



Horizon Europe HuMUS

CALL FOR TENDERS

TENDER PROCEDURE FOR THE SELECTION OF AN INDIVIDUAL CONSULTANT TO ASSIST IN THE SCIENTIFIC COORDINATION AND PROJECT MANAGEMENT RELATED TO THE HORIZON EUROPE HuMUS PROJECT (CUP B15C22028010006)

I. BACKGROUND INFORMATION

ANCI Toscana is the coordinator of the Horizon Europe HUMUS project (CSA), approved by the European Commission under Grant Agreement number: 101091050 – HuMUS - HORIZON-MISS-2021-SOIL-02, entitled “Healthy Municipal Soils” (Project 101091050),

HuMUS main aim is to facilitate the deployment of the Soil Mission across regions and municipalities, through: (i) the creation and experimentation of spaces for social dialogue on soil health among public and private actors in Europe; (ii) the promotion of a shared understanding and co-assessment exercises of soil challenges (biophysical and socio-economic dimensions); and, (iii) the enhancement of knowledge sharing among municipalities and regions, including on the needed transformations in current S4 (Sustainable Smart Specialisation) strategies and the use of available EU funds to support the transition.

The project has a duration of 36 months, starting from 1 st January 2023. It brings together a wide partnership of 17 partners including associations of municipalities, development agencies, universities, chambers of commerce, organizations representing agricultural businesses across Europe.

ABOUT THE HuMUS PROJECT

The EU Mission ‘A Soil Deal for Europe’ (Soil Mission) aims to lead the transition to healthy soils via sustainable soil management. This requires knowledge and awareness of the importance and value of soil health and its challenges and drivers across Europe. Engaging and activating municipalities and regions across Europe to protect and restore soil health is vital for a successful Soil Mission deployment. The creation of spaces for dialogue with Quadruple Helix stakeholders, including marginalized and/or vulnerable strata of the population, on soil health and land management issues may contribute to develop a shared understanding of the challenges and help co-create solutions for the protection and restoration of soil. HuMUS is a Coordination and Support Action designed to facilitate the deployment of the Soil Mission across regions and municipalities. HuMUS will support the involvement of stakeholders and citizens in the decision-making processes via case studies, educational and capacity building activities as well as exchanges of best practices at regional and local levels. HuMUS will further contribute to raising the problem awareness of regional and local governments, businesses and society at large



through the use of the Bio-districts multi-stakeholder methodology, whereby well-informed local production and consumption patterns are planned in a coordinated way by all actors of the supply chain. HuMUS will particularly encourage social innovation and the implementation of a trans-disciplinary approach. At each partner territory, regional and local governments will be closely associated from an early stage in order to develop effective participatory processes and stimulate extensive dialogues on soil health. Regions and municipalities will be empowered to reflect, deliberate and propose appropriate and realistic solutions together with citizens and stakeholders. HuMUS will create and manage collaboration opportunities and spaces of dialogue between citizens and other stakeholders (e.g. farmers and other land users) and public authorities to mutually benefit from discussions in HuMUS as well as from the latest developments and findings from European projects and networks. HuMUS will also support public authorities at local / regional level, associations of land managers (e.g. farmer associations), civil society organisations and research institutions throughout Europe to establish constructive dialogues on soil health, through the launch of an EU-wide Open Call aiming to provide funding to at least 20 exemplary pilot projects. Hence, HuMUS will also contribute to increasing knowledge sharing among municipalities and regions, matching needs with already available methods, tools and approaches for social engagement and knowledge valorisation. The consortium is composed of universities and research centres with experience in participatory approaches and multi-stakeholder associations with large coverage of EU, regional and municipal governance levels.

CORE PROJECT OBJECTIVES

HuMUS will put in place an interdisciplinary and trans-disciplinary approach to facilitate the deployment of the Soil Mission at regional and local levels and facilitate spaces of dialogue on soil health. The approach is based on the following objectives as building blocks:

1. Create territorial spaces and good practices for regional and local dialogues on soil health and land management in 13 locations and 8 EU countries, exploring their potential for replication and transfer.
2. Explore, validate and assess the effectiveness of EU funding instruments operating at local and regional levels for sustainable soil management, suggesting changes in current programmes and the possible introduction of new measures.
3. Organize a training programme for "Soil Stewards" – public and private actors playing the role of facilitators and supporters of territorial, regional and municipal dialogues.
4. Establish Regional Soil Health Communities (RSHCs) where regional and local actors are engaged in participatory discussions and knowledge exchange.
5. Launch & manage an EU-wide open call for pilot projects aiming at promoting spaces of dialogue to increase awareness and promote soil health at municipal and regional levels.
6. Liaise, connect and collaborate strategically with EU networks and associations, other projects funded under the Soil Mission, notably the flagship PREPSOIL and NAT100NS, the EU Mission Secretariat and Implementation platform, including organisation of joint or sponsored events both online and in presence.



