

## EU-supported tools for mobility planning, MRV and project preparation

MobiliseYourCity supports strategic, participatory planning and project preparation as a key instrument to enable countries and cities build sustainable urban mobility systems, and thereby green cities. We provide decision-makers and mobility practitioners in the Global South with a comprehensive methodology that highlights both the benefits and purposes of sustainable mobility planning and, most importantly, that guides them through a highly practical and tested planning process that is ready to be used in every context.

### Quick Links to Key Tools, Methodologies and Training Materials

MobiliseYourCity has developed a comprehensive methodology that is openly accessible and easy to use by decision-makers, mobility practitioners, and development organisations. This methodology is comprised by a list of documents that provide concise information and guidance about the following aspects:

Build the case for sustainable mobility to achieve SDGs and Green Cities.....	2
Prepare Sustainable Urban Mobility Plans and National Urban Mobility Policies and Investment Programmes.....	3
Read case studies, browse completed SUMPs and NUMPs .....	5
Monitor and report on progress and results against SDGs and the Paris Agreement .....	6
Complementary methodologies and knowledge products .....	7
MobiliseYourCity Training Materials .....	8

MobiliseYourCity's methodology is based on Sustainable Urban Mobility Plans (SUMPs) at the local level and National Urban Mobility Policies and Investment Programmes (NUMPs) at the national level.



A **Sustainable Urban Mobility Plan (SUMP)** is a strategic plan designed to satisfy the mobility needs of people and businesses in cities and their surroundings in a sustainable and inclusive manner.

A Sustainable Urban Mobility Plan lays out a future mobility vision for your city, prioritizes sustainable transport projects and measures, clarifies responsibilities for implementation and sets a robust but flexible finance, funding and implementation plan.



A **National Urban Mobility Policy or Investment Programme (NUMP)** is a strategic, action-oriented framework for urban mobility developed and enacted by national governments.

It aims at enhancing the capability of cities to plan, finance and implement projects and measures designed to fulfill the mobility needs of people and businesses in cities and their surroundings in a sustainable manner.

It builds on existing policies and regulations and aims at harmonizing relevant laws, norms, sector strategies, investment and support programmes towards an integrated approach for the benefit of cities and their inhabitants, taking into consideration participation and evaluation principles.

# Build the case for sustainable mobility to achieve SDGs and Green Cities

The concept of sustainable urban mobility planning, and its underlying rationale, has been gaining prominence over the last years among diverse stakeholders, especially development organisations and increasingly local and national governments. Still, public authorities in many cities may not be aware of what sustainable mobility planning is, what benefits does it bring to countries, cities and their populations and much less on how to elaborate such a plan.

These tools can be used to engage with partners when starting a sustainable mobility planning project at the national or local level.

Information for awareness raising and introductory sessions to the concept can be found in the following documents:

## Sustainable Urban Mobility Plans (SUMP)

- **European SUMP Guidelines and MobiliseYourCity SUMP Guidelines** (upcoming)

This publication contains all key information around SUMP and explains the SUMP elaboration process, structured in phases and steps.

- **SUMP Frequently Asked Questions (FAQs)** (English)

Top 20 questions that are most frequently asked by city and national counterparts and consulting companies are answered in this document.

- **Presentation: Introduction to Sustainable Urban Mobility Plans** (English)

These slides can be used to introduce sustainable mobility, the SUMP concept, its benefits and the planning process to key stakeholders.

## National Urban Mobility Policies and Investment Programmes (NUMPs)

- **MobiliseYourCity NUMP Guidelines** (English, French, Spanish)

This guide defines the NUMP concept and explains what national governments can do to support cities transition to sustainable urban mobility. The NUMP elaboration process is presented in detail using the same approach as the SUMP Guidelines.



# Prepare Sustainable Urban Mobility Plans and National Urban Mobility Policies and Investment Programmes

The elaboration of a Sustainable Urban Mobility Plan or a National Urban Mobility Policy and Investment Programme is usually conducted by a team of consultants that works closely with public authorities throughout the entire process. Implementing agencies from European Member States providing technical assistance to selected cities and countries are responsible for the contracting process.

## Sustainable Urban Mobility Plans (SUMP)

- **Eltis - The urban mobility observatory**

One of the most important hubs for urban mobility practitioners, which facilitates the exchange of information, knowledge and experience in the field of sustainable urban mobility in Europe.

