



THE CIVITAS INITIATIVE  
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## **CIVITAS SUMPs-Up**

# **THIRD CALL TO JOIN SUMP LEARNING PROGRAMME**



**European Platform  
on Sustainable Urban  
Mobility Plans**

## **Terms of Reference**

## Disclaimer

The views expressed in this document are the sole responsibility of the SUMPs-Up project/ Consortium and do not necessarily reflect the views of the European Commission.

## Data protection notice

All personal data collected as part of this application process will be processed in a secure, responsible manner and in full accordance with the CIVITAS SUMPs-Up's data protection policy, which can be seen [here](#).

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# 1 Introduction

## 1.1 Scope of the CIVITAS SUMPs-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 silo approaches and to instead develop strategies that can stimulate a shift towards cleaner and more sustainable transport.

In 2013, the European Commission released the Urban Mobility Package<sup>1</sup>, which sets out a concept for a **Sustainable Urban Mobility Plan (SUMP)**. A SUMP is a strategic plan designed to satisfy the mobility needs of people and businesses in cities and their surroundings, thereby fostering also 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 through the CIVITAS 2020 initiative.

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

CIVITAS SUMPs-Up aims to develop innovative SUMP approaches that will help foster a new mobility culture within European cities. Together with CIVITAS SATELLITE, SUMPs-Up has already developed the [CIVITAS Tool Inventory](#), an online repository of tools, guidelines, apps, software, and much more, to help cities apply the SUMP concept.

In an effort to identify the most effective concepts, approaches, tools and methodologies in sustainable urban mobility planning practice that could boost SUMP development, SUMPs-Up is bringing together and working with 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 CIVITAS Tool Inventory as well as 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) that will take place over the course of the project's lifetime, from 2017 to 2019.

In summary, the SUMPs-Up project aims to build capacity in sustainable transport planning across cities and regions in Europe, encourage the take-up and application of the SUMP concept, and support at least 30 cities in developing a SUMP that is ready for adoption by 2019.

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<sup>1</sup> European Commission [2013]. "Urban Mobility Package". Available: [http://ec.europa.eu/transport/themes/urban/urban\\_mobility/ump\\_en](http://ec.europa.eu/transport/themes/urban/urban_mobility/ump_en) (Date last accessed 21.02.2017).

## 2 Joining the SUMP Learning Programme

SUMPs-Up is recruiting up to 100 planning authorities and local and regional stakeholders responsible for developing and implementing a mobility plan to join its SLP. The selection of these authorities will be made through three open calls, by way of the IPP funding mechanism.

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 the 100 planning authorities, who will:

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

The SUMPs-Up IPP aims at supporting the take-up of SUMP-related sustainable measures developed within the project in cities across Europe.

### 2.1 Expert group

A total of to 100 planning authorities will be recruited by way of three open calls for applications. Of these, 90 will join the Expert Group.

The initial Expert Group intake (SLP1 and 2) will be comprised of starter cities that are at the beginning of the SUMP process, whilst SLP3, 4, and 5 will involve cities with more sustainable urban mobility planning experience. All Expert Group participants will take part in one of the five SLPs, each of which is 6 months in duration.

**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 to be at an advanced stage of SUMP development (phase 2, 3 or 4 of the SUMP planning cycle<sup>2</sup>) during the first Call for Applications in 2017 were selected to form the Leadership Group.

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

Leadership Group cities 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 a thorough 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.

