



THE CIVITAS INITIATIVE
IS CO-FINANCED BY THE
EUROPEAN UNION

CIVITAS SUMPs-Up

SECOND CALL TO JOIN SUMP LEARNING PROGRAMME



**European Platform
on Sustainable Urban
Mobility Plans**

Terms of Reference

Table of Contents

1	INTRODUCTION.....	3
1.1	SCOPE OF THE CIVITAS SUMPS-UP PROJECT.....	3
2	JOINING THE SUMP LEARNING PROGRAMME	4
2.1	EXPERT GROUP	4
2.2	LEADERSHIP GROUP.....	5
2.3	ACTIVITIES WITHIN THE SLP	5
4	CALLS FOR APPLICATIONS	8
5	WHO CAN APPLY?.....	8
6	APPLICATION PROCESS.....	9
6.1	SUMP LEARNING PROGRAMME CALL DOCUMENTATION.....	9
6.2	HELPDESK.....	9
7	SELECTION PROCESS	9
8	SUBCONTRACTING	10
9	TIMELINE	10
10	FUNDING.....	10

1 Introduction

1.1 Scope of the CIVITAS SUMP-UP project

The need for more sustainable and integrative planning processes as a way of dealing with the complexity of urban mobility has been widely recognised. New approaches to urban mobility planning are emerging as local authorities seek to break out of past silo approaches and develop strategies that can stimulate a shift towards cleaner and more sustainable transport.

In 2013, the European Commission released the Urban Mobility Package¹, which sets out a concept for a **Sustainable Urban Mobility Plan (SUMP)**, a strategic plan designed to satisfy the mobility needs of people and businesses in cities and their surroundings for a better quality of life. In addition to the European Platform on Sustainable Urban Mobility Plans, the European Commission is supporting local partnerships in implementing and testing new urban mobility approaches under real-life conditions as part of the CIVITAS 2020 initiative.

The **CIVITAS SUMP-UP project**, launched in 2016, aims to accelerate the uptake of SUMP across Europe in areas where it is still low by combining comprehensive transport research, tailored capacity-building, technical assistance and support, and SUMP monitoring and evaluation techniques.

CIVITAS SUMP-UP aims to develop innovative SUMP approaches that will help foster a new mobility culture in European cities.

Together with CIVITAS SATELLITE, SUMP-UP has already created the [CIVITAS Tool Inventory](#), an online repository of tools, guidelines, apps, software, and much more to help cities apply the SUMP concept.

To identify the most effective concepts, approaches, tools and methodologies in sustainable urban mobility planning practice that could give a real boost to SUMP development, SUMP-UP is bringing together a **group of 100 selected transport and urban mobility planning practitioners**, i.e. planning authorities and local and regional stakeholders.

Selected through the Innovation Pilot Pool (IPP) funding mechanism, this group will test and assess tools collected in the Tool Inventory and develop their SUMP-related skills and knowledge through activities organised as part of the **SUMP Learning Programme (SLP)**.

An additional 200 transport practitioners will take part in a series of capacity building activities (face-to-face and online) which will take place throughout the project's lifetime from 2017 to 2019.

In the end, the SUMP-UP project aims to build capacity in sustainable transport planning across cities and regions in Europe, encourage the take-up of and apply the SUMP concept, and support at least 30 cities in having their SUMP ready for adoption by 2019.

¹ European Commission [2013]. "Urban Mobility Package." [Online]. Available: http://ec.europa.eu/transport/themes/urban/urban_mobility/ump_en (Date last accessed 21-February-2017).

2 Joining the SUMP Learning Programme

SUMPs-Up is recruiting up to 100 planning authorities and community authorities responsible for developing and implementing a mobility plan to join its SUMP Learning Programme (SLP). The selection will be made through three open calls for planning authorities, with the Innovation Pilot Pool (IPP) the funding mechanism used to recruit the cities.

Through the IPP, two groups of planning authorities will be formed, an Expert and Leadership Group:



In line with the grant agreement between the SUMPs-Up consortium and the Innovation and Networks Executive Agency (INEA), concepts, approaches, tools and methodologies for SUMP development will be improved with the assistance of 100 planning authorities who will:

1. Identify and test innovative solutions for sustainable urban mobility planning;
2. Mainstream SUMP approaches in transport planning;
3. Follow up and coordinate with local and regional governments on preparing and implementing Sustainable Urban Mobility Plans.

The SUMPs-Up IPP aims at supporting the take-up of the project's sustainable measures with regard to SUMP in European cities.

The funding is up to 100% for take-up activities set up by individual or groups of organisations from the European Union Member States and Associated Countries.

2.1 Expert group

Up to 100 planning authorities will be progressively recruited through three open calls for applications. 90 of them will join the Expert Group.

The initial Expert Group intake (SLP 1 and 2) will be formed of starter cities at the beginning of the SUMP process, whilst SLP 3, 4, and 5 will involve cities with more sustainable urban mobility planning experience. All participants will take part in one SLP, each of which lasts six months.

