtained	Year of award	Awarding institution

3.3 Upload a proof of C1 English level minimum (e.g. language certificate).

Allowed types: pdf, doc, docx, odt, odp (25 MB limit).

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)

Language	Proficiency level (C1, C2)

3.5 Describe your level of IT literacy. Please highlight any digital tools you have experience with to support data management (MS Access, SQL, MS Excel, etc.).

1000 characters maximum

4. Knowledge and experience relevant to the topics of this Call for expertise

4.1 Introduce your overall educational and professional background related to topics of this Call for expertise. Please focus on your experience with Monitoring and/or Strategic Value Chain Assessment and/or Reporting and Data management activities.

Please provide clear information on your educational and professional background related to mentioned fields of expertise. Please describe the type of activities you have been involved in (e.g. as researcher or practitioner, project/programme management or delivery, teaching, actual contribution to the listed publications etc.)

3500 characters maximum

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

Year of award	Level of qualification (PhD, Master's, Bachelor's)	University name, city, country	Degree subject/major

4.3 Demonstrate that you have the required number of years of relevant work experience* to perform the missions indicated in the ToR. To be considered relevant, work experience should be linked to the main thematic areas related to this Call (e.g. Monitoring or Strategic Value Chain Assessment or Reporting and Data management). Fill out the table below listing any relevant missions.

**Take note, that the minimum requirements to work as an EUI-Expert need to cover:*

- Bachelor's + 12 years of experience in topics related to this Call for expertise or
- Master + 10 years of experience in topics related to this Call for expertise, or
- PhD + 7 years of experience in topics related to this Call for expertise.

Start date - end date (MM.YYYY)	Employer/client, mission/position	Main tasks	Main thematic areas related to this Call (in line with the profile you want to apply for)
			(e.g. Monitoring or Strategic Value Chain Assessment or Reporting and Data management)

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5. Selected Expertise Profile(s) and Task(s)

5.1 Please select the profile(s) and corresponding task(s) for which you wish to be considered:

☐ **Profile 1 – Strategic Monitoring & Evaluation Expert**

(Strategic-level design of the Monitoring Framework, indicator development, and EUI value chain definition)

☐ Task 1: Updating of the Monitoring Framework and KPIs

☐ Task 2: Definition of the EUI Value Chain and Indicators

☐ **Profile 2 – Monitoring Methodology & Systems Expert**

(Development of the Monitoring Handbook, design of operational data collection and processing systems)

☐ Task 3: Development of a Monitoring Handbook

☐ Task 4: Design of Data Collection and Management System

☐ **Profile 3 – Data Operations & Quality Specialist**

(Data integration, cleaning, reporting, and ongoing support for operational data handling)

☐ Task 5: Integration of Historical Data into the Monitoring System

☐ Task 6: Ongoing Support for Data Collection and Management

6. Relevant Experience and Methodological Approach

6.1 Describe your experience related to the selected task(s), focusing on similar assignments, roles, outcomes, and EU or urban development contexts.

Please indicate "N/A" if task was not selected.

TASK 1

2000 characters maximum

TASK 2

2000 characters maximum

TASK 3

2000 characters maximum

TASK 4

2000 characters maximum

TASK 5

2000 characters maximum

TASK 6

2000 characters maximum

6.2 Describe how you would carry out the selected task(s), including methods, tools, and processes you would apply.

Please indicate "N/A" if task was not selected.

TASK 1

2000 characters maximum

TASK 2

2000 characters maximum

TASK 3

2000 characters maximum

TASK 4

2000 characters maximum

TASK 5

2000 characters maximum

TASK 6

2000 characters maximum