

LIFE European City Facility (LIFE EUCF) Call for Country Experts and National Hubs

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Background

The LIFE European City Facility is set up under the LIFE Programme of the European Union: tailor-made, rapid and simplified financial support (in the form of max. EUR 60,000 lump sum) and related services will be provided to a large number of municipalities in the European Union, Iceland and Ukraine, to enable them to develop relevant investment concepts.

Municipalities play a key role in a sustainable European energy transition. They have a tremendous potential to build comprehensive sustainable energy investment programs (i.e. investments in energy efficiency and renewable energy). They also play a key role in pooling smaller projects into larger investment portfolios and in mobilizing the significant financial resources required for the energy transition.

Although the potential is immense, there are fundamental obstacles. In many cases, there is a lack of credible, robust and sufficiently mature investment concepts (including identification of the potential project pipeline, legal analysis, governance analysis, basic financing strategy, and roadmap for implementation). However, such investment concepts are an initial prerequisite for access to different sources of funding.

In this context, LIFE EUCF addresses two fundamental barriers for sustainable energy investments:

- Financial and legal capacity of local authorities to transform their long-term energy and climate strategies into appropriate investment concepts.

- Lack of aggregation of fragmented smaller projects and thus lack of attractiveness for the financial sector.

The resulting investment concepts will represent an initial step towards a fully-fledged business and financial plan and – in this way - facilitate the subsequent mobilization of (local) investment in energy efficiency and renewable energy. Sources of funding may come from the private sector, but also from other EU-funded instruments such as the European Fund for Strategic Investments (EFSI), the European Structural and Investment Funds (ESIF), various Project Development Assistance (PDA) facilities, such as the ELENA facility of the European Investment Bank, or various national investment platforms.

Project's timeline

The LIFE European City Facility is run by a consortium of 7 partners: Energy Cities, Adelphi, Climate Alliance, Enviros, FEDARENE, ICLEI – Europe and GNE Finance.

Start of the project: December 2022

Start of the activities of Country Experts and National Hubs: March 2023

Duration of the project: 61 months.

Call's specifications

This Call is divided into 2 lots:

1. Lot 1 – Selection of Country Experts
2. Lot 2 – Selection of National Hubs

Offers can be submitted by legal or natural persons, proving long-lasting experience and technical and financial capacities to deliver the services object of this Call.

Interested parties may apply for either one of the two Lots or for both.

The LIFE EUCF builds on the experience gained from the European City Facility (EUCF) financed by the Horizon 2020 programme. Following a deep analysis of the uptake of the EUCF in involved countries and the interest in the Facility showed by municipalities and other potential applicants, the LIFE EUCF Consortium has grouped LIFE EUCF countries as following.

- Group A: Denmark, the Netherlands, Poland, Portugal, Spain.
- Group B: Belgium, Bulgaria, Czechia, Finland, Germany, Latvia, Lithuania, Slovakia, Slovenia, Sweden.
- Group C: Austria, Cyprus, Estonia, Greece, Ireland, Romania, Ukraine.
- Group D: Malta
- Group E: Iceland, Luxembourg.
- Group F: Croatia, France, Italy.

Position for Country Experts is open in the following countries:

- Group A: Poland
- Group B: Belgium, Bulgaria, Finland.
- Group C: Ukraine
- Group E: Iceland, Luxembourg.

Position for National Hubs is open in the following countries:

- Group A: Netherlands, Poland.
- Group B: Belgium, Bulgaria, Finland, Slovakia, Slovenia.
- Group C: Austria, Ukraine.



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- Group E: Iceland.

Further information on the groups are available in the Annex I – Work Programme.

Lot 1. Selection of Country Experts

Country Experts are a key feature of the consortium approach to the LIFE EUCF design. The consortium proposed a decentralised support system especially for the benefit of small and medium-sized municipalities which often fail to access centrally managed EU funds and programmes.