For more information about eligibility, activities, expected outputs, and the funding scheme please refer to the respective call text.

2.2 Leadership group

Nine planning authorities that demonstrated in their application to be in an advanced stage of their SUMP development (phase 2, 3 or 4 of the SUMP planning cycle²), have been selected through the first call for applications in 2017, and joined the Leadership Group.

The Leadership Group is formed of advanced cities that are selected based on their willingness to complete at least 2 out of 4 phases of the SUMP planning cycle over the course of the project, or commit to developing a SUMP ready for adoption by August 2019.

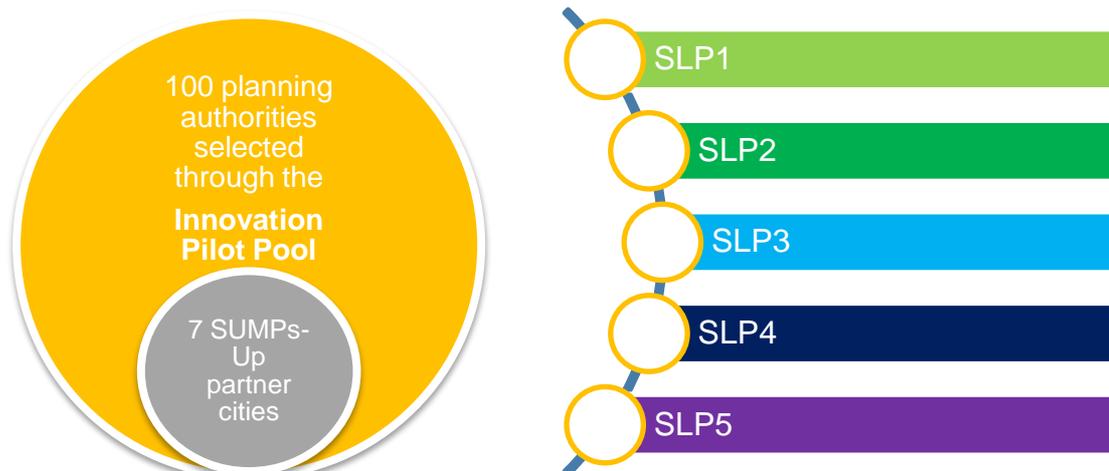
Successful applicants are participating in a three-year programme that includes in-depth SUMP development and proven progress in the SUMP planning cycle. They will contribute to an in-depth evaluation by sharing planning documents and municipal data on mobility indicators, and by participating in ex-ante and ex-post online-surveys and guided interviews.

2.3 Activities within the SLP

In principle, **all selected applicants will participate in a series of activities organised in thematic areas within the SUMP Learning Programme:**

- Receive training and evidence-based knowledge and tools to trial in their local context;
- Assess and provide comments on the effectiveness of the SUMP Tool Inventory;
- Make recommendations to improve the SUMP Tool Inventory;
- Demonstrate significant progress in their SUMP process and planning cycle.

The **SUMP Tool Inventory** will help mobility planners make better informed decisions about which planning tools to apply in their local context. It will provide comprehensive information about the most effective tools available for developing a SUMP and its application in different local settings and by different types of cities.



² Ongoing CIVITAS Research and Innovation Action (RIA) projects CIVITAS PROSPERITY and CIVITAS SUITS

The seven SUMPS-Up partner cities will host workshops within the SUMP Learning Programme, and assist the other 100 selected planning authorities in their activities.

It is expected that the data arising from SLP activities will be **fed back into the CIVITAS Tool Inventory** with the aim to improve tools and services available to cities, and further support the take-up of SUMP-related sustainable measures in European cities.

Please refer to the respective “Calls for Applications” text and the “SUMP Learning Programme description” document for a detailed description of all expected activities and outputs.

3 Thematic coverage and timeline at a glance

The topics of the SUMP Learning Programme were identified after analysing the results of the SUMP User-Needs Survey, which was conducted in February 2017. The aspects of most importance to planning authorities were prioritised.

As a general note, the SLP curricula will cover the CIVITAS Initiative policy fields. These are: Car-independent lifestyles / Walking, cycling and shared mobility; Clean fuels and vehicles; Collective passenger transport / Public transport; Demand management strategies; Mobility management; Safety and security; Transport telematics / Intelligent Transport System (ITS); Urban freight logistics; Integrated planning/SUMP; Public involvement; and Automation.



Please refer to the “SUMP Learning Programme description” documentation for a comprehensive overview of the entire SUMP Learning Programme and timeline.

4 Calls for Applications

The objective of the IPP is to facilitate the selection of 100 planning authorities to participate in its SUMP Learning Programme through a series of three open calls for applications. SUMPs-Up will publish:

**3 Calls for Applications
to recruit
90 planning authorities
EXPERT GROUP**

Selected authorities will test and validate concepts, approaches, tools and methodologies for SUMP development at several stages of the planning cycle, by participating in one SUMP Learning Programme class for the duration of six months.

