Call for Country Experts – EU City Facility

European City Facility (EUCF) - Background

The new pan-European City Facility is set up under the Horizon 2020 Framework Programme for Research and Innovation of the European Union: tailor-made, rapid and simplified financial support (in the form of max. EUR 60,000 lump sums) and related services will be provided to a large number of cities and municipalities in the European Union to enable them to develop relevant investment concepts.

Cities and municipalities play a key role in a sustainable European energy transition. They have a tremendous potential to build comprehensive sustainable energy investment programs (i.e. investments in energy efficiency and renewable energy). They also play a key role in pooling smaller projects into larger investment portfolios and in mobilizing the significant financial resources required for the energy transition.

Although the potential is immense, there are fundamental obstacles. In many cases, there is a lack of credible, robust and sufficiently mature investment concepts (including identification of the potential project pipeline, legal analysis, governance analysis, basic financing strategy, and roadmap for implementation). However, such investment concepts are an initial prerequisite for access to different sources of funding.

In this context, the Facility addresses two fundamental barriers for sustainable energy investments:

- Financial and legal capacity of local authorities to transform their long-term energy and climate strategies (e.g. SEAPs, SECAPs etc.) into appropriate investment concepts.

- Lack of aggregation of fragmented smaller projects (for example in the building sector) and thus lack of attractiveness for the financial sector.

The resulting investment concepts will represent an initial step towards a fully-fledged business and financial plan and – in this way - facilitate the subsequent mobilization of (local) investment in energy efficiency and renewable energy. Sources of funding may come from the private sector, but also from other EU-funded instruments such as the European Fund for Strategic Investments (EFSI), the European Structural and Investment Funds (ESIF), various Project Development Assistance (PDA) facilities, such as the ELENA facility of the European Investment Bank, or various national investment platforms.

European City Facility (EUCF) - Timeline

The EU City Facility is run by a consortium of 5 partners: Energy Cities, Adelphi, Climate Alliance, Enviros, FEDARENE. Start of the project: 09/2019 – 48 months.
Country Experts

Country Experts are a key feature of the consortium approach to the EUCF design. The consortium proposed a decentralised support system especially for the benefit of small and medium-sized cities which often fail to access centrally managed EU funds and programmes. This decentralised approach with local interface with the target groups has a much higher impact and outreach than centrally managed support and communication in English.

For each EU Member State, the consortium will appoint a Country Expert, whose role will be to support cities in their ‘city journey’ and to support the Core Management Team for a smooth EUCF operation and monitoring. We will select Country Experts based on their proven technical and financial competences and working experience in the field of energy and climate investments at local / regional level, their existing relations and contacts with cities and national city associations, best value for money and references.

We are looking for Country Experts in the following countries:
Bulgaria, Cyprus, Finland, Greece, Hungary, Lithuania, Luxembourg, Latvia

The country experts will be coordinated by the EUCF Core Management Team who will also ensure that all country experts have a common understanding of the EUCF and provide high quality support to cities.

NB: Country experts will need to express the absence of conflict of interest upon signature of the contract.

Country experts will not be able to be hired/contracted by EUCF beneficiary cities during the whole duration of the EUCF contract.

Work assignment

The activities of the country experts will be split into 2 phases (detailed in the table page.3):

Pre-application phase: this encompasses all the activities related to the information and support actions provided to cities applying to the EUCF (running the country helpdesk, informing target groups about EUCF, presenting the EUCF at info sessions, participation in the training for experts in Brussels...). The number of days planned in this phase is equal for all country experts (30,5 days) as the activities will be carried out regardless of the number of applicants/successful beneficiaries.

Workload: a fixed number of 30,5 days is foreseen for the country experts’ support provided to the cities applying to the City Facility.

Post-application phase: this encompasses all the activities related to the support provided to the successful cities benefiting from the City Facility funding. These activities include supporting the Core Management Team in needs assessment and grant agreement preparation, providing guidance to the beneficiary cities in the development of their
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Investment Concept upon need, as well as the monitoring the Investment Concept development and implementation.

**Workload:** The number of days allocated in this phase will vary according to the number of successful applicants so called beneficiary cities per country. The minimum amount will be 3 days in case there are 0 successful applicants. A realistic number of beneficiary cities per country should be in the range 5-10. In the table below, the calculation is made for 7 beneficiary cities per country as an indicative number.

Please find below a table setting an indicative workplan and workload.