For each EU Member State, Iceland and Ukraine, the consortium will appoint a Country Expert, whose role will be to support municipalities in their ‘LIFE EUCF journey’ and to support the Core Management Team for a smooth LIFE EUCF operation and monitoring. We will select Country Experts based on their proven technical and financial competences and working experience in the field of energy and climate investments at local / regional level, their existing relations and contacts with municipalities, and best value for money.

The Country Experts will be coordinated by the LIFE EUCF Core Management Team who will also ensure that all Country Experts have a common understanding of the LIFE EUCF and provide high quality support to municipalities.

NB: Country experts will need to express the absence of conflict of interest upon signature of the contract. Country experts will not be able to be hired/contracted by LIFE EUCF applicant / beneficiary municipalities during the whole duration of the LIFE EUCF contract and for tasks / services connected to the LIFE EUCF grant.

Work assignment for Country Experts

Country Experts are in charge of providing tailored support to LIFE EUCF applicants and beneficiaries in national language and guide them through their ‘LIFE EUCF Journey’.

In particular, Country Experts are expected to present interested applicants with the calls’ eligibility and selection criteria, support the interaction between applicants / beneficiaries and the EUCF Core Management Team, guide and monitor beneficiaries on the development and implementation of their investment concepts.

The full work programme of Country Experts is available in Annex I – Work Programme.

Interested parties are kindly requested to check the Work Programme assigned to the concerned country’s group, before applying.

Country Experts’ application process

Interested parties are kindly requested to submit the following documents:

1. Description of the legal / natural person’s experience in sustainable energy and financing of sustainable energy projects, as well as experience in similar roles, if available. The document shall be sent in **English** and **PDF format** and not be longer than 3 A4 pages.
2. CV of the main expert including project references (title, duration, client, geographical scope, partners, relevance to LIFE EUCF) and language abilities assessment according to the Common European Framework of Reference for Languages. The CV shall be sent using the **Europass** template, in **English** and **PDF format**. The expert shall possess at least a **C1 in English**. The expert shall be native – speaker or at least **C2 in the national language** of the country the organisation / person is applying for.
3. Financial offer in Euro.
4. Email and phone number of the contact person.



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Country Experts' selection criteria

Interested parties shall prove to have at least 5 years of experience in finance and climate change with a focus on sustainable energy in the country. For legal persons, above experience shall be possessed by both the organisation and the main expert.

The country expert should have experience in providing services / capacity-building to local authorities in finance, the environment, and/or sustainable energy in the country.

Requirement	Description / Proof needed	Evaluation
Relevant local/national experience in finance and sustainable energy	Description of the experience in finance, the environment, sustainable energy (mention the exact sector) in the country including projects and references	1 to 5 (1 not relevant – 5 very relevant)
Level of English	C1 minimum – written and oral production Self-assessment and/or Language certificate	Less than C1 is eliminatory C2 / native speaker – 2 points C1 – 1 point
National language	C2 minimum – written and oral production	Less than C2 is eliminatory.
Support / Capacity Building to Local authorities in the relevant country	Experience in providing services/capacity-building to local authorities in finance, the environment, and/or sustainable energy in the country	1 to 5 (1 no experience – 5 very experienced)
Experience in similar role	Experience in providing guidance to municipalities on applications for EU-funded projects and on development of proposal for investments	1 to 5 (1 no experience – 5 very experienced)
		Max number of points : 17

Lot 2. Selection on National Hubs

National Hubs are newly established key figure of the LIFE EUCF approach.

The ideal National Hub is strongly rooted in municipalities' cultures and benefits from connections with national Governments. National Hubs are ideally national or regional associations of local authorities working on the climate and energy transition.

For each EU Member State, Iceland and Ukraine, the consortium will appoint a National Hub, whose role will be to involve municipalities in the Facility and support the deal-closing of their investment concepts. We will select National Hubs based on their proven wide outreach to municipalities and local authorities, their working experience in supporting local authorities, particularly on energy and climate investments, and best value for money.

The National Hubs will be coordinated by the LIFE EUCF Core Management Team who will also ensure that all National Hubs have a common understanding of the LIFE EUCF and provide high quality support to municipalities.