The second call for applications for 40 authorities will be issued in March 2018.

**1 Call for Applications
to recruit
10 planning authorities
LEADERSHIP GROUP**

Selected authorities will test and validate tools and services for SUMP development at several stages of the planning cycle, and commit to complete at least two of the four phases of the SUMP planning cycle and/or develop a SUMP so that it is ready for adoption by end of 2019.

The call for applications for 10 authorities was issued in April 2017.

The 90 authorities in the Expert Group will participate in **only one SLP**.

The 10 authorities in the Leadership Group selected at once have the opportunity to take part in multiple and/or all five SLP modules over three years (2017-2019).

Please refer to the respective “Call for Applications” text for more information.

5 Who can apply?

The following authorities can apply to join the SUMP Learning Programme:

1. Any **urban authority** of a local administrative unit active in sustainable transport planning according to the degree of urbanisation as city, town or suburb;
2. Any **regional authority** with responsibility for local and regional transport issues.
3. Any **association or grouping of urban authorities** of local administrative units active in sustainable transport planning. This can include associations or groupings of public authorities, agencies and companies, NGOs and advocacy groups working in partnership in the same city region.

All applicants must be legal entities established in a **Member State (MS)** of the **European Union (EU)** or a country in the [European Economic Area](#).

Specific characteristics related to the city in terms of urban context, size, current preconditions and/or challenges for SUMP development, SUMP experience levels, etc. including geographic coverage, will be specified in the respective calls.

Cities and planning authorities which are already full project partners in SUMPs-Up or similar CIVITAS 2020 Initiatives³ and cities which took part in SLP 1 or 2 are **not eligible** for this call.

As **English** is the official working language of the SUMPs-Up project and all activities, candidates should have a **good level** of verbal and written English.

During the eligibility check, the SUMPs-Up consortium will liaise with applicants to determine their eligibility in cases where an applicant's status is uncertain.

6 Application process

6.1 SUMP Learning Programme Call documentation

The application pack for the Call for Applications for the constitution of the IPP consists of the following:

- The present Terms of Reference (available in English);
- Call for applications;
- SUMP Learning Programme description;
- An online application form to join the SLP programme;
- Frequently asked questions;
- Draft contracts.

The call and relevant documentation are available on the SUMPs-Up website:

6.2 Helpdesk

SUMPs-Up consortium members will be ready to assist applicants with technical questions they may have during the call. A dedicated SUMPs-Up Helpdesk has been set up for this purpose - it can be reached by contacting helpdesk@sumps-up.eu.

7 Selection process

The selection process is applicable to all planning authorities selected through the open calls to decide who will join the participate in the SUMP Learning Programme and join the Expert Group/Leadership Group. The SUMPs-Up consortium will receive the application forms, conduct an eligibility check, and then a **thorough evaluation** (a minimum of two partners will review each application) based on a list of criteria that will be published with the call. The

³ Ongoing CIVITAS Research and Innovation Action (RIA) projects CIVITAS PROSPERITY and CIVITAS SUITS

evaluation of the application forms will result in a ranking and a proposed list of selected subcontractors.

Once applicants have been selected (or not), SUMPs-Up will inform them via email about the results.

8 Subcontracting

After the final selection of the planning authorities, SUMPs-Up will ask them to confirm their participation and to sign a contract with the SUMPs-Up consortium that oversees the budget for the respective Call category.

In the contract, Planning authorities will:

- Commit to complete activities in the SLP for which they have been selected and delivering results;
- Accept to provide information or documents relevant for the activity management and quality control process;
- Accept to supply data and documents for the SUMP city-level monitoring and impact evaluation;
- Accept the use of the results of their activities by SUMPs-Up for the redaction of the final SLP brochure, 'SUMPs in Action' or for other communication and promotion materials within SUMPs-Up.

In addition, the nine authorities in the Leadership Group will agree to participate in interviews and provide more in-depth information about their activities.

9 Timeline

Key dates for the second call for applications to join the SUMP Learning Programme:

- **8 March 2018** – Launch of the call.
- **8 April 2018** – Initial deadline for the online submission of application forms.
- **23 April 2018** – Extended deadline for the online submission of application forms.
- **May 2018** – Indicative date for final decision on the approval of selected applicants.
- **September 2018** – Indicative start date for SLP3.
- **December 2018** - Indicative start date for SLP4.

The final call to join the SUMP Learning Programme (SLP 5) will be published **later in 2018**.

Additionally, SUMPs-Up reserves the right to publish ad-hoc calls on specific topics and at moments not specified in the present ToR.

10 Funding

SUMPs-Up has a fund of EUR 805,000 for subcontracting planning authorities. Please refer to the respective call for applications to know more about funding and payment.