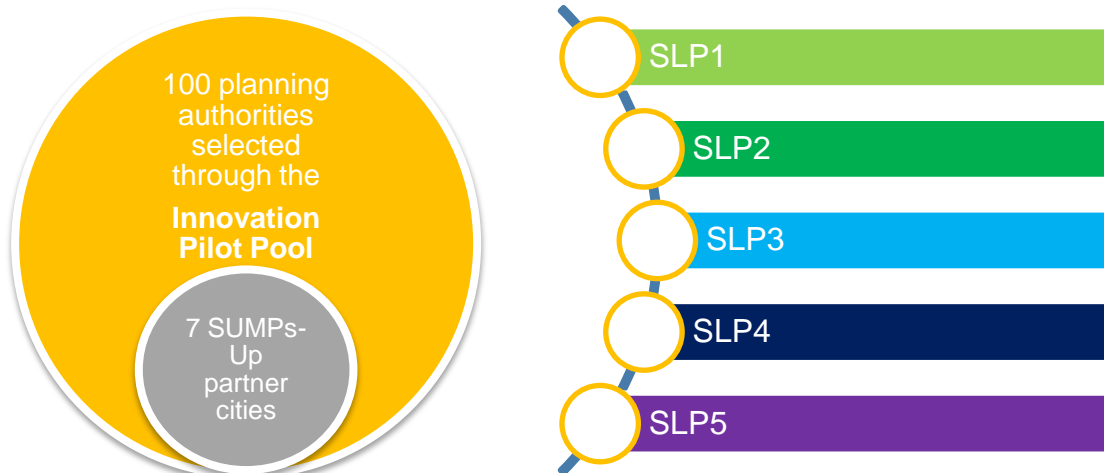
Expert Group members will be able to liaise and meet with peers in the Leadership Group.

## 2.3 Activities within the SLP

In principle, **all selected applicants** within the SLP will **participate in a series of activities organised along thematic areas**. They will:

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

The **CIVITAS 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 their application in diverse local settings and by different types of cities.



The seven SUMPs-Up partner cities will host workshops within the SLP and assist the 100 selected planning authorities in their activities.

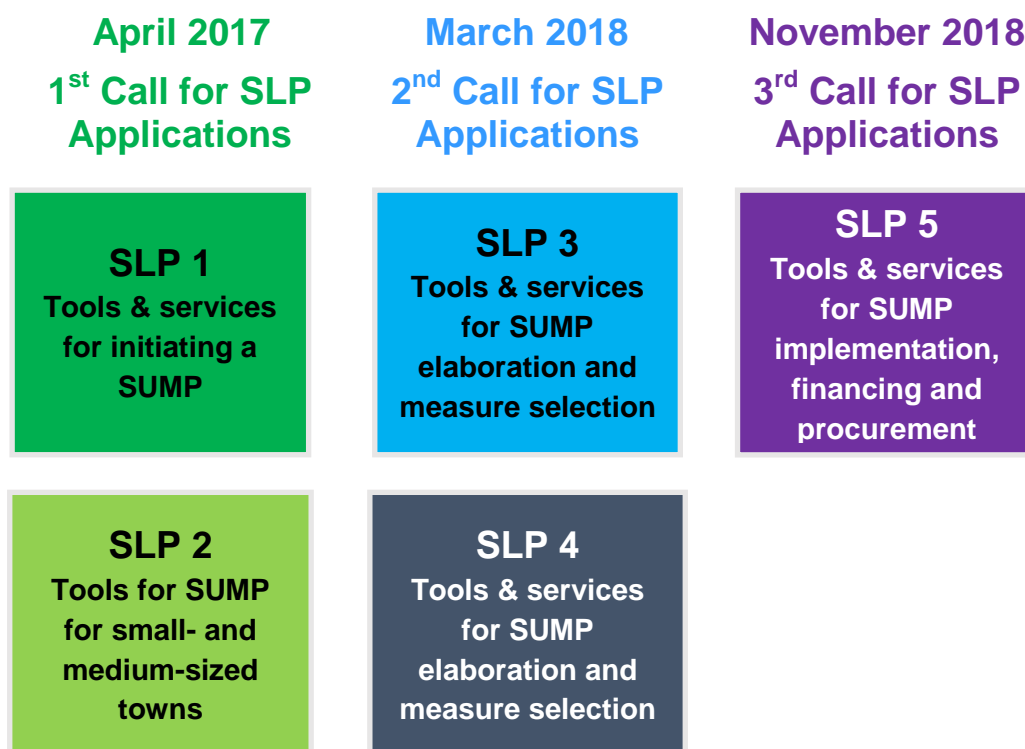
It is expected that the data collected from the SLP activities will be fed back into the CIVITAS Tool Inventory with the aim of improving the tools and services available to cities and thereby further supporting the take-up of SUMP-related sustainable measures in European cities.

