



## **Horizon Europe CLIMABOROUGH**

### **CALL FOR TENDERS**

#### **TENDER PROCEDURE FOR THE SELECTION OF AN INDIVIDUAL CONSULTANT TO ASSIST IN PROJECT COORDINATION ACTIVITIES RELATED TO THE HORIZON EUROPE CLIMABOROUGH PROJECT (CUP B15C22028000006)**

#### **I. BACKGROUND INFORMATION**

ANCI Toscana is the coordinator of the Horizon Europe CLIMABOROUGH project (IA), approved by the European Commission under Grant Agreement number: 101096464 – CLIMABOROUGH - HORIZON-MISS-2021-CIT-02, entitled “Building Green and Climate Neutral City-Hubs” (Project 101096464).

CLIMABOROUGH has the ambition to bridge the gap between design and implementation of urban innovations, particularly in the face of climatic change and its consequential needs for adaptation and mitigation, by investigating whether and to which extent urban planning can and should be transformed in its current approach to spatial design and spreading of human activities, in order to break the silos that impede or slow down the transition of European Cities towards a new ecological and digital order.

The project has a duration of 48 months, starting from 1st January 2023. It brings together a wide partnership of 26 partners including universities, grassroot organizations, public bodies and businesses across Europe.

#### **ABOUT THE CLIMABOROUGH PROJECT**

CLIMABOROUGH is an Innovation project designed to field test the ClimHub, Climate Sandbox and Climate Service concepts within 12 European Cities engaged in their ecological and digital transition. The project aims to enhance traditional urban and spatial planning approaches through data and knowledge based decision making (including a possible new role for GIS - Geographic Information Systems), including climate services co-production for transitions, cross-city and cross-country pilot co-creation as well as the tactical use of public procurement of innovative solutions. The goal is not just to enhance an open set of tools leveraging climate transition in cities, but also to boost the exchange of experimental good practices, experiences and lessons learnt in this field, to help cities meet climate neutrality by 2050. This will be achieved by the following expected results: (A) building ClimHubs of Cities and solution providers to work on experimentations in real conditions, (B) harnessing the collective intelligence of local stakeholders for collaborative solution development, (C) defining Climate Services as a model strategy to use data and visualisation tools for climate transition, (D) field testing the Climate Sandbox concept as a way to prioritise and facilitate transformation of successfully deployed



prototypes into established solutions for climate adaptation and mitigation in cities, and (E) monitoring and assessing the progress in achieving those goals and in implementing a climate neutrality planning scheme. Based on the lessons learnt and successful concept of the H2020 Designscapes CSA, CLIMABOROUGH has the ambition to bridge the gap between design and implementation of urban innovations, particularly in the domain of climate change adaptation and mitigation.

CLIMABOROUGH defines and aims to test three innovative concepts:

1. The “Climate Sandbox”, facilitating under a legal and/or administrative point of view, the diffusion of technologically and societally innovative solutions, whenever they can document a strong capacity of carbon dioxide recapturing or climate change adaptation, much in the same way as in the past, urban transformation initiatives were facilitated by the regulator, whenever they promised to bring high socio-economic benefits;
2. The “ClimHub”, which is more than a Lighthouse pilot, in the sense that it promotes and actively works for a faster and more widespread diffusion of sustainable innovations against the climatic threats, leveraging on the evidence-based learning generated by co-creation dynamics seeing startup companies and solution providers involved on a peer basis with local public sector authorities in innovative replication methods;
3. The “Climate Service”, consisting in the transformation of climate-related data - together with other relevant information - into customised products such as projections, forecasts, information, trends, economic analyses, assessments, counselling on best practices, development and evaluation of solutions and any other service in relation to climate that may be of use for the society at large<sup>1</sup>.

These three concepts will be tested within a significant number of European cities, characterised by a wide variety in size, interests and geographical location.

## **CORE PROJECT OBJECTIVES**

CLIMABOROUGH has the ambition to bridge the gap between design and implementation of urban innovations, particularly in the face of climatic change and its consequential needs for adaptation and mitigation. The European Commission stressed this important point in its first official document of the 100 Climate Neutral and Smart Cities Mission: “The main obstacle to climate transition is not a lack of climate-friendly and smart technologies, but the capacity to implement them.” It will do so by addressing the following specific objectives:

Key objective 1. Build, launch and manage a mission-oriented and hub-based programme to support a diverse range of urban areas across Europe in co-creating innovation to reduce emissions.

