



H2020 T-FACTOR CALL FOR TENDERS

TENDER PROCEDURE FOR THE SELECTION OF AN INDIVIDUAL CONSULTANT TO ASSIST IN THE STRATEGIC COORDINATION AND MANAGEMENT ACTIVITIES RELATED TO THE H2020 T-FACTOR PROJECT

I. BACKGROUND INFORMATION

ANCI Tuscany is the coordinator of the H2020 T-Factor project, approved by the European Commission under Grant Agreement number: 868887 — T-Factor — H2020-SC5-2018-2019-2020 / H2020-SC5-2019-2, entitled “Unleashing future-facing urban hubs through culture and creativity-led strategies of transformative time”.

T-Factor challenges the waiting time in urban regeneration - i.e. the (often long) time in-between the adoption of the regeneration masterplan, and its actual realization and delivery. It will explore and demonstrate how heritage, culture and creativity can drive collective and collaborative urban transformation in the waiting time, and contribute to unleash vibrant urban hubs for inclusive urban regeneration, social innovation and enterprise.

The project has a duration of 48 months, starting from 1st June 2020. It brings together a wide partnership of 25 partners including universities, grassroot organizations, public bodies and businesses across Europe and China.

ABOUT THE T-FACTOR PROJECT

T-Factor’s mission is to turn historic urban areas across Europe into vibrant hubs for inclusive urban (re)generation, social innovation and enterprise, harnessing culture, creative collaboration and wide engagement to steer radically new, transformative approaches of ‘meanwhile’ (i.e. the period in-between the approval of the regeneration masterplan, and its actual realization and delivery). The project will pilot this ‘transformative time’ approach in a diversity of historic areas in Milan, London, Kaunas, Amsterdam, Bilbao, Lisbon. In these areas, huge financial investments have been already approved by various configurations of public-private partnerships (PPPs): T-Factor will complement these efforts by focusing on the activation of the *software* component (i.e. social, relational and cultural capital) which shall unleash transformative waiting times towards effective, sustainable and inclusive regenerations. These initiatives will be backed and supported by ‘advance cases’ of meaningful meanwhile approaches, contributing to the creation of an international community of practice that will support knowledge co-creation, sharing of practices and collective capacity-building. By comparing and contrasting the development of the regenerations across pilot sites, the project will produce evidence-based yet adaptable knowledge, strategies, methods and tools to support multi-stakeholder, collaborative and participatory city-making throughout the meanwhile. Besides, the set up of an international think tank and a community of practice focused on public value creation in the meanwhile will help go beyond the pilot sites, contributing to turn Europe into a seedbed of *generative* urban regenerations.

CORE PROJECT OBJECTIVES

T-Factor’s overarching goal is to turn a variety of historic urban areas across Europe into vibrant hubs for inclusive urban (re)generation, social innovation and enterprise, harnessing heritage, culture and



creativity-led collaboration and co-creation to realise radically new, transformative approaches of waiting time. The project delivers an innovative city-making method that combines culture and creativity-led engagement, meanwhile uses and ‘prototyping’ urban development to achieve three specific, yet integrated objectives:

1. To support voice, agency and inclusion of diverse actors and publics in the co-creation and co-production of the urban areas under regeneration;
2. To enable the formation of heritage, culture and creativity-led innovation ecosystems in the targeted areas, exploring novel thematic crossovers able to contribute to enterprise and job creation, social, economic and cultural inclusion, and to sustainable urban environments. Thematic crossovers are understood as pioneering combinations of topics, sectors and actors able to unlock new urban meanings, services, products and lifestyles (e.g. arts, science and tech to foster collaborative health; food and making catalysing circular models of production and consumption, etc.);
3. To foster adaptive and resilient approaches to the targeted masterplans and PPPs, transforming them into flexible and open structures able to accommodate new spaces, activities and meanings emerging from the bottom, better respond to citizens’ needs, and support urban developers in taking informed decisions.