<table>
<thead>
<tr>
<th>Tasks 1.</th>
<th>Phase 1: Pre-application phase (support to applicants)</th>
<th>Working days</th>
<th>N° of occurrences</th>
<th>Total days</th>
<th>Indicative Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Participate in the Country Experts training in Brussels (physical participation)</td>
<td>2</td>
<td>1 training</td>
<td>2</td>
<td>Q1 2020</td>
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<tr>
<td>1.2</td>
<td>Contribute to the information session organised by the national city network (prepare slides in local language, liaise with national city networks, hold a presentation, adapt material to the local context)</td>
<td>2</td>
<td>1 info session (1st call)</td>
<td>2</td>
<td>Q1 2020</td>
</tr>
<tr>
<td>1.3</td>
<td>Contribute to the webinars (up to 3) organised by the national city network (prepare slides in local language, liaise with national city networks, hold a presentation, adapt material to the local context)</td>
<td>0.5</td>
<td>3 calls for applications</td>
<td>1.5</td>
<td>Q4 2020 to Q4 2021</td>
</tr>
<tr>
<td>1.4</td>
<td>National helpdesk (answer inquiries that cities have, feed the FAQs...)</td>
<td>4.5</td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Completeness check of the applications 1) Sustainable Energy Action Plan (SEAP), Sustainable Energy and Climate Action Plan (SECAP) or similar plan 2) Letter of support to the project by the mayor or other political representative 3) Self-declaration form by representative of city or grouping of cities</td>
<td>1.25</td>
<td>4 calls for applications</td>
<td>5</td>
<td>Q1 2020 to Q4 2021</td>
</tr>
<tr>
<td>1.6</td>
<td>Administrative and feedback reports to the Core Management Team</td>
<td>1</td>
<td></td>
<td>4</td>
<td>Q1 2020 to Q4 2021</td>
</tr>
</tbody>
</table>

**TOTAL Pre-application phase** | 30.5 days
### Tasks 2.

#### Phase 2: Post-application phase (support to beneficiary cities)

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Description</th>
<th>Working days</th>
<th>Ex of calculation for 7 beneficiary cities</th>
<th>Indicative Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Organise a phone call to carry out a capacity needs assessment, discuss beneficiary city’s activities and the content of the grant agreement (Country Expert + Core Management Team + City)</td>
<td>0,75 day per beneficiary</td>
<td>5,25 days</td>
<td>Starting Q2 2020</td>
</tr>
<tr>
<td>2.2</td>
<td>Guide the Investment Concept (IC) development (regularly check the progress of the beneficiary city) and, before submission, quick check of the Investment concept and of its English summary</td>
<td>2,75 days per beneficiary</td>
<td>19,25 days</td>
<td>Q2 2020 to Q4 2022</td>
</tr>
<tr>
<td>2.3</td>
<td>Quick scan of the quality of the monitoring report in English and feedback to city</td>
<td>0,5 days per beneficiary</td>
<td>3,5 days</td>
<td>2021 to 2023</td>
</tr>
<tr>
<td>2.4</td>
<td>Country report to the Facility in English about the outputs/impacts of the Facility in the country (incl. IC implementation)</td>
<td>1 day for the report</td>
<td>1 day</td>
<td>2023</td>
</tr>
<tr>
<td>2.5</td>
<td>Final meeting of the Country Experts (back to back with another EUCF event)</td>
<td>2 days</td>
<td>2 days for the meeting</td>
<td>TBD</td>
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</tbody>
</table>

**TOTAL post application considering 7 beneficiary cities per country** | 31 days |

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NB: The Country Expert will not support beneficiary cities on a daily basis. Many activities will be managed centrally. Country Experts will provide support to the Core Management Team when needed. They are considered as an ‘extended arm’ of the Core Management Team in order to provide stronger support to cities on the ground.
Country experts’ application process

Description of the experience of the individual/organisation (max 3 A4 pages)
CV of the main expert including project references (title, duration, client, geographical scope, partners, relevance to EUCF) and language abilities assessment according to the Common European Framework of Reference for Languages.

The application package, with all documents in English, should be sent to info@eucityfacility.eu by Wednesday 15 January 2020 COB.

Selection criteria

The country expert should have at least 5 years of experience in finance and climate change with a focus on sustainable energy in the country.
The country expert should have experience in providing services/capacity-building to local authorities in finance, the environment, and/or sustainable energy in the country.
The country expert is a legal person (consultant, business entity, non-governmental organization…)
The country expert must be fluent in English.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description / Proof needed</th>
<th>Evaluation</th>
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</thead>
<tbody>
<tr>
<td>Relevant local/national experience in finance and sustainable energy</td>
<td>Description of the experience in finance, the environment, sustainable energy (mention the exact sector) in the country including projects and references</td>
<td>1 to 10 (1 not relevant – 10 very relevant)</td>
</tr>
<tr>
<td>Level of English</td>
<td>B2 minimum – written and oral production Self-assessment and/or Language certificate</td>
<td>Less than B2 is eliminatory C2 – 5 points C1 – 4 points B2 – 1 point</td>
</tr>
<tr>
<td>National language</td>
<td>C1 minimum – written and oral production</td>
<td>C2 / Native – 5 points C1 – 4 points</td>
</tr>
<tr>
<td>Support/Capacity Building to Local authorities in the relevant country</td>
<td>Experience in providing services/capacity-building to local authorities in finance, the environment, and/or sustainable energy in the country</td>
<td>1 to 10 (1 no experience – 10 very experienced)</td>
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Max number of points : 30
Financial offer

The maximum amount per working day is

- 500 EUR /day (all taxes included) for Finland, Latvia, Lithuania, Luxembourg, Bulgaria
- 440 EUR/day (all taxes included) for Cyprus, Greece and Hungary

On presentation of the bills and receipts, travel and accommodation expenses incurred for the meetings in Brussels will be refunded up to a maximum of 500 EUR per trip.

Selection procedure

Ranking of applicants based on the following formula:
Score for tender X = (Total quality score for award criteria for Tender X / 100) multiplied by 60
+ (Daily rate of the lowest tender/ Daily rate of tender X) multiplied by 40