



Call for the selection of
replicating
organizations

Background

SIMPLA has developed innovative **guidelines for the harmonization of energy and mobility plans** (with a focus on, but not limited to, SEAPs/SECAPs and SUMPs) and has tested them in a series of local authorities in six European countries (Italy, Austria, Spain, Bulgaria, Croatia and Romania).

The SIMPLA concept is based on the establishment of a **National Focal Point (NFP)** in each concerned country. Each NFP is made up of an organization with strong skills and experience in energy, mobility and sustainable development and one or more public authorities at regional/county level. SIMPLA NFPs jointly developed the aforementioned guidelines and provided a group of selected local authorities across the six countries listed above with extensive trainings on this matter. All trainings were followed by dedicated coaching activities during which experts helped cities harmonize their energy and mobility plans (mainly, but not exclusively, SEAPs/SECAPs and SUMPs).

SIMPLA is now looking for **replicating organizations**, i.e. organizations active in the field/s of energy and/or mobility and experienced in working with local authorities, willing to set up a National Focal Point in their respective countries and take up the SIMPLA approach. By signing the 'Declaration of Commitment' attached to this call as Annex II, replicating organizations engage in paving the way to the replication of the SIMPLA model in their territories, boosting energy efficiency, clean mobility and sustainable development.

Replicating organizations selected by means of this call will receive dedicated support from SIMPLA project partners aiming at transferring the SIMPLA knowledge and methodology. Support will be granted through remote assistance as well as participation in the **SIMPLA 3-day final event**, taking place in Trieste (Italy) in November 2018. The event will include a replication workshop, a mutual learning event and a final conference with the participation of the best performing cities benefitting from SIMPLA training and coaching activities. World café sessions, role-playing and round tables will offer a unique opportunity to exchange knowledge, experiences and success stories at European level on themes related to integrated, multi-sector energy and mobility planning with a perspective on the sustainable future of cities. The costs of participation in the final event for replicating organizations (i.e. travel, accommodation, meals) will mostly be covered by SIMPLA project partners according to the reimbursement rules laid down in Annex III to this call.

Eligibility requirements

Applicants must be legal entities (governed by either public or private law) and be established in one of the countries listed here below (please note that legal entities established in the countries of SIMPLA project partners – i.e. Italy, Austria, Spain, Bulgaria, Croatia and Romania – are not eligible). Considering that the purpose of this call is to create National Focal Points acting nation-wide, one replicating organization only per country can be selected. In light of this, the applicants' selection will be carried out on a country basis.

The eligible countries are the following:

- The Member States of the European Union (excluding the countries of SIMPLA project partners, i.e. Italy, Austria, Spain, Bulgaria, Croatia and Romania);

- Candidate countries, namely: Albania, Montenegro, Serbia, the former Yugoslav Republic of Macedonia, Turkey;
- Potential candidate countries, namely: Bosnia and Herzegovina, Kosovo¹;
- Countries of the Eastern Partnership, namely: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine²;
- The Member States of the European Free Trade Association, namely: Iceland, Liechtenstein, Norway and Switzerland.

Selection criteria

An international evaluation committee will process the received applications on the basis of the information contained therein and in other provided documentation against the eligibility requirements and the following selection criteria.

1. INTEREST IN BECOMING A REPLICATING ORGANIZATION, TO BE ASSESSED AGAINST THE CORRESPONDENCE BETWEEN THE APPLICANT'S MISSION AND THE OBJECTIVES OF THE SIMPLA PROJECT

- Excellent correspondence: 20 points
- Good correspondence: 15 points
- Fair correspondence: 10 points
- Poor correspondence: 5 points

Bonus points: 10 additional points will be awarded to organizations that submitted an expression of interest at the time of the submission of the SIMPLA project proposal.

Applicants established in countries that are not Member States of the European Union are requested to demonstrate that there is a national policy framework promoting SEAPs and SUMP's or similar plans in their respective countries.

2. TECHNICAL SKILLS AND COMPETENCES, TO BE ASSESSED AGAINST PREVIOUS RELEVANT PROJECTS CARRIED OUT BY THE APPLICANT AS WELL AS MEMBERSHIP IN OR AFFILIATION TO RELEVANT ORGANIZATIONS AND/OR NETWORKS AT NATIONAL AND/OR INTERNATIONAL LEVEL

- Excellent technical skills and competences: 20 points
- Good technical skills and competences: 15 points
- Fair technical skills and competences: 10 points
- Poor technical skills and competences: 5 points

3. RECORD OF PREVIOUS COLLABORATIONS WITH LOCAL AUTHORITIES

- Excellent record of previous collaboration: 20 points
- Good record of previous collaboration: 15 points
- Fair record of previous collaboration: 10 points
- Poor record of previous collaboration: 5 points

¹ This designation is without prejudice to positions on status and is in line with UNSCR 1244/99 and the ICJ Opinion on the Kosovo declaration of independence.

