

BENEFICIARY PARTNER APPLICATION PROCESS



Your ambition to become Beneficiary Partner in the MobiliseYourCity Partnership

This document aims to describe the application process for local and national governments to become MobiliseYourCity Beneficiary Partner. Beneficiary Partners in the MobiliseYourCity Partnership are local and national governments in emerging and developing countries, and the EU Neighbourhood. MobiliseYourCity supports its Beneficiary Partners in their efforts to plan and implement sustainable urban mobility, to prepare related investments and to reduce urban transport-related greenhouse gas emissions, either through general support provided in kind, e.g. by means of access to a global Community of Practice, networks and knowledge products, or in selected cases, through specific technical assistance measures.

APPLICATION PROCESS

1 CONTACT THE SECRETARIAT
The Applicant* contacts MobiliseYourCity Secretariat or any MobiliseYourCity Partner and requests for application documents.

2 SUBMIT APPLICATION
The Applicant* submits the application documents to the Secretariat.

3 REVIEW OF THE APPLICATION AND RECOMMENDATION
The application is reviewed by the Secretariat which in turn provides recommendation to the Steering Committee.

4 DECISION OF STEERING COMMITTEE
The Steering Committee decides upon the Secretariat recommendation.

- ✔ **VALIDATED** (no concretely envisioned TA**)
- ✔ **CONDITIONALLY VALIDATED** (e.g. in case an initial appraisal mission shall be conducted first)
- ✔ **REJECTED**
- ✔ **VALIDATED** (proposed for TA**, final fund confirmation subject to responsible Contributing Partner(s))
- ✔ **VALIDATION PENDING/POSTPONED** (e.g. in case additional documents are needed for a final decision)

5 COMMUNICATION TO THE APPLICANT
Secretariat communicates Steering Committee decision to the Applicant.

- * The term 'Applicant' may pertain to either National or Local Governments
- ** Technical Assistance

Joining the MobiliseYourCity Partnership is a good way to display your government's ambition to prioritize advancement of sustainable urban mobility; by becoming Partner, your city/country accesses a highly visible international sector community that shares its best practices, solutions and accomplishments. Furthermore, Partners receive guidance on a coherent methodology, validated by a broad international pool of urban mobility experts and agencies, suited to effectively plan and develop sustainable urban mobility. Depending on availability, additional funding may be granted to assist Partner's specific planning efforts.

The application process differentiates between applications from cities/local governments and national governments. Furthermore, the process also differentiates between:

- ✔ cities/countries applying for partnership **without requesting specific technical assistance** from MobiliseYourCity – which mainly requires the Applicant's political ambition and complete documentation;
- ✔ cities/countries applying for partnership **including technical assistance** from MobiliseYourCity – which requires initially confirmed availability of a suitable technical assistance budget for MobiliseYourCity purposes (operated by one of the Partner implementing agencies) or an initial assumption by the MobiliseYourCity Secretariat (possibly in close exchange with funding Partners) that such a budget may potentially be made available through donors.

The application process usually starts through initial exchange between potential Applicants and the MobiliseYourCity Secretariat or the representatives of MobiliseYourCity Partners to retrieve application documents.

Once application documents are duly completed, signed and stamped by Applicants, they shall be submitted **as scans by email** to the MobiliseYourCity Secretariat.

The MobiliseYourCity Secretariat analyses each application in coordination with the implementing agencies and prepares a recommendation to the MobiliseYourCity Steering Committee, during which all the Contributing Partners of MobiliseYourCity discuss each application and recommendation. The Steering Committee meets approximately every six months and takes decisions on the recommendations made by the MobiliseYourCity Secretariat. Subsequently, the MobiliseYourCity Secretariat informs the Applicant on the decision and issues a MobiliseYourCity Partner Certificate. The Secretariat may also engage into further communication on specific implementation support when advised by the Steering Committee.

It shall be understood by all Applicants that sustainable urban mobility transformation as promoted by the MobiliseYourCity Partnership requires several years of intensive policy and planning focus and possibly a need for public sector institutional reorganisation by involved governments. Willingness to undertake substantial infrastructure investments and sector budgeting from the Applicant's/Beneficiary Partner's own resources is also key to ensure a successful transformation.

The validation of a new Beneficiary Partner does not automatically guarantee a specific technical or financial assistance. Beneficiary Partners are 'members of the club of Partners with serious ambitions to advance sustainable urban mobility'. Based on that, Beneficiary Partners receive information on sectorial developments and events organised under the MobiliseYourCity Partnership.

MobiliseYourCity's main pillars of engagement with its Beneficiary Partners are:

Support to national government Partners with expertise to develop National Urban Mobility Policies and Investment Programmes (NUMPs).

Support to local government Partners with expertise to develop Sustainable Urban Mobility Plans (SUMPs), which refers to an integrated planning and sector transformation approach involving a large set of stakeholders in a participatory process. SUMPs aim to satisfy the mobility needs of people and businesses, address all modes and forms of transport and prepare replicable pilot projects.

