

## OFFER REQUEST FOR DRAFTING A POLICY PAPER ON E-MOBILITY IN THE MEDITERRANEAN BASED ON THE URBAN TRANSPORTS COMMUNITY RESULTS AND EXPERTISE

### About POLIS

POLIS is the leading European network of cities and regions on urban transport innovation. Since 1989, European local and regional authorities have been working together within POLIS to promote sustainable mobility through the deployment of innovative transport solutions. Our aim is to improve local transport through integrated strategies that address the economic, social, and environmental dimensions of transport. To this end, we support the exchange of experiences and the transfer of knowledge between our members and facilitate the dialogue with mobility stakeholders from the private sector. Fostering these partnerships makes research and innovation in transport more accessible and scalable. We also act as the voice of our members towards the European institutions to help shape EU mobility policy.

### Introduction

The [Urban Transport Community](#) (UTC) is an Interreg MED initiative and aims to promote innovative solutions for sustainable mobility in the territories of Mediterranean Europe. The Interreg MED programme is a transnational European Cooperation Programme for the Mediterranean area. It is co-financed by the ERDF (European Regional Development Fund), an instrument of the EU regional policy and of its new programming period.

The Urban Transports Community has created a catalogue of solutions and experiences with a high potential for replicability, [available online](#), that includes, among others, tools and experiences focusing on areas with high touristic activity or potential. The initiative addresses 5 main thematic areas: active mobility, shared mobility, electromobility, mobility in touristic areas, mobility planning and the use of data.

In February 2021, UTC approved the elaboration of 3 thematic policy briefs and one final policy paper. A [first policy brief was published in June 2021](#) focusing on active mobility, with recommendations to the local, regional, national and European policy-making levels. A second policy paper will be published in April 2022, focusing on the nexus between sustainable mobility and sustainable tourism in the specific area of the Mediterranean.

### 1. Scope of the services to be provided

The third policy brief is planned to be published by early [September 2022](#), focusing on the topic of [e-mobility](#) in the specific area of the Mediterranean. The objective is for the policy brief to be drafted with the consultation of different relevant stakeholders, including the UTC partnership, and to be disseminated at EU and regional events, contributing to the capitalisation and mainstreaming of the initiative's results.

The scope and characteristics of the services are as follows:

- The service to be provided is the elaboration of 1 policy paper with the goal to consolidate the results and lessons learnt from the Urban Transports Community and highlight the most pressing needs and gaps that need to be addressed by policy-makers in the domain of e-

mobility. A crucial element of the paper will be the preparation of recommendations to policy-makers focusing on 3 main levels: local & regional, national, and European. Specific best practices stemming from UTC activities will serve as a basis to draft the paper.

**The proposed format and structure of the policy paper are as follows:**

- **Format:** One Policy Paper (proposed length of 10 to 15 pages) accompanied by an executive summary (1 to 2 pages) and a PPT presentation (10 slides) summarising the main recommendations to be used for public dissemination.
- **Title to be defined:** The focus of the policy brief should be the key contribution of e-mobility for sustainable mobility and its impact on the Mediterranean, also focusing on the existing challenges for its deployment.
- **Target audience:** local and regional policy-makers, ministries and state Parliaments of the Southern Mediterranean area, EU Parliament Members, DG MOVE, DG ENV, DG REGIO, Interreg EuroMED secretariat, Euro-Mediterranean networks of cities, European Programme Authorities dealing with sustainability & Mobility issues in the MED, & other relevant actors, such as Research Centers/Universities, Municipal/Regional Energy Agencies which support and work closely with cities and regions.
- **Possible structure/ tentative chapters** (to be discussed and defined together with the service provider):
  - Introduction, presentation of UTC and background information,
  - Presentation of the main topic of the Policy Brief and its relevance (why are we addressing it, the relevance of the topic at the EU and local level). Different aspects can be mentioned in this chapter: relevance of sustainable mobility to build climate resilience strategies in the MED area; specific challenges of MED cities like urban context, cultural and historical heritage and intense seasonal touristic flows (i.e. many cities have urban design that is not well suited to current mobility systems and traffic volumes; e-mobility as a piece of the puzzle to achieve these goals in tandem with promotion of soft mobility, active travel and a strong network of public transport, and new trends and challenges after COVID crisis.
  - In-depth analysis of existing challenges and trends of the deployment of e-mobility in the Mediterranean. Presentation of concrete case studies highlighting advances made in the region (best practices to be selected from UTC activities and beyond. i.e. [EnerNetMob project](#)). The exact topics will be discussed, some proposals concern: Local challenges and specificity of fleet electrification (i.e. in connection with tourism: electrification of Public Transport, sightseeing buses, car rentals), connection to rural areas in the Med, charging infrastructure deployment, sea-road intermodality networks, sharing electromobility services, city logistic electromobility service, etc.
  - A set of policy recommendations will close the document, establishing the link between the introductory part and the challenges, trends, and cases. Recommendations must be precise and action-oriented, targeting policy-makers divided into 3 groups: 1. Local and regional authorities; 2. National authorities; 3. EU level policy-makers.