² As regards Ukraine, however, please note that given that the EU does not recognize the illegal annexation of Autonomous Republic of Crimea and the City of Sevastopol, legal persons established in the Autonomous Republic of Crimea or the city of Sevastopol are not eligible to participate.

Bonus points: 10 additional points will be awarded to organizations that have signed formal cooperation agreements with public authorities at national/regional/county level or that provide a declaration of commitment by public authorities at national/regional/county level to engage in the prospective SIMPLA National Focal Point.

4. EXPERIENCE IN THE DEVELOPMENT OF ENERGY PLANS (SEAPS OR EQUIVALENT PLANS)

- between 1 and 3 plans developed: 5 points
- between 4 and 6 plans developed: 10 points
- between 7 and 10 plans developed: 15 points
- more than 10 plans developed: 20 points

5. EXPERIENCE IN THE DEVELOPMENT OF MOBILITY PLANS (SUMPS OR EQUIVALENT PLANS)

- between 1 and 3 plans developed: 5 points
- between 4 and 6 plans developed: 10 points
- between 7 and 10 plans developed: 15 points
- more than 10 plans developed: 20 points

On the basis of the obtained score, the evaluation committee will draft a ranking list. The first 12 organizations of the ranking list will be granted the status of SIMPLA replicating organizations. Applicants ranked from position 13 downwards will be included in a reserve list, with a ranking following the score obtained by each organization. Please note that, since one replicating organization only per country can be selected, in case of multiple applicants from the same country, the applicant receiving the highest score only will be included in the ranking list, while the other applicant/s from the same country with lower scores will automatically be included in the reserve list, with a position based on their respective scores.

Organizations granted with the status of SIMPLA replicating organizations have a time span of 2 weeks to confirm their participation. In case any of these organizations decided not to continue, the first organization of the reserve list which is not established in a country represented in the ranking list will be offered the opportunity to participate. The same criterion applies should further applicants decide not to continue.

In the case of even scores between two or more applicants from different countries, preference will be given to the applicant established in the country with the largest population.

One representative per replicating organization only will be entitled to attend the SIMPLA final event with participation costs (i.e. travel, accommodation, meals) mostly covered by SIMPLA project partners according to the reimbursement rules laid down in Annex III to this call.

How to apply

An application form is available as Annex I to this call.

The form duly filled in must be stamped and signed by the legal representative of the applying organization and sent by 30 July 2018 at 24:00 CET to the following e-mail address: dlaem@abv.bg.

Please note that only the application form (and related supporting documents) are to be submitted during the application stage. The 'Declaration of Commitment' is to be signed at a later stage only by those organizations that are selected to become SIMPLA replicating organizations.

Requests for additional information can be sent to dlaem@abv.bg.

Annex I to the call for the selection of replicating organizations – Application Form

Organization name in original language:	
Organization name in English:	
Address:	
Post Code:	
City/town:	
Country:	
Organization website:	
Organization legal status:	<input type="checkbox"/> Public <input type="checkbox"/> Private, not-for-profit <input type="checkbox"/> Private, for profit
Contact person – name and surname:	
Contact person – phone number:	
Contact person – mobile phone number:	
Contact person – email address:	

1. INTEREST IN BECOMING A REPLICATING ORGANIZATION

Please explain why you are interested in becoming a replicating organization and how this relates to your core business. Please provide a brief description of your organization, highlighting its mission and core objectives. *Max. 2000 characters*

For applicants established in countries that are not Member States of the European Union only: please illustrate the national policy framework promoting SEAPs and SUMPs or similar plans in your country. *Max. 2000 characters*

2. TECHNICAL SKILLS AND COMPETENCES

Please list the five most recent projects implemented by your organization in one or more of the following fields: energy efficiency planning, transport and mobility planning, spatial planning, local and regional planning, sustainable development. For each project, please provide a link to the website or a brief description of the project and achieved results. *Max. 2000 characters*