MAIN PROJECT RESULTS

- 1) 13 regions engaged and fostering dialogues on Soil Health
- 2) 13 Regional Soil Health Communities created
- 3) 1 Soil Steward Training Soil programme,
- 4) 30 trained public officers
- 5) 20 pilot projects creating or fostering further dialogue spaces
- 6) 13 draft Territorial Management Agreements
- 7) Catalogue of Best Practices of Public Policies to improve soil health
- 8) Key insights from the Regional Soil Health Communities (RSHC)
- 9) HuMUS Knowledge on best practices, innovative initiatives, and funding opportunities - 100+ original contributions to the PREPSOIL portal
- 10) 10 networking and outreach activities to share knowledge (including one event in the European Committee of Regions)
- 11) Policy Briefs with recommendations for new or improved instruments to incentivise and reward soil health beneficial practices by land managers and other regional actors

II. EXTENT

The selected applicant will be in charge of supporting ANCI Toscana for the scientific coordination and project management of the HuMUS project.

In particular, the selected applicant will carry out the following tasks:

1. Leading the whole project workplan from a scientific point of view;
2. Leading the sub-task 1.3.2 State of the art of S4 (Sustainable Smart Specialisation Strategies) and available EU funds for soil health promotion and land use management at the municipal and regional levels in Europe.
3. Leading the design of the Call for pilot projects, supervising the awarded initiatives and being in charge to highlight their results in a specific catalogue.
4. Advising project partners about the ethical issues raising from the project's activities.
5. Leading the definition of most important deliverables of the project, namely:
 - D4.1 – Open Call Participant's Package
 - D4.4 – Catalogue of results
 - D5.4 – Policy brief 2
 - D6.1 – HuMUS Project Management Handbook
 - D7.1 – OEI - POPD - H - Requirement No. 1
 - D7.2 – H - POPD - Requirement No. 2
 - D7.3 – H - POPD - Requirement No. 3

III. GENERAL REQUIREMENTS

Subjects possessing the following requirements can apply:

- a) Being a VAT holder;



- b) Enjoyment of civil and political rights in the States of origin and residence;
- c) Age: not less than 18 years old and not more than 65 years old;
- d) Not having reported convictions and not having pending criminal proceedings that prevent, under the applicable provisions in force, the establishment of the employment relationship with the Public Administration;
- e) Proven professional experience with at least 10 years of experience in the management and / or scientific coordination of EU funded projects;
- f) Proven professional experience of at least 5 years working with local public administrations;
- g) At least three years of documented experience in the management of Ethical issues
- h) Sound knowledge of the social dialogue and participatory processes practices and Smart Specialisation Strategies.
- i) Excellent knowledge of written and oral English, proven by the publication of research reports or papers.
- j) Knowledge of another EU language, preferably French or German.

The above requirements must be supported by publications, lectures, workshops, etc. at European and international level.

IV. PRESENTATION OF THE TENDERS

The tenders must be presented as follows:

- Participation request form enclosed to this tender with the following compulsory annexes:

- Annex 1: A copy of a valid legible identification document
- Annex 2: Identification of the applicant: a cover letter with a brief presentation of the candidate and the selection of one of the three profiles
- Annex 3: Curriculum Vitae of the applicant.

The absence of any of the Annexes listed above shall entail the exclusion of the candidate from the evaluation phase.

Tenders shall be submitted by email only (with attachments) to the email address elena.conti@ancitoscana.it with the following reference in subject: **“Horizon Europe HuMUS Project: tender for the selection of an individual consultant to assist in the scientific coordination and project management”**. Tenders addressed to another email address will be rejected.

The deadline for the submission of the participation request is 8 January 2023

V. ELIGIBILITY AND EVALUATION



The applications are considered admissible and assessable if:

- received by the date and time indicated in this tender, and duly signed;
- submitted by a person in possession of the above listed requirements;
- submitted in all parts listed under the article IV.

The selection will take place through the evaluation of the curriculum and on the basis of the interview aimed at ascertaining the skills in the activities referred to in Article II.

The score attributed for the Curriculum Vitae will be maximum 50 points. The score attributed for the interview will be maximum 50 points.

All selection operations will be carried out by a special Commission appointed by the Director of ANCI Toscana.

The outcome of the preliminary investigation on the admissibility of the applications and the invitation to the interview will be communicated to the candidates through publication on the AncI Toscana website in the publication area of this notice on 9 January 2023, possibly extendable in relation to the number of questions received. This form of advertising constitutes notification for all legal purposes.

Failure to attend the interview will result in exclusion from this selection.

The interviews will take place on **11 January 2023** (the date may change and further dates may be added in relation to the number of applications received).

VI. SELECTION PROCESS

For the purposes of evaluating the Curriculum vitae, the experiences declared in the participation request form will be taken into consideration. The Curriculum vitae will be used for a general overview of the candidate's experience and for any further study and better understanding of what is declared in the application form.