MAIN PROJECT OUTPUTS

- 8 Cases of successful creative and cultural hubs fully studied; Common and contextual challenges and enabling conditions for meaningful waiting times approaches identified;
- 6 Masterplans fully analysed; Challenges and opportunities relating to SDGs identified and framed as briefs for local innovation missions leveraging heritage, culture and creativity;
- A tailored set of design-driven tools, culture and creativity-led engagement, and continuous support by the Agency allow the Local Coalitions to meaningfully implement T-Factor’s city-making method;
- Set up of 8 T-Labs as thematic mentors over the specific crossovers developed in each pilot node in response to innovation missions;
- Co-design of 6 meanwhile city-making programmes harnessing heritage, culture and creativity to drive novel thematic crossovers in address to local (SDGs relevant) innovation missions;
- Co-delivery of the city-making programmes with a lean and prototyping approach, catalysing citizens’ voice and agency, cross-sectoral collaboration, and pooling of resources throughout the city-making process.
- 6 physical hubs created for heritage, culture and creativity-led innovation sustaining cross-sectoral collaboration, and propelling opportunities of enterprise, work and capacity-building in the cultural and creative sector.
- Definition of a robust Theory of Change and impact framework to support pilots’ ongoing evaluation and final impact assessment.
- Methodological guidelines, blueprints and White Paper for transformative waiting times delivered and presented through the T-Factor’s Roadshow, implemented in at least 10 cities;
- Elaboration of clear and actionable guidelines and blueprints for delivering transformative waiting times in urban regeneration, targeted for city officials, developers, regeneration practitioners and stakeholders.
- 6 sustainability plans and roadmaps delivered and approved by the regenerations’ stakeholders;
- Feasibility study for the creation of the international think-tank delivered by the end of the project;



II. EXTENT

The selected applicant will be in charge of supporting ANCI Tuscany in the **strategic and scientific steering and coordination of the project**. In particular, the selected applicant will carry out the following tasks:

- Contribution to the elaboration of the project strategy and stewardship for its implementation
- Coordination of consortium partners around the set strategy
- Monitoring of the strategy implementation, including achievement of key milestones and expected results
- Strategic risk management
- Organization/participation to project board meetings and general project meetings, including revision meeting with EASME.
- Contribution to strategic outreach and dissemination activities.
- Contribution to the elaboration and production of contractual deliverables led and contributed by ANCI Toscana, in close collaboration with the specific partners involved.

III. GENERAL REQUIREMENTS

Subjects possessing the following requirements can apply:

- Being an individual consultant;
- Enjoyment of civil and political rights in the States of origin and residence;
- Age: not less than 18 years old and not more than 65 years old;
- 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;
- Proven professional experience with at least 10 years of experience in the management and scientific and operational coordination of EU funded projects, with preference given to the Horizon 2020 programme and previous research and innovation framework programmes;
- Qualification and proven professional experience demonstrated by the coordination of at least 3 EU funded projects with at least +10 partners, with preference for partnerships also made up of non-EU organizations;
- International research experience, with preference for topics such as sustainable urban development, circular and collaborative economy, social innovation;
- Experience of direct work with public bodies, in particular cities, in Italy and Europe, with preference for works carried out in the context of sustainable urban development policies;
- Excellent knowledge of written and oral English, proven by the publication of research reports or papers.
- Problem-solving attitude, good communication skills, spirit of initiative teamwork ability, proven capacity to coordinate large working groups and foster collective achievement of shared goals;

Preferential requirements:

- Knowledge of systemic design principles and tools and ability to apply them to urban regeneration practices;
- Direct experience of management and animation of collective spaces for social innovation;
- Work experience in other EU and non-EU countries.

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- Knowledge of another EU language, preferably Spanish or French.

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**

Annex 3: Curriculum Vitae of the applicant. The CV will have to list all relevant experiences of the tenderer in the two expertise fields requested by this call:

- a) professional experience in international research experience, in topics such as sustainable urban development, circular and collaborative economy, social innovation;
- b) professional experience in the management and scientific and operational coordination of EU funded projects, with preference to the Horizon 2020 programme and previous research and innovation framework programmes.

Annex 4: Technical offer: maximum 5 pages of the methodology and content blocks proposed for the scientific and operational coordination of the T-Factor project.

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

Tenders shall be submitted by email only (with attachments) to the email address besnik.mehmeti@ancitoscana.it with the following reference in subject: **“T-FACTOR Project: tender for strategic coordination”**. Tenders addressed to another email address will be rejected.

The deadline for the submission of the offer is: **26 July 2020 (h.22.00)**

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 V.