Key objective 2. Establish and develop a scheme to support cities to define a business model with startups and established companies to improve the scalability of climate friendly solutions.

Key objective 3. Support the ongoing formation of a community of cities and related stakeholders (citizens, companies, SMEs, associations...) to define a participatory model and ensure uptake endures and expands.



Key objective 4. Define and build a climate neutrality monitoring tool by integrating existing solutions.

CLIMABOROUGH will launch a public procurement process which will drive to select various climate related services/products, provided by startups, useful for deployment in cities. Those services will create and provide data that will be collected by the platform and they will be made available for the construction and the deployment of the Climate Neutrality monitoring tool. The project set aside 3 million Euro for the public procurement, expecting at least 2 winners per call with distinct proposals, distributing the risk of failure across more examples. Expected results of the public procurement process are as follows:

- 12 open market consultations.
- 12 public procurement of innovation calls.
- 24 awarded proposals of urban service innovation.
- 1 dedicated private investment fund with 20 applications.

#### **MAIN PROJECT OUTCOMES**

- 1) Co-creation of solutions in cities towards climate neutrality with stakeholders
- 2) Connection between startups/SMEs and cities for climate friendly services via public procurement
- 3) Deployment of climate services with living lab techniques
- 4) Definition of a Climate Neutrality monitoring tool (including monitoring climate transition of cities integrated in urban planning) and its evaluation framework
- 5) Mentoring services to improve replication between cities.

## **II. EXTENT**

The selected applicant will be in charge of supporting ANCI Toscana in the performance of **Project coordination activities of the project**. The selected applicant will oversee the administrative coordination of the project and the communications with REA, project's partners and external stakeholders and the implementation of the work plan of the project. The applicant will support the administration of ANCI Toscana, the scientific coordinator and the lead of the public procurement processes in the daily activities of the implementation of the project.

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

- 1) T7.1 Coordination and quality assurance of the project
- 2) T7.2 Risk, Data and Innovation Management
- 3) T7.3 External Advisory Board and call evaluation expertise
- 4) T7.4 Gender Plan
- 5) T7.5 Evaluation of the impacts of the project
- 6) Support to the definition of most important deliverables of the project, namely:
  - D7.1 CLIMABOROUGH Project Manual
  - D7.3 Gender requirements for public procurement, evaluation and urban executive plans



### 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 10 years working with local public administrations;
- g) Excellent knowledge of the EU Mission "100 Climate-neutral and Smart Cities";
- h) Excellent knowledge of written and oral English, proven by the publication of research reports or papers.
- i) Knowledge of another EU language, preferably French or German.

### 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 in an Europass format.

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](mailto:elena.conti@ancitoscana.it) with the following reference in subject: **“Horizon Europe CLIMABOROUGH Project: tender for the selection of a consultant to assist in project coordination activities”**. Tenders addressed to another email address will be rejected.

**The deadline for the submission of the participation request is 9 January 2023**

### V. ELIGIBILITY AND EVALUATION

The applications are considered to be 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 10 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 11/12 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) Previous work experience in EU funded projects, with preference given to the Horizon 2020 programme and previous research and innovation framework programmes (additional to the minimum requirement for participation): 3 points for each additional year, up to a maximum of 15 points.
- b) 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.



- c) Previous professional experience of working with local public administrations (additional to the minimum requirement for participation): 1 point for each additional year, up to a maximum of 5 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) Excellent knowledge of the Horizon Europe Programme: main management rules and tools (technical/administrative, financial and communication);
- b) Excellent knowledge of the EU Mission "100 Climate-neutral and Smart Cities";
- c) Excellent communication skills, spirit of initiative teamwork ability, proven capacity to coordinate large working groups and foster collective achievement of shared goals.

## **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 this consultancy service shall be carried out for a period of 48 months, unless extended, from the signature of the contract in January 2023 until 31st December 2026. The amount available for this consultancy service is € 30.000,00 per year.

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

Consultancy service	1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment	3 <sup>rd</sup> Payment	4 <sup>th</sup> Payment
	by February	by May	by August	by November
Project Coordination	€ 7.500,00	€ 7.500,00	€ 7.500,00	€ 7.500,00

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 could be reimbursed after the presentation of the analytical report of the expenses incurred. 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 experts 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.

## **XI. 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.

## **XII. 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.

## **XIII. 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, 22 December 2022

Director

Simone Gheri