- **SUMP Model Terms of Reference** (English, French, Spanish)

One of the most widely used tools of MobiliseYourCity, these comprehensive ToRs include all the objectives, scope, tasks and other requirements to be fulfilled by the consultants/consulting firm. With minimal adaptations, the ToRs can be quickly adapted to the unique needs of different cities.

- **European SUMP Guidelines and MobiliseYourCity SUMP Guidelines** (upcoming)

City authorities and consultants responsible for SUMP elaboration can use this publication to learn in detail about each step that needs to be conducted throughout the entire process. Using this methodological guidance increases the probability that the SUMP will get the necessary buy-in by key stakeholders and its prospects of successful implementation.

- **Guidance notes on gender, digital, data modelling and e-mobility** (upcoming)

These guidance notes can be used by the contracting entity to enhance the model terms of reference when needed. For example, if a SUMP ought to have a focus on e-mobility, the guidance note provides information on what to consider for successful integration of e-mobility in the SUMP.

- **SUMP Annotated Table of Contents** (English)

The Annotated table of contents ensures the quality and consistency of the final deliverable by the consultant's assignment, which is the NUMP document. It provides guidance to write such a document and contains a standardized chapter structure with tables, figures and examples from finished SUMP.

- **Topic guide - Participatory processes in urban mobility planning** (English)

This topic guide aims to support practitioners (local authorities, mobility experts, consultants, and international development officials) in conducting participatory processes for SUMP preparation. A review and the analysis of five specific case studies (the SUMP in Yaoundé, Antofagasta, Santo Domingo, Kisumu, and Zhytomyr) allowed the production of this document.

- **Shaping and planning urban mobility in crisis times** (Spanish)

This paper gathers the experience of four Latin American cities and explain how they adapted their data collection and transport modelling methodologies for SUMP preparation in the context of mobility restrictions due to the COVID-19 pandemic.

- **SUMP Toolkit** (English)

The SUMP Toolkit provides the consultants with specific tools that can be used in each phase of the SUMP development process. Tools include a stakeholder mapping, a data mining tool to collect, store and evaluate data, overview of financing instruments and mechanisms for sustainable mobility, among others.

## National Urban Mobility Policies and Investment Programmes (NumpPs)

- **NumpP Model Terms of Reference** (English, French, Spanish)

One of the most widely used tools of MobiliseYourCity, these comprehensive ToRs include all the objectives, scope, tasks and other requirements to be fulfilled by the consultants/consulting firm. With minimal adaptations, the ToRs can be quickly adapted to the unique needs of different countries.

- **MobiliseYourCity NumpP Guidelines** (English, French, Spanish)

City authorities and consultants responsible for NumpP elaboration can use this publication to learn in detail about each step that needs to be conducted throughout the entire process. Using this methodological guidance increases the probability that the NumpP will get the necessary buy-in by key stakeholders and its prospects of successful implementation.

- **Guidance notes on gender, digital, data modelling and e-mobility** (upcoming)


These guidance notes can be used by the contracting entity to enhance the model terms of reference when needed.

- **NumpP Annotated Table of Contents** (upcoming)

The Annotated table of contents ensures the quality and consistency of the final deliverable by the consultant's assignment, which is the SUMP document. It provides guidance to write such a document and contains a standardized chapter structure with tables, figures and examples from finished NumpPs.

- **NumpP Toolkit** (English)

The NumpP Toolkit provides the consultants with specific tools that can be used in each phase of the NumpP development process. Tools include templates for Memoranda of Understanding (MoU), GANTT Chart for operational planning, SWOT Analysis, Cost-Benefit-Analysis, among others.



# Read case studies, browse completed SUMP and NUMPs

MobiliseYourCity supports 38 cities and 10 countries develop sustainable urban mobility frameworks at the local and national level. The finished SUMP and NUMPs are made available in the knowledge platform and are used to develop case studies from which other mobility practitioners can learn.