The following scores are assigned, (calculated in any case beyond the minimum requirements referred to in Article 3) according to the criteria indicated below:

Curriculum vitae

- a) Number of EU funded projects worked on (completed and / or ongoing), with preference given to the Horizon 2020 programme and previous research and innovation framework programmes: 3 points per project, up to a maximum of 30 points
- b) Experience on social dialogue and participatory processes practices and Smart Specialisation Strategies: 2 points per project, up to a maximum of 10 points



- c) Experience in the design and drafting of public calls for tender/proposal oriented to support to third parties (cascade funding), Pre-Commercial Procurement and / or Public Procurement for Innovation: 2 points per project, up to a maximum of 10 points.

The interview will focus on the topics covered this selection to ascertain the general knowledge of the candidate in the context of the activities listed in the Art. 2 and its professional experience declared in the participation request form, in particular:

- a) Sound knowledge of the social dialogue and participatory processes practices and Smart Specialisation Strategies.
- b) Excellent communication skills, spirit of initiative teamwork ability, proven capacity to coordinate large working groups and foster collective achievement of shared goals.
- c) Excellent ability with social media.

VII. ASSIGNMENT OF THE SCORES AND RANKING

For the purposes of the evaluation, the experiences declared in the participation request form will be taken into consideration.

A ranking will be drawn up exclusively for candidates who have obtained at least half of the maximum score foreseen for each of the thematic areas envisaged for the oral interview pursuant to Art. VI (a,b,c). In the event of a tie in total scores, priority will be given to the candidate with the highest score in the interview. In case of equal merit, the younger candidates will have priority.

In any case, Anci Toscana reserves the right not to proceed with any assignment.

VIII. VERIFICATION OF THE REQUIREMENTS AND FORMALISATION OF THE CONTRACT

Once the selection has been completed, ANCI Toscana may proceed with the verification of the declarations made in the application for the person best placed in the ranking. This verification will take place through the acquisition of the related official documents or through the presentation by interested parties of the documents that cannot be ascertained directly by ANCI Toscana.

Following the positive outcome of this step, a contractual proposal will be sent in line with what is indicated in articles above.

IX. CONTRACTUAL AND FINANCIAL TERMS.

Administrative details of the Contracting Authority:

ANCI Toscana - Associazione dei Comuni Toscani



Viale Giovine Italia 17, Firenze - Italy
VAT: IT01710310978

The term of these consultancy services shall be carried out for a period of 36 months, unless extended, from the signature of the contract in January 2023 until 31st December 2025.

The amount available for this consultancy service is established at € 35.000,00 per year.

The fee will be paid in four yearly instalments after the presentation of duly-issued invoices, according to the following indicative timetable:

Consultancy service	1 st Payment	2 nd Payment	3 rd Payment	4 th Payment
	by February	by May	by August	by November
Scientific coordinator and project manager	€ 8.750,00	€ 8.750,00	€ 8.750,00	€ 8.750,00

The travel and accommodation costs for the participation of the expert in the project meetings and / or other events relevant to the scope of this contract are included in the above amount. The acceptance of the offer of the successful tender implies the acceptance of the conditions and schedules detailed in these ToRs.

The payment term for the invoice will be: bank transfer (bank account details will be asked). ANCI Toscana maintains the right to require additional fiscal documentation if considered needed. The tax legislation in force at the date of acceptance of the offer will be applied.

X. INTELLECTUAL PROPERTY

All documents produced by the selected expert for the performance of the service referred to in this contract will be property of ANCI Toscana which can dispose of them fully and freely. However, this shall be without prejudice to the copyright. The selected expert acknowledges that all the property rights relating to any intellectual work that she or he may have created as part of the activity carried out on behalf of ANCI Toscana belongs to the latter. The selected expert undertakes to not disclose or publish or in any case use data or news relating to the project without having obtained the prior written consent of the Director of ANCI Toscana and, in the case of publications, the prior approval of the related texts.

X. CONFIDENTIALITY CLAUSE

Despite the public execution of the project, part of the information exchanged for the development of the purpose of this contract between ANCI Toscana and the selected expert, may be confidential. On this basis, only the documents and other pieces of information provided explicitly with the statement “confidential” will be dealt with as such. The selected expert



ensures that respect its confidentiality and do not disseminate it, forward it to third parties or use it without prior written consent from the ANCI Toscana.

XI. PRIVACY PROTECTION CLAUSE

Pursuant to the EU Regulation n. 679/2016, the processing of personal data of the applicants is finalized at the sole purpose of the professional assignment; the treatment of personal data will be within the limits necessary to pursue the aforementioned purpose, with suitable methods and tools to guarantee the security and confidentiality of applicants.

XII. TENDER INFORMATION

The person in charge of this procedure is Simone Gheri, Director of ANCI Toscana.

This tender is published on the website of ANCI Toscana, in the section: Amministrazione Trasparente/ Bandi di concorso, Selezioni , Avvisi.

For information and clarifications, contact Elena Conti

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Florence, 21 December 2022

Il Direttore

Simone Gheri