Please provide information about memberships in/affiliations to national and/or international organizations and/or networks active in the fields of energy efficiency, transport and mobility, spatial planning, local and regional planning, sustainable development. *Max. 1000 characters*

3. RECORD OF PREVIOUS COLLABORATION WITH LOCAL AUTHORITIES

Please provide a brief description of activities carried out jointly by your organization and local authorities, or in which your organization provided technical support to local authorities. *Max. 2000 characters*

If applicable, please provide information on any relevant established mechanisms of cooperation or formal agreements with local authorities in which your organization is a party. *Max. 2000 characters*

4. EXPERIENCE IN THE DEVELOPMENT OF ENERGY PLANS (SEAPS OR EQUIVALENT PLANS)

Please provide a list of the energy plans (SEAPs or equivalent plans) developed directly by your organization or with the technical support of your organization. *Max. 1000 characters*

5. EXPERIENCE IN THE DEVELOPMENT OF MOBILITY PLANS (SUMPS OR EQUIVALENT PLANS)

Please provide a list of the mobility plans (SUMPs or equivalent plans) developed directly by your organization or with the technical support of your organization. *Max. 1000 characters*

6. PLEASE LIST THE NAME/S OF THE PUBLIC AUTHORITY/IES AT NATIONAL/REGIONAL/COUNTY LEVEL YOU PLAN TO INVOLVE IN YOUR NATIONAL FOCAL POINT (AS DESCRIBED IN SECTION “BACKGROUND” OF THE SIMPLA CALL FOR REPLICATING ORGANIZATIONS). WHERE AVAILABLE, PLEASE ATTACH ANY DOCUMENTARY EVIDENCE OF INTEREST.

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Date and place:

Name and surname of the legal representative:

Position of the legal representative (e.g. Managing Director):

Signature of the legal representative and stamp:

Annex II – Declaration of Commitment

We, the [NAME OF ORGANIZATION IN ORIGINAL LANGUAGE / NAME OF ORGANIZATION IN ENGLISH], recognizing that

- more than half of the world population lives in urban areas and this share is going to increase in the coming years;
- cities are faced with a growing number of challenges on their path to a more sustainable and inclusive development, among which fast technological developments challenging operational scenarios at unprecedented pace; the impacts of demographic trends on lifestyles, social cohesion and economic growth; and the need to adapt to and mitigate the effects of climate change balancing economic development and environment protection;
- energy production and consumption, mobility and transport are crucial, transversal elements with multifold repercussions on any citizen's life and on the overall management of cities;
- focusing on individual, separate sectoral policies has proven to be ineffective in tackling urban development challenges, and the solution is to be sought in a holistic planning approach capable of guaranteeing a more sustainable future and a better quality of life in urban areas;
- the solution of the SIMPLA (Sustainable Integrated Multi-sector PLAnning) project is a step-by-step methodology to develop, review and adapt strategic urban energy and mobility plans with the aim to increase interdepartmental and multidisciplinary cooperation within local authorities and by means of this the effectiveness of local authorities' policies and action;

state our commitment to replicate the approach of the SIMPLA project in the country of [NAME OF THE COUNTRY].

To this end, we engage in

- setting up a National Focal Point made up of [NAMES OF ALL PARTICIPATING ORGANIZATIONS IN ORIGINAL LANGUAGE AND IN ENGLISH];
- supporting local authorities in harmonizing their strategic energy and mobility plans following the SIMPLA approach.

Date and place:

Name and surname of the legal representative:

Position of the legal representative (e.g. Managing Director):

Signature of the legal representative and stamp:

Annex III – Reimbursement rules

SIMPLA final event is taking place in Trieste (Italy) from 26 to 28 November 2018.

One person per each selected replicating organization (hereinafter 'attendant') is entitled to attend SIMPLA final event with participation costs reimbursed *ex post* (i.e. after the event) by SIMPLA project partners according to the following reimbursement rules.

Travel

As a general rule, all travel costs have to be previously authorized by the event organizers.

In order for their costs to be eligible, journeys must start and end in the cities/towns where the selected replicating organizations are located.

Travel costs are eligible for reimbursement only if occurred on one of the following days, depending on the available travel options and on where the selected replicating organizations are located:

- the day before the first day of SIMPLA final event (namely, 25 November 2018);
- the first day of SIMPLA final event (namely, 26 November 2018);
- the last day of SIMPLA final event (namely, 28 November 2018);
- the day after the last day of SIMPLA final event (namely, 29 November 2018).