## Case studies

- [SUMP Summary and lessons learned from Santo Domingo, Dominican Republic](#) (English)
- [SUMP Summary and lessons learned from Yaoundé, Cameroon](#) (English)
- [SUMP Summary and lessons learned from Douala, Cameroon](#) (French)
- SUMP Summary and lessons learned from Poltava, Ukraine (upcoming)
- SUMP Summary and lessons learned from Zhytomyr, Ukraine (upcoming)

## Completed Sustainable Urban Mobility Plans (SUMP)

- [Lviv, Ukraine](#) (English)
- [Santo Domingo, Dominican Republic](#) (Spanish)
- [Yaoundé, Cameroon](#) (French)

## Completed National Urban Mobility Policies and Investment Programmes (NUMPs)

- [Cameroon](#) (French)
- [Colombia](#) (English)
- [Philippines](#) (English)
- [Thailand](#) (English)
- [Tunisia](#) (English)



# Monitor and report on progress and results against SDGs and the Paris Agreement

MobiliseYourCity has a strong methodological emphasis on data, MRV and scenario modelling, all key aspects of the sustainable mobility planning process.

- **MobiliseYourCity GHG-MRV Guidance** (English)

This publication provides the methodology to calculate transport-related GHG emissions, the types of emissions and boundaries to be considered, and guidance on how to conduct scenario modelling for business-as-usual and SUMP/NUMP scenarios.

- **MobiliseYourCity Emissions Calculator** (English, French, Spanish)

This tool is an excel table to be used by cities, countries and consultants to calculate the impact of a SUMP/NUMP. The tool is used for scenario modelling, projecting emission pathways in a business-as-usual and SUMP/NUMP scenarios.

- **MobiliseYourCity Core Indicators and Monitoring Framework** (English)

Impact indicators need to be used to monitor, report and evaluate the impact of a SUMP/NUMP. This publication defines the key indicators to be included in the MRV approach for each SUMP/NUMP

- » GHG emissions reduction of a SUMP/NUMP against BAU scenario
- » Road safety
- » Air pollution
- » Modal share of public and non-motorized transport
- » Access to public transport
- » Affordability of public transport

- **Presentation: Data needs and uses** (English)

This presentation provides slides with summarized information on data requirements, challenges, technologies for data collection during SUMP/NUMP elaboration and MobiliseYourCity's core impact indicators.



# Complementary methodologies and knowledge products

MobiliseYourCity has developed complementary methodologies on a variety of topics that can be either included in SUMP and NUMP or implemented on their own.

## Public transport

- **Driving change: reforming urban bus services** (English)

Jointly developed with EBRD, this paper focuses particularly on the “how” to improve bus services by laying out the rationale and steps for cities to achieve bus sector reforms. This includes case studies, examples and illustrations.

- **Go Electric: Pathway for zero emission buses** (English)

Jointly developed with EBRD and UITP, this document has been prepared as a short guideline for the electrification of bus fleets. Key considerations for the design and implementation of e-bus projects are presented and substantiated by best practices from the ground.

- **MRV Guide for e-bus projects** (Spanish)

This documents presents the methodology and results from an MRV system developed for Colombia's national e-bus programme. The methodology contemplates all activities required for the structuration of an MRV system for e-buses.