Capacity Development and Communities of Practice at a regional/international level.



Jakarta/Indonesia

MobiliseYourCity

PARTNERSHIP STRUCTURE

The Partnership's governance structure:

Please see the MobiliseYourCity Charter available for download at our [website](#).

STEERING COMMITTEE

STEERING COMMITTEE

Voting Members: Donors

Non-voting Members: Implementers, Speakers of Beneficiary Partners

FACILITATION
(Jointly operated by selected
Contributing Partners)

SECRETARIAT

(Management and Coordination Unit, located in Brussels/Belgium)

PARTNER CATEGORIES

BENEFICIARY PARTNERS

National Governments
Local Governments

CONTRIBUTING PARTNERS

DONORS

(e.g. European Commission,
France, Germany)

IMPLEMENTING ORGANIZATIONS

(e.g. ADEME, AFD, Cerema,
CODATU, EBRD, GIZ, KfW,
WUPPERTAL INSTITUTE)

KNOWLEDGE AND NETWORK PARTNERS

TECHNICAL ASSISTANCE

(Stand-alone projects/
programmes
individually implemented by
one or more
Contributing Partners)

SUPPORT
PROGRAM
1

SUPPORT
PROGRAM
2

SUPPORT
PROGRAM
3

SUPPORT
PROGRAM
4

SUPPORT
PROGRAM
XXX



BENEFICIARY PARTNER APPLICATIONS FROM NATIONAL GOVERNMENTS

Documents/forms used in the process

Documents to be submitted **by the Applicant** (Templates may be provided by the MobiliseYourCity Secretariat):

- ✔ **Expression of Interest** (i.e. cover letter): Officially submit to the Secretariat a written Expression of Interest to join MobiliseYourCity. Applicants may want to specify what type of NUMP-related or SUMP-related advisory support they request within the Partnership, if any.
- ✔ **MobiliseYourCity Declaration**: Sign and stamp the MobiliseYourCity Declaration; signatures are usually expected at minister level (the higher the signature level – the more powerful the Applicant’s ambition may be perceived by the Steering Committee, and as better are the chances for potential fundraising for support).

Form used by the assessor:

- ✔ Template to present a country application to the MobiliseYourCity Steering Committee, providing the main information about the Applicant.

PARTNER STATUS VALIDATION CRITERIA:

(at least one to be confirmed along the process)

- ✔ Does the Applicant show a **substantial track record of past accomplishments and a robust own ambition** to actively engage in the Partnership as role model without receiving technical assistance?
- ✔ Is the Applicant **already supported through technical assistance** by at least one of the Contributing Partners, who confirms suitability to embrace activities within the Partnership?
- ✔ Does at least one of the Contributing Partners express a **potential interest to activate the partnership status through possibly engaging with technical assistance** during the next years?
- ✔ Is there **any other strategic interest** of the Partnership, to validate the application?

BENEFICIARY PARTNER APPLICATIONS FROM LOCAL GOVERNMENTS

Documents/forms used in the process

Documents to be submitted **by the Applicant** (Templates may be provided by the MobiliseYourCity Secretariat):

For applications on own initiative of Applicants, **without linkage to a concrete call for applications for technical assistance** issued by a MobiliseYourCity Contributing Partner:

- ✔ **MobiliseYourCity Declaration**: Sign and stamp the Declaration; signatures are usually expected at mayor level (the higher the signature level – the more powerful the Applicant’s ambition may be perceived by the Steering Committee, and as better are the chances for potential fundraising for support).
- ✔ **Ambition Statement (standard version)**: provides basic information about the motivation and city particulars for the evaluators.

For applications **responding to a concrete call for applications for technical assistance** issued by a MobiliseYourCity Contributing Partner:

- ✔ **MobiliseYourCity Declaration**: As per above.
- ✔ **Ambition Statement (technical assistance version)**: In addition to the above standard version, more detailed elaboration on the need for technical assistance. Applicants are expected to provide a comprehensive set of supporting documents (e.g. studies, plans and policy documents) as an annex.

Forms used by the assessor:

- ✔ MobiliseYourCity assessment grid to help assessor evaluate the quality of the ambition statement
- ✔ Template to present city application to the MobiliseYourCity Steering Committee, providing the main information about the Applicant.

[...] an intriguing opportunity to engage in the international sector community to jointly shape the topic of Sustainable Urban Mobility Policies [...]

Fathia Neji,
Director of Strategy and Projects
Tunisian Ministry of Transport

TECHNICAL ASSISTANCE* FOR NATIONAL GOVERNMENTS

Technical assistance selection criteria may vary depending on the funding source:

✓ Regional strategy or political preferences of donors

✓ Country readiness, indicated, for example, by strong political commitment (and full understanding of the complexity of formulating National Urban Mobility Policies & Investment Programs), clear institutional responsibility allocation, existing strategies and plans, positive track record of past measures implemented or core team already in place to conduct a NUMP process

✓ Quantifiable significant impact potential of technical assistance on GHG emission reduction indicated, for example, through population size affected by measures, actual volume of absolute GHG emissions, forecasted developments with respect to urbanisation or motorisation, or potential spillovers to other countries in the region.