Duly justified exceptions to this rule may be accepted subject to consultations with and prior approval by the event organizers.

With the exception of mileage allowance, only documented travel costs will be accepted, i.e. costs for which a documentary evidence is provided.

The choice of the means of transport must obey criteria of efficiency and economy. The following public means of transport are eligible:

- plane: only for distances of more than 200 km (to be intended as the distance between Trieste and the city/town where the relevant replicating organization is located); 'Economy Class' tickets only;
- train: 'Economy Class' tickets only, to be intended as the cheapest ticket option for each given train;
- coach: 'Economy Class' tickets only, to be intended as the cheapest ticket option for each given coach;
- public transport tickets for transfers from/to the airport/train station/bus station and/or from/to the event venue.

In general terms, taxi is not an eligible means of transport. Duly justified exceptions to this rule may be accepted subject to consultations with and prior approval by the event organizers. By contrast, private means of collective transport (e.g. shared taxis) are eligible means of transport.

Rented means of transport are not eligible, unless their usage results more cost-efficient than other options, in which case the cost-effectiveness will have to be duly demonstrated.

Private cars, be them owned by the attendant or the replicating organization he/she represents, are eligible if cheaper when compared to the use of the public means of transport mentioned above. Duly justified

exceptions to this rule may be accepted subject to consultations with and prior approval by the event organizers.

In the case of use of public means of transport, the full cost of the ticket is eligible (i.e. including airport taxes, booking fees, one piece of hold luggage, etc.). Costs for items purchased on board of the means of transport, including food and drinks, are not eligible. Travel agency invoices are eligible, provided they can be clearly attributed to the declared travel costs.

In the case of private car use, eligible costs are limited to the following items:

- mileage allowance of 0,36 EUR per km, where the number of km is to be calculated via Google Maps as the distance covered in a round trip from the city/town where the relevant replicating organization is located and Trieste;
- highway tolls;
- parking fees up to a maximum of 40 EUR overall (references of a convenient parking facility can be provided by the event organizers).

Accommodation

As a general rule, all accommodation costs have to be previously authorized by the event organizers.

Attendants are entitled to accommodation in Trieste for a 2-night, 3-night or 4-night stay, depending on their day of arrival and departure according to the travel schedule previously approved by the event organizers as mentioned above.

The maximum reimbursable amount is 90 EUR per night. References of convenient accommodation facilities will be provided by the event organizers.

Breakfast costs and tourist tax are eligible costs, provided they are included in the accommodation facility invoice. All other costs (e.g. costs of internet connection, drinks from the minibar, room service, etc.) are not eligible.

Only documented accommodation costs will be accepted, i.e. costs for which a documentary evidence (e.g. accommodation facility invoice) is provided.

Meals

During all days of SIMPLA final event, lunch is offered by the event organizers. Moreover, dinner on 27 November 2018 is also offered by the event organizers.

As regards further meals, attendants are entitled to the reimbursement of dinner/s on the following day/s, depending on their day of arrival and departure according to the travel schedule previously approved by the event organizers as mentioned above:

- 25 November 2018;
- 26 November 2018;
- 28 November 2018.

For each meal, the maximum reimbursable amount is 35 EUR. Only documented meal costs will be accepted, i.e. costs for which a documentary evidence (i.e. restaurant receipt) is provided. Receipts must bear the date of the day in which the meal is consumed. One receipt per meal only is eligible for reimbursement.

Visa

Visa costs (if required) are eligible. The maximum reimbursable amounts cannot exceed those provided for on the official website of the Italian Ministry of Foreign Affairs and International Cooperation for each relevant country (<http://vistoperitalia.esteri.it/home/en#BMQuestionario>).

Only documented visa costs will be accepted, i.e. costs for which a documentary evidence (e.g. receipt) is provided.

Additional provisions

For expenses incurred in currencies other than Euro, the applicable exchange rate is the one provided for at the following link and referred to the month in which the expenses are incurred: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm)

As a general rule, costs not explicitly mentioned in the present document are not eligible. Duly justified exceptions to this rule may be accepted subject to consultations with and prior approval by the event organizers.

Reimbursement procedure

As mentioned above, attendants will have to pay in advance for all costs related to their participation in SIMPLA final event. After the event, attendants will have to duly fill in the 'Reimbursement Form' available here below as Annex III bis, print it, sign it and send it in **original hard copy**, together with all required supporting documents as listed in the form in original hard copy, to the following address no later than 7 December 2018, otherwise the costs shall not be considered as reimbursable:

Fabio Tomasi

c/o Area di Ricerca Scientifica e Tecnologica di Trieste –

Area Science Park, Ed. C1

Padriciano, 99

34149 Trieste

Italy

It is strongly advised to scan all documentation and send it to the event organizers via e-mail before dispatching for a preliminary check of completeness and compliance with the present reimbursement rules. It is also advised to send the original documents via courier to guarantee prompt delivery (shipping costs are not eligible for reimbursement). Upon reception of the aforementioned documentation **in hard copy** and check of its relevance, correctness and completeness, reimbursements will be processed by SIMPLA project partners via bank transfers either to natural persons (i.e. the attendants themselves) or legal persons (i.e. replicating organizations the attendants represent), according to the choice made and related bank account details provided for in the relevant reimbursement forms. Bank charges are not eligible for reimbursement.

Annex III bis – Reimbursement form

I, the undersigned [NAME AND SURNAME], having represented the replicating organization of [NAME OF REPLICATING ORGANIZATION IN ORIGINAL LANGUAGE/NAME OF REPLICATING ORGANIZATION IN ENGLISH] in SIMPLA final event held in Trieste (Italy) from 26 to 28 November 2018, hereby ask for the reimbursement of the following costs related to my participation in the aforementioned event:

1. TRAVEL COSTS

Please choose one or more option/s and fill in as applicable:

- ☐ plane tickets for a total amount of EUR ____ (please fill in) _____
- ☐ train tickets for a total amount of EUR ____ (please fill in) _____
- ☐ coach tickets for a total amount of EUR ____ (please fill in) _____
- ☐ urban public transport tickets for a total amount of EUR ____ (please fill in) _____
- ☐ private car costs for a total amount of EUR ____ (please fill in) _____, of which:
- total amount of mileage allowance: ____ (please fill in) _____ EUR
 - total amount of highway tolls: ____ (please fill in) _____ EUR
 - total amount of parking fees: ____ (please fill in) _____ EUR
- ☐ travel agency costs for a total amount of EUR ____ (please fill in) _____

The total amount requested for travel costs (in EUR) is ____ (please fill in) _____ EUR.

I attach hereto the following supporting documents (please choose one or more option/s as applicable):

- ☐ original tickets of plane/train/coach and boarding passes (where applicable);
- ☐ original urban public transport tickets;
- ☐ original travel agency invoice;
- ☐ screen shot of the driven route from Google Maps as evidence of the number of km driven;
- ☐ original highway tolls;
- ☐ original tickets/receipts of parking fees.

2. ACCOMMODATION COSTS

I herewith declare that I checked in on ____ (please fill in with the date of your check-in) _____ and checked out on ____ (please fill in with the date of your check-out) _____, therefore spending n. ____ (please fill in with the total number of nights) _____ nights in Trieste.

The total amount requested for accommodation costs (in EUR) is ____ *(please fill in)* ____ EUR.

I attach hereto the original invoice of the accommodation facility.

3. MEAL COSTS

I herewith ask for the reimbursement of n. ____ *(please fill in with the total number of meals)* ____ meals.

I attach hereto n. ____ *(please fill in with the total number of restaurant receipts)* ____ original restaurant receipts.

The total amount requested for meals (in EUR) is ____ *(please fill in)* ____ EUR.

4. VISA COSTS (IF APPLICABLE)

The total amount requested for visa costs (in EUR) is ____ *(please fill in)* ____ EUR.

I attach hereto the original relevant supporting document/s (e.g. receipt).

BANK ACCOUNT DETAILS

The bank account to which the transfer related to the reimbursement of all abovementioned costs should be made is the following:

Please fill in:

Name and surname of the account holder:	
Address of the account holder:	
Place of birth of the account holder <i>(only if the account holder is a natural person)</i> :	
Date of birth of the account holder <i>(only if the account holder is a natural person)</i> :	
Gender of the account holder <i>(only if the account holder is a natural person)</i> :	
VAT number of the account holder <i>(only if the account holder is a legal person)</i> :	
Fiscal code of the account holder:	
Name of the bank:	
Address of the bank:	
Number of the account:	
SWIFT Code (BIC):	
IBAN Code:	

I herewith entirely accept the terms and conditions of the present reimbursement rules.

Place and date: ____(*please fill in*)_____

Signature: _____