**Methodology**

The methodology to elaborate the policy brief will be discussed and agreed upon with the service provider but it should consider the following aspects:

- The contracting authority will share background documentation about the Urban Transports' initiative regarding the thematic focus of the paper, and about tools and training material available on the matter. Background documentation includes: capitalisation deliverables from

relevant modular projects of the community (i.e. [EnerNetMob project](#)), study cases and best practices sheets available on the [UT Catalogue of Solutions online](#), other outputs produced by UTC (i.e. Deliverable 4.1.1: Technology scenarios for e-mobility charging infrastructure planning). The service provider is expected to consider such inputs and integrate the UTC experience and expertise in the policy brief.

- Bilateral interviews are strongly recommended to incorporate inputs from experts, former partners, and partners of the Urban Transports Community. At least 2 interviews with experts are expected.
- The service provider will prepare a survey to collect inputs from key stakeholders of the Urban Transports. The contracting authority will identify key target stakeholders and disseminate the survey, the service provider will collect and analyse the information received from at least 5 stakeholders.
- The draft version of the paper will be submitted to the peer review of the UTC Partners (7 entities). The service provider is expected to consider and integrate the inputs resulting from partners' feedback and present a final version.

Finally, the service provider might be expected to present the policy brief at a initiative event or activity over the first second semester of 2022. For this, the service provider is expected to use the 10-slides presentation and provide a brief presentation (30') in English. Should the event be held face to face, the contracting authority will take care of the travel costs of the service provider.

The working language of this assignment is English (British English favoured).

### **Deliverables and calendar**

1. *Deliverable 1*: Outline of the policy paper upon discussion with contracting authority – by the 6<sup>th</sup> of June
2. *Deliverable 2*: Prepare a survey to collect inputs from key stakeholders – by the 18<sup>th</sup> of June
3. *Deliverable 3*: Guides of interviews with experts – by the 30<sup>th</sup> of June
4. *Deliverable 4*: First draft version of the policy paper – by the 15<sup>th</sup> of July
5. *Deliverable 5*: Final version of the policy brief – by the 12<sup>th</sup> of August
6. *Deliverable 6*: Executive summary and slides – by the 2<sup>nd</sup> of September

### **Expertise profile**

- Academic diploma in transport, urban planning, economics, sociology, political science or related proving good knowledge on the topic and field of work and capacity to assess challenges and solutions.
- Proven and relevant professional experience linked to the required services, particularly in the field of urban mobility, mobility planning and e-mobility. Experience and familiarity with decision-making, relevant EU regulatory and institutional frameworks, policy drafting or advising will be highly valued. Proven experience working with or supporting Mediterranean public authorities.
- Excellent writing skills in English (British English favoured), capacity to expose complex ideas and develop arguments in a clear, synthetic, and consistent way.
- A VAT registration number or in any case the possibility to invoice.

## **2. Type of service, duration, and place of execution**

This request and the offer presented by the service provider will define the conditions of service as a commercial contract for the provision of services. The service will be carried out at the service provider's headquarters.

## **3. Base budget of the service**

The maximum budget for this service is € 4200 (all taxes included). Any offer exceeding this amount will be rejected.

It is understood that the budget includes all the costs that the successful bidder is required to pay for the normal fulfilment of the services contracted such as general expenses, financial costs, insurance, transport and travel expenses, remuneration for the staff under its control and all verification and job costs.

## **4. Price of the contract and economic conditions**

The administrative details of the Contracting Body are:

- POLIS - PROMOTION OF OPERATIONAL LINKS WITH INTEGRATED SERVICES, ASSOCIATION INTERNATIONALE, Rue du Trône 98, 1050 Ixelles, (VAT): BE 0460 400 701

The contract price is the one established by the award of the tender, in line with the offer submitted.

Two invoices are required according to the following details:

- 40% of the total by end of July after the reception of deliverables 1-3.
- 60% of the total amount after validation of the rest of the deliverables.

Invoices must contain at least the following information:

- Name, full address, and tax identification number of the supplier
- Complete POLIS data, as presented above
- Invoice number
- Invoice date
- Description of the service provided
- Detail of the amount of the service and taxes (if any)

The payment will be issued by bank transfer 30 days after the date of the invoice (bank account details are required) after a favourable report is issued by the POLIS team upon reception of the draft and final versions.

Invoices must be sent either in digital format, by e-mail, to Julie Lucca ([jlucca@polisnetwork.eu](mailto:jlucca@polisnetwork.eu)) and Claudia Ribeiro ([cribeiro@polisnetwork.eu](mailto:cribeiro@polisnetwork.eu)).

## 5. Confidentiality clause

Except for public information, any privileged information that the service provider will have access to so as to fulfil the purpose of this contract must be kept strictly confidential and must not be used for any activity not covered by this contract. In circumstances where a particular use of the information gives rise to doubts in respect of this confidentiality clause, the service provider must, in all cases, request the consent of POLIS.

## 6. Intellectual Property Rights

Standard Intellectual Property Rights conditions under the INTERREG MED programme apply.

Economic offers, together with the CV of the candidate, must be submitted by the 29<sup>th</sup> of April to the following email address: [cribeiro@polisnetwork.eu](mailto:cribeiro@polisnetwork.eu)

**Brussels, 6<sup>th</sup> of April 2022**