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

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



VI. SELECTION PROCESS

The tenderer must prove a conceptual, methodological and technical domain, adequate for the execution of the contract and reflect the technical capacity proven to serve in the development of the intended object and for the achievement of marked objectives.

Special emphasis is given to the understanding of the latest research and policy developments on sustainable urban development, and experience and capacity in drawing strategic documents, policies and / or action plans on this topic.

The evaluation of the candidates will be done by attributing the following scores:

Curriculum vitae - maximum 40 points for the professional experience relevant for the tender, as follows:

- a) 20 points - 5 points for each professional experience in international research experience, in topics such as sustainable urban development, circular and collaborative economy, social innovation;
- b) 20 points - 5 points for each professional the management and scientific and operational coordination of H2020 projects.

Technical offer - maximum 30 points for the proposed methodology, as follows:

- a) 10 points for the context analysis;
- b) 20 points for the innovativeness and coherence of the proposed solutions;

The candidates scoring more than 50 % in each of the points for the Curriculum vitae and more than 80% of the technical offer will be invited for an interview.

The interview will focus on the topics covered by this tender to ascertain the candidate's general knowledge and professional experience.

The maximum score attributed to the interview will be 30 points.

VII. CONTRACTUAL AND FINANCIAL TERMS.

Administrative details of the Contracting Authority:

ANCI Tuscany - Associazione dei Comuni Toscani
Viale Giovine Italia 17, Firenze - Italy
VAT: IT01710310978

The amount available for this consultancy service is **€ 20.000 per year, VAT excluded (€4,400 of VAT to be directly paid to Italian taxation authorities by ANCI Tuscany).**

For this work the ANCI will be responsible for paying VAT in Italy, therefore, in case the consultant declares her fiscal residency in another Member state, the fees to be charged by the consultant will be submitted net of VAT. The fees will be paid in four yearly instalments after the presentation of duly-issued invoices, according to the following timetable:

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**Year 2020**

- the first, of € 10,000.00, VAT excluding, by the month of July 2020;

Year 2021

- the first, of € 10,000.00, VAT excluding, by the month of January 2021;
- the second, of € 10,000.00, VAT excluding, by the month of July 2021;

Year 2022

- the first, of € 10,000.00, VAT excluding, by the month of January 2022;
- the second, of € 10,000.00, VAT excluding, by the month of July 2022;

Year 2023

- the first, of € 10,000.00, VAT excluding, by the month of January 2023;
- the second, of € 10,000.00, VAT excluding, by the month of July 2023;

Year 2024

- the first, of € 10,000.00, VAT excluding, by the month of January 2024;

The travel and accommodation costs for the participation of the expert in the transnational policy exchange events and / or other events relevant to the scope of this contract will be borne by the ANCI Tuscany. 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 Tuscany 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.

VIII. VERIFICATION OF THE REQUIREMENTS AND FORMALISATION OF THE CONTRACT

Once the selection has been completed, ANCI Tuscany will 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 office documents or through the presentation by interested parties of the documents that cannot be ascertained directly by ANCI Tuscany.

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

IX. INTELLECTUAL PROPERTY

All documents produced by the selected expert for the performance of the service referred to in this contract will be the 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 he or she may have created as part of the activity carried out on behalf of Anci Toscana belong to the latter. The selected expert undertakes not to disclose or publish or in any case use data or news relating to the project without having obtained the prior written consent of the Manager and, in the case of publications, the prior approval of the related texts.

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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 the ANCI Tuscany 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 Tuscany.

XI. PRIVACY PROTECTION CLAUSE

Pursuant to the U.E. n. 679/2016, we inform you that the processing of personal data of the applicants is aimed solely at drawing up of the professional assignment; the treatment of personal data will be within the limits necessary to pursue the aforementioned purposes, 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 Tuscany.

This TENDER is published on the ANCI Tuscany website, in the section: *Sezione Amministrazione Trasparente/ Bandi di concorso, Selezioni, Avvisi.*

For information and clarifications, contact Besnik Mehmeti
Email: besnik.mehmeti@ancitoscana.it 00390552477490

Firenze, 9 luglio 2020

Il Responsabile Unico del Procedimento
Simone Gheri
(firmato digitalmente)