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

### 3 Thematic coverage and timeline at a glance

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

As a general note, the SLP curricula 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” document for a comprehensive overview of the entire SLP and timeline of activities.**

## 4 Calls for Applications

The objective of the IPP is to facilitate the selection of 100 planning authorities to participate in the SLP through a series of three open calls for applications. Over the course of its lifetime, SUMPs-Up will publish:

### Three 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 a six-month SLP class.

The third call for applications for up to 25 authorities will be issued in November 2018.

### One 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 that 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 9 authorities that were selected for the Leadership Group have the opportunity to take part in multiple and/or all five SLP modules over the course of the project (2017-2019).

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

## 5 Who can apply?

The following authorities can apply to join the SLP:

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** that is responsible 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 that are 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 within an [associated country of the Horizon 2020 programme](#).

The specific characteristics of cities in terms of urban context, size, geographic location, current preconditions and/or challenges for SUMP development, SUMP experience levels, etc., will be specified in the respective calls.



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Cities and planning authorities that are already full project partners in SUMPs-Up or similar CIVITAS 2020 Initiatives<sup>3</sup> and that have taken part in SLP1, 2, 3, or 4 are **not eligible** for the third IPP call.

As **English** is the official working language of the SUMPs-Up project and all of its 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 their status is uncertain.

## 6 Application process

### 6.1 SUMP Learning Programme Call documentation

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

- The present Terms of Reference;
- Call for Applications;
- SUMP Learning Programme description;
- An online application form to join the SLP;
- Frequently asked questions;
- Draft contract.

The call and relevant documentation are available on the SUMPs-Up website: <http://sumps-up.eu/calls-funding/>

### 6.2 Helpdesk

SUMPs-Up consortium members will be ready to assist applicants with any 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](mailto:helpdesk@sumps-up.eu).

## 7 Selection process

The selection process is applicable to all planning authorities that apply for one of the open calls and it decides who will participate in the SLP and join the Expert Group/Leadership Group. The SUMPs-Up consortium will receive the application forms, conduct an eligibility check, and then carry out 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 evaluation of the application forms will result in a ranking and a proposed list of selected subcontractors.

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<sup>3</sup> Ongoing CIVITAS Research and Innovation Action (RIA) projects CIVITAS PROSPERITY and CIVITAS SUITS

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## 8 Subcontracting

Following the final selection of planning authorities, SUMPs-Up will ask these authorities to confirm their participation and to sign a contract, which oversees the budget for the respective call category, with the SUMPs-Up consortium.

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 activity management and quality control process;
- Accept to supply data and documents for SUMP city-level monitoring and impact evaluation;
- Agree to the use of results linked to their activities within the project 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 9 authorities in the Leadership Group will agree to participate in interviews and to provide more in-depth information about their activities.

## 9 Timeline

**Key dates related to the third call for applications to join SLP5:**

- **28 November 2018** – Launch of the call
- **11 January 2019** - Initial deadline for online submission of application forms
- **31 January 2019** - Extended deadline for online submission of application forms
- **1 March 2019** – Indicative deadline for the final decision on selected applicants
- **1 May 2019** – Indicative start date for SLP5

**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” document to learn more about funding and payment.

To participate in the activities of the SLP, comprising three webinars, three workshops, three e-courses, one city-to-city review and a one-to-one expert support session, the selected SUMP Expert Group cities will receive total funding in the amount of EUR 7,500 (VAT included).

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After the contract has entered into force, a pre-payment of EUR 2,500 will be made, based on an invoice issued by the respective planning authority to the Contractor, to cover the expenses of one person participating in the three SLP workshops.