*only applicable for cases, where budget for specific technical assistance is already secured

TECHNICAL ASSISTANCE* FOR LOCAL GOVERNMENTS

'Local governments' may include administrative bodies responsible for metropolitan areas or federated states, depending on the local administrative structure.

Technical assistance selection criteria may vary depending on the funding source:

✓ Regional strategy or political preferences of donors

✓ City readiness, comprising a number of sub-categories, such as:

✓ Strong political commitment, e.g. mayor or minister (national level)

✓ Clear institutional responsibility allocation and linkage within the city and with the national government, or profound willingness by leadership to adapt institutional organisation as required

✓ Technical readiness, e.g. indicated by existing strategies and city plans, positive track record of past measures implemented, realistic/viable project ideas for large-scale sustainable urban transport infrastructure development to allow substantial sector transformation

✓ Financial readiness of public and/or private sector to assume an active role in development of sustainable urban mobility systems; that includes: capability and willingness to allocate (or reallocate) substantial budgets

✓ For sustainable urban mobility infrastructure development and to sustain its long-term operation and maintenance; ability to restructure revenue generation streams; ability to access use of large-scale loans and (development) financing schemes (including ability to acquire necessary guarantees from national government); ability to pay back financial commitments in the long term, etc.

✓ SUMP process readiness: city shows that it is ready to start a SUMP process (qualified core team already in place, urban mobility projects already implemented, proven expertise in urban planning and project management, etc.; willingness to conduct change and develop processes across several administrative bodies at city level, understanding of SUMP process and serious presentation of its specific objectives; quality of specific expectations on SUMP process and SUMP process, quality of suggestions for approaches and ideas on own engagement; quality of financial or in-kind contributions to SUMP process engaged by Applicant).

✓ Synergy with MobiliseYourCity Partners: coherence and coordination potential with existing or planned mobility policy support programmes and potential financial cooperation in urban mobility (in particular supported by MobiliseYourCity Partners).

*only applicable for cases, where budget for specific technical assistance is already secured

Significant impact potential of technical assistance under MobiliseYourCity is usually connected with - but not limited to - large-scale investments in infrastructure development and public transport fleets, to be funded by the Beneficiary Partner; such investments may potentially be financially assisted through loans from MobiliseYourCity Contributing Partners.

TECHNICAL ASSISTANCE ELIGIBILITY CRITERIA

SECURE LOCATION

National

Country is **secure and procedurally qualified** for receiving technical assistance (based on the standard ratings of the involved implementing Partners).

Local

Region where the city is located is **secure and procedurally qualified** for receiving technical assistance (based on the standard ratings of the involved implementing Partners).

National & Local

WILLINGNESS ESTABLISHED

MobiliseYourCity Declaration has been signed.

CORE TEAM

National & Local

The Applicant **has established a qualified core team** (i.e. inter-departmental working group at national and/or local level), or is willing to do so, to successfully coordinate the SUMP/NUMP process and ensure a strong ownership. Inter-ministerial involvement in that respect usually requires involvement of relevant national stakeholder ministries such as the ministry of finance, ministry of transport, ministry of public works, ministry of environment, and any other relevant ministry.

LOCATION STATUS

National

Country is rated as a **developing country or emerging economy** (in particular, UNFCCC 'non-Annex 1 country'). Exceptions may apply on a case-by-case basis.

Local

Located in **developing countries and emerging economies** (in particular UNFCCC 'non-Annex 1 countries'). Exceptions may apply on a case-by-case basis.

National & Local

INTER-MINISTERIAL PLANNING & COORDINATION

The Applicant is willing to **foster inter-ministerial planning and coordination as well as active use of participatory planning**, involving the civil society and the private sector.

LEGAL REPRESENTATION

National

Application submitted by a **formally responsible national ministry** (which can usually be the ministries in charge of urban transport, urban planning, finance or similarly relevant responsibility for urban mobility).

Local

The Applicant must represent an **administrative urban area that has more than 100,000 inhabitants**. Generally, MobiliseYourCity aims at supporting cities and metropolitan areas below 5 million inhabitants.

National & Local

CONTRIBUTION TO THE PROCESS

The Applicant has **allocated its own contribution** to the NUMP or SUMP process **in kind (personnel) or as a budget contribution** for studies etc. (or is willing to do so).

Application submitted by a **formally responsible local government institution/ city administration** in charge of urban transport, planning, finance or similarly relevant responsibility for urban mobility. Besides a strong motivation to engage into MobiliseYourCity, Applicants must have full responsibility for urban mobility and capacity to act.

For further information, contact the MobiliseYourCity Secretariat:

Contact@MobiliseYourCity.net
www.MobiliseYourCity.net

Supported by:



Implemented by:



Knowledge and Network Partners:



In collaboration with:

