

**Become a UIA Expert – Application Form**

Dear applicant,

By filling in and submitting the application form below, you are applying to become a UIA Expert. Your application will be reviewed against the assessment criteria outlined in the Call for Applicants. UIA Experts will be selected for a specific project by the Main Urban Authority and the UIA Permanent Secretariat.

The Call for Applicants provides information on the framework for expertise under Urban Innovative Actions as well as instructions on how to fill in the Application Form. You are invited to read carefully this document before filling in the Application Form.

In the Application Form, you will be requested to:

1) Indicate which project/s (up to a maximum of three projects from two EU Member States) you are interested in applying for. Please check the specific skills required to become an expert. Read carefully the description of the UIA approved project/s that can be found in the Call for Applicants or on the UIA website in order to make your choice.

2) Describe the main skills you would bring to the role and provide evidence of your experience for each of the skills identified. Please ensure you keep to the word limit in each question box.

Please note:

In order to provide examples of projects, reports, achievements that you want to highlight, you can use hyperlinks in the Application Form.

The application form will allow the UIA PS to assess your skills and how you would fit into the role of UIA Expert. Therefore, the answers included in the application form should be justified and not a repetition of the content of your CV.

Applications and CV should be submitted to the UIA Permanent Secretariat by **03 March 2020** to: [recruitment@uia-initiative.eu](mailto:recruitment@uia-initiative.eu)

The UIA Secretariat

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1. **UIA project**

1.1 Please state here the project/s (in order of preference) for which you would like to become a UIA Expert:

**Project 1**

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| *Please include project acronym and name of Main Urban Authority.*  *Describe why you are interested in the project (max. 300 words)* |

**Project 2**

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| *Please include project acronym and name of Main Urban Authority.*  *Describe why you are interested in the project (max. 300 words)* |

**Project 3**

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| *Please include project acronym and name of Main Urban Authority.*  *Describe why you are interested in the project (max. 300 words)* |

1. **Personal Information**

2.1 Name:

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2.2 Surname:

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2.3 Nationality/ies:

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2.4 Country of Residence:

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2.5 Email address:

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2.6 Phone number:

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2.7 Social Media account:

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| *Please indicate if you have a twitter, Facebook, LinkedIn account for professional purposes.* |

2.8 Mother tongue/s:

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2.9 Foreign Languages:

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2.10Proficiency in English

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| *Please provide evidence of your capacity to communicate fluently in English (oral and written). On the basis of the ‘Common European Framework of Reference for Languages - self- assessment grid’ a C2 level is expected.* |

1. **Advising**

3.1 Knowledge and experience on sustainable integrated urban development and related policy challenges, including up to date practice, research, etc.

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| *Please provide information on your educational and professional background related to sustainable integrated urban development. Please describe the type of activities you have been involved in (research, project delivery, teaching, actual contribution to the listed publication, etc) demonstrating at* ***least seven years of experience****. Max. 500 words.* |

3.2Knowledge and experience on the theme addressed by the project(s) you have selected and related policy challenges, including up to date practice, research, etc.

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| *Please provide information on your educational and professional background related to the topic of the project/s you have selected (in the digital transition, sustainable use of land and nature based solutions, urban poverty and urban security). Please describe the type of activities you have been involved in (research, project delivery, teaching, actual contribution to the listed publication, etc) demonstrating at* ***least seven years of experience****. Max. 500 words.* |

3.3Awareness of the main policies and funding schemes for sustainable urban development at EU and national level

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| *Please explain how you keep up to date on sustainable urban development policies, trends and funds. You should demonstrate also your knowledge of EU Cohesion Policy here. Please mention* ***3 relevant examples****. Max. 300 words.* |

**4. Advice and guidance: Expertise in supporting urban authorities and other stakeholders in delivering innovative projects**

4.1 Experience in using mechanisms, tools and methods for the implementation of innovative urban projects

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| *Provide at least* ***3 examples*** *on how you have you have worked with urban authorities in three EU Member States. Examples should specify how advice and guidance has been provided to overcome challenges of implementation (including leadership, public procurement, participative approaches, integration of municipal services, measurement of results, etc). Max. 500 words.* |

4.2 Ability to understand specific local situations and how you are able to adapt mechanisms, tools and methods to different local realities and specificities

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| *Provide a description of how you were able to tailor the tools, methods and mechanisms in order to suit the local situation. Give* ***3 examples*** *how you have done this. Max. 300 words.* |

**5. Capturing and sharing knowledge**

5.1 Ability to draw out, support the verbalisation and documentation of knowledge and practice from urban authorities and different stakeholders

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| *Provide at least* ***3 examples*** *of experience where you have been able to collect, tease out and support the verbalisation and documentation of knowledge from urban authorities and stakeholders. Max. 500 words.* |

5.2 Ability to produce clear and concise reports that incorporate learning from the implementation process, document the status and practices, put forward good practices and policy messages targeting practitioners and policy-makers

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| *Provide at least* ***3 examples*** *of reports incorporating good practices and policy messages for an audience of practitioners and policy-makers. This may include on-line media. Describe you role in the production of reports (e.g. main author, contributor, peer expert, etc.). Please include links to reports, etc here. Max. 300 words* |

5.3 Ability to maximise the use of project results for benefits in capitalisation, policy design, and awareness raising

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| *Provide examples of at least* ***3 project outputs*** *produced for capitalisation purposes. Describe your role in the design of the outputs and in the definition of the related dissemination strategy (including a digital strategy). Max. 300 words.* |

5.4 State your experience in presenting knowledge in creative ways, in presenting knowledge in conferences and seminars and your ability to communicate complex concepts to non-English speakers

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| *Describe how you have done so in the past. UIA Experts will be expected to present knowledge in high-level conferences and seminars such as at the Urban Development Network. Explain how you will present the complex concept to a European audience. Provide examples of one (or several) situations where you have been responsible for communicating complex concepts to non-English speakers. Please provide at least* ***3 examples*** *of support used for communication (presentations, videos, infographics, PREZI, etc). If possible, include links here. Max. 300 words* |

5.5 Links with relevant European and national organisations specialised in knowledge management and sharing for sustainable urban development

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| *Indicate if you have experience with working with established organisations, networks, etc that are specialised in knowledge management and sharing for sustainable urban development such as the European Committee of the Regions, etc. Please indicate the nature of your relationship (i.e. employee, consultant, etc) and list any outputs produced. Max. 300 words.* |