NB: National Hubs will need to express the absence of conflict of interest upon signature of the contract.

National Hubs will not be able to be hired/contracted by LIFE EUCF applicant / beneficiary municipalities during the whole duration of the LIFE EUCF contract and for tasks / services connected to the LIFE EUCF grant.

Work assignment for National Hubs

National hubs are in charge of promoting the LIFE EUCF at national level and attract stakeholders and potential applicants. Together with the Country Experts, they will organise peer to peer sessions at national level at the beginning of each LIFE EUCF Call, support synergies with similar national or regional initiatives and funds and support the EUCF Core Management Team in organising matchmaking events with investors. The full work programme of National Hubs is available in Annex I – Work Programme.

Interested parties are kindly requested to check the Work Programme assigned to the concerned country's group, before applying.

National Hubs' application process

Interested parties are kindly requested to submit the following documents:

1. Description of the legal / natural person's experience in communication and promotion and on financing of sustainable energy projects, as well as experience in similar roles, if available. The document shall be sent in **English** and **PDF format** and not be longer than 3 A4 pages.
2. CV of the main person involved in the action, including language abilities assessment according to the Common European Framework of Reference of Languages. The CV shall be sent using the **Europass** template, in **English** and **PDF format**. The contact person shall possess at least a **C1 in English**.
3. Financial offer in Euro.
4. List of members of the legal organisation applying, if relevant and applicable.
5. Email and phone number of the contact person.

National Hubs' selection criteria

Interested parties shall prove to have at least 5 years of experience in supporting municipalities and local authorities, with a focus on sustainable energy.

The National Hub should have experience in mobilising municipalities and providing services / capacity-building to local authorities in finance, the environment, and/or sustainable energy in the country.

Requirement	Description / Proof needed	Evaluation
Relevant local/national experience in mobilizing local authorities and municipalities	Description of the experience in mobilizing municipalities / local authorities in the country including projects and references	1 to 5 (1 not relevant – 5 very relevant)
Level of English of the main contact person	C1 minimum – written and oral production Self-assessment and/or Language certificate	Less than C1 is eliminatory C2 / native speaker – 2 points C1 – 1 point
National language of the main contact person	C2 minimum – written and oral production	Less than C2 is eliminatory.

Support / Capacity Building to Local authorities in the relevant country	Experience in providing services/capacity-building to local authorities in finance, the environment, and/or sustainable energy in the country	1 to 5 (1 no experience – 5 very experienced)
Experience in similar role	Experience in assisting municipalities / local authorities on deal-closing for their sustainable energy projects.	1 to 5 (1 no experience – 5 very experienced)
		Max number of points : 17

Financial offer

Financial offers shall indicate the requested gross daily cost, including of VAT and overheads.

The maximum amount payable per working day is:

- 650EUR /day (all taxes included) for Finland.
- 600 EUR /day (all taxes included) for Belgium, Iceland, Luxembourg and the Netherlands.
- 450 EUR/day (all taxes included) for Slovenia.
- 400 EUR/day (all taxes included) for Bulgaria, Poland, Slovakia.
- 200 EUR /day (all taxes included) for Ukraine.

Application and selection procedure

Applications shall be sent to Mariangela Luceri at mariangela.luceri@fedarene.org by the **27th of January, 2023, COB**.

Applications shall include all the documents listed in the chapters below (“Country Experts’ application process” and/or “National Hubs’ application process”). Applications missing or with incomplete documents won’t be considered in the evaluation. Applications received after the deadline won’t be considered in the evaluation.

Ranking

Ranking of applicants based on the following formula:

Score for tender X = (Total quality score for award criteria for Tender X / Highest Total quality score for award criteria) multiplied by 60 + (Daily rate of the lowest tender/ Daily rate of tender X) multiplied by 40.

Notification of results

Applicants will be contacted in February 2023 with the results of their application. Selected applicants will be requested to immediately start the negotiation of the contract for service with the related LIFE EUCF partner.