## Paratransit

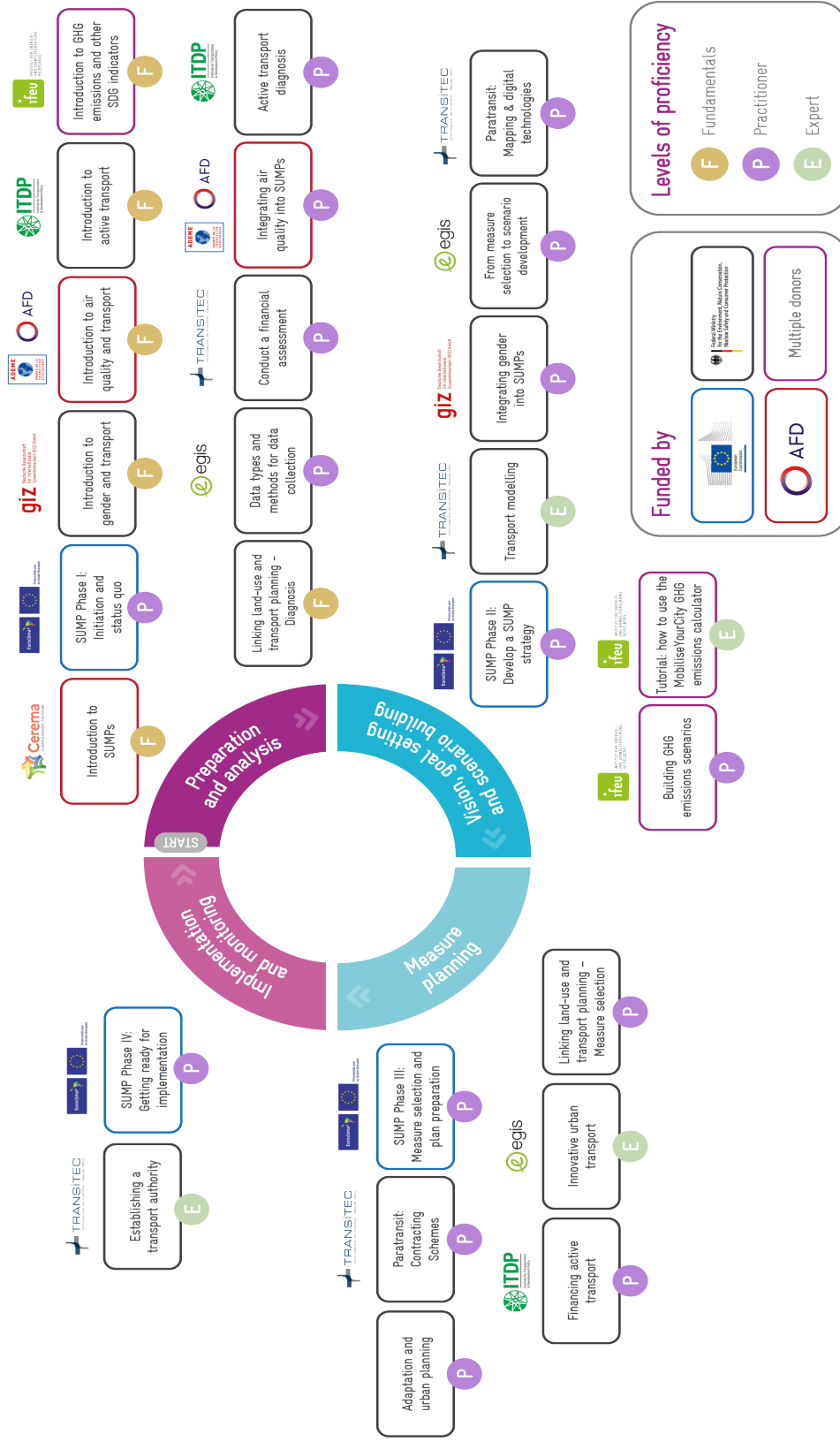
- **Inventory of measures for paratransit modernisation and professionalisation** (English, French, Spanish) (upcoming)

Jointly developed with CODATU and co-created with African member cities of MobiliseYourCity, this document provides an overview of more than 50 measures with detailed descriptions that can be included into a SUMP/NUMP for paratransit improvement.

## Other knowledge products

- **Presentation: SUMP and Finance** (English)
- **Presentation: SUMP and Gender** (English)
- **Dominican Republic's SUMP Guidelines** (Spanish)

# MobiliseYourCity Training Materials



In order to scale up capacity building, the Partnership is preparing training materials on all the topics covered in our strategy. These training materials include everything a trainer needs to organise a training, from PowerPoint presentations to exercises and additional resources for participants.

To access them, contact us at [contact@mobiliseyourcity.net](mailto:contact@mobiliseyourcity.net)



## For more information

**MobiliseYourCity Secretariat, Brussels**

[www.mobiliseyourcity.net](http://www.mobiliseyourcity.net)  
[contact@mobiliseyourcity.net](mailto:contact@mobiliseyourcity.net)

## Donors



## Implementing Partners



## Knowledge and Network partners



## Copyright

This publication is subject to copyright of the MobiliseYourCity Partnership and its partners, authors and contributors. Partial or total reproduction of this document is authorised for non-profit purposes, provided the source is acknowledged.

**Published and distributed:** April 2021

## Disclaimer

The content presented in this document represents the opinion of the authors and is not necessarily representative of the position of the individual partners of the MobiliseYourCity Partnership.