

Beneficiary Partnership Application Process (Version 7/2018)

Your ambition to become Beneficiary Partner in the MobiliseYourCity Partnership

This document aims at describing the **application process for local and national governments to become MobiliseYourCity Beneficiary Partners**. Beneficiary Partners in the MobiliseYourCity Partnership are **local and national governments in emerging and developing countries**. MobiliseYourCity supports its Beneficiary Partners in their efforts to plan and implement sustainable urban mobility and reduce urban transport related GHG emissions, either through general support provided as access of beneficiary partners to a global community of practice, networks and knowledge products, or in selected cases even through specific technical assistance measures. MobiliseYourCity’s main pillars of engagement with its Beneficiary Partners are:

1. Supporting national government partners with expertise to develop **National Urban Mobility Policies and Investment Programmes (NUMPs)**
2. Supporting 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 at satisfying the mobility needs of people and businesses addressing all modes and forms of transport, and preparing replicable **pilot projects**
3. Providing **capacity development** and knowledge platforms at a regional / international level

Hence, if your country/city is focusing on one or more of the above topics, joining the MobiliseYourCity Partnership is a good way to display your ambition through joining a highly visible international community that shares best practices about urban mobility planning among its partners. Furthermore, you may receive guidance on a coherent methodology, validated by broad international expertise in order to effectively plan and develop sustainable urban mobility. Depending on availability, additional funding to assist your planning efforts may be granted.

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

- **cities/countries only applying for partnership without requesting specific Technical Assistance** from MobiliseYourCity – which mainly requires the applicant’s political ambition and complete documentation, and
- **cities/countries applying for partnership including Technical Assistance from MobiliseYourCity** – which requires initially confirmed general availability of suitable

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technical assistance budget for MobiliseYourCity purposes (administered by one of the partner implementing agency) or an initial assumption by the MobiliseYourCity Secretariat (possibly in close exchange with funding partners), that such 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 documents are duly completed, signed and stamped by applicants, they shall be submitted as .pdf-scans 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 (SC), during which all contributing partners to MobiliseYourCity discuss each application and recommendation. The SC meets every 6 month and takes decisions on the MobiliseYourCity Secretariat recommendations. Subsequently the MobiliseYourCity Secretariat informs the applicant on the decision and presents to validated new MobiliseYourCity Beneficiary Partners a MobiliseYourCity Partnership Certificate, and possibly engages in communication on specific implementation support, if the SC advised to do so.

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 need for public sector institutional reorganization by involved governments and willingness to undertake substantial infrastructure investments and sector budgeting from the applicants / beneficiary partner's own resources.

Furthermore it shall be understood that validation of the beneficiary partnership status with MobiliseYourCity does not guarantee any 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 of sectorial developments and events organized under the MobiliseYourCity Partnership.

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Beneficiary Partner Applications from National Governments

1. Documents/ forms used in the process

1.1. Documents to be submitted **by the applicant** (templates may be provided by the MobiliseYourCity Secretariat):

- **Expression of Interest (EOI):** Officially submit a written Expression of Interest to join to the MobiliseYourCity to the Secretariat.
- **MobiliseYourCity Declaration:** Sign and stamp the MobiliseYourCity Declaration; signatures are usually expected at minister level (the higher the signature level, the stronger the chance to source country-specific funding from MobiliseYourCity's financing partners)

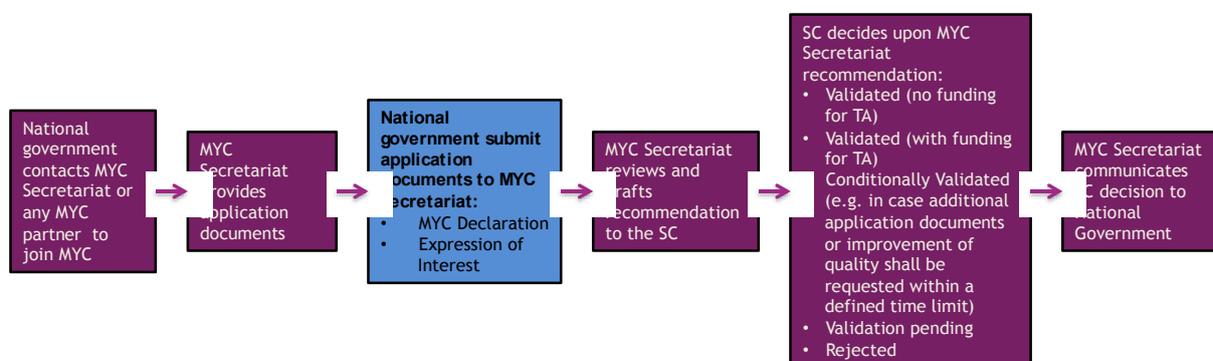
1.2. Documents used by the assessor:

- Template to present country application to the MobiliseYourCity SC providing the main information about the applicant

2. Assessment or selection process :

1. National government contacts MobiliseYourCity Secretariat or any MobiliseYourCity partner to join
2. MobiliseYourCity Secretariat provides application documents
3. National government submits application documents to MobiliseYourCity Secretariat
4. MobiliseYourCity Secretariat reviews and drafts recommendation to the SC (including consideration of the potentially foreseen implementing partner)
5. SC decides upon MobiliseYourCity Secretariat recommendation:
 - Validated (no funding for TA)
 - Validated (with funding for TA)
 - Conditionally Validated (e.g. in case an initial appraisal mission shall be conducted first)
 - Validation pending
 - Rejected
6. MobiliseYourCity Secretariat communicates SC decision to National Government

The following diagram depicts the above process:



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Beneficiary Partner Applications from Local Governments

I. Documents/ forms used in the process

I.1. Documents to be submitted **by the applicant** (templates may be provided by the MobiliseYourCity Secretariat):

- For application process without requesting specific technical assistance:
 - **MobiliseYourCity Declaration**: Sign and stamp the Declaration; signatures are usually expected at Mayor level (the higher the signature level, the stronger the chance to source country-specific funding from MobiliseYourCity's financing partners)
 - **Ambition Statement (standard version)**: provides basic information about the motivation and city particulars.
- For application process including request for specific technical assistance under the MobiliseYourCity Partnership:
 - **MobiliseYourCity Declaration**: Sign and stamp the Declaration; signatures are usually expected at mayor level (the higher the signature level, the stronger the chance to source country-specific funding from MobiliseYourCity's financing partners)
 - **Ambition Statement (Technical Assistance version)**: provides basic information about the motivation and city particulars plus more detailed elaboration on their readiness for receiving and utilising technical assistance. Applicants are expected to provide a comprehensive set of supporting documents (e.g. studies, plans, and policy documents) as annex.

I.2. Documents 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 SC providing the main information about the applicant.

2. Assessment or selection process

1. City contacts MobiliseYourCity Secretariat or any MobiliseYourCity Partner to join
2. MobiliseYourCity Secretariat provides application documents
3. Local government submits application documents to Secretariat (either "Light" process or "TA requested and intended" process)
4. MobiliseYourCity Secretariat reviews and drafts recommendation to the SC (including consideration of the potentially foreseen implementing partner)
5. SC decides upon MobiliseYourCity Secretariat recommendation:
 - Validated (no funding for TA)
 - Validated (with funding for TA)
 - Conditionally Validated (e.g. in case additional application documents or improvement of quality shall be requested within a defined time limit)
 - Validation pending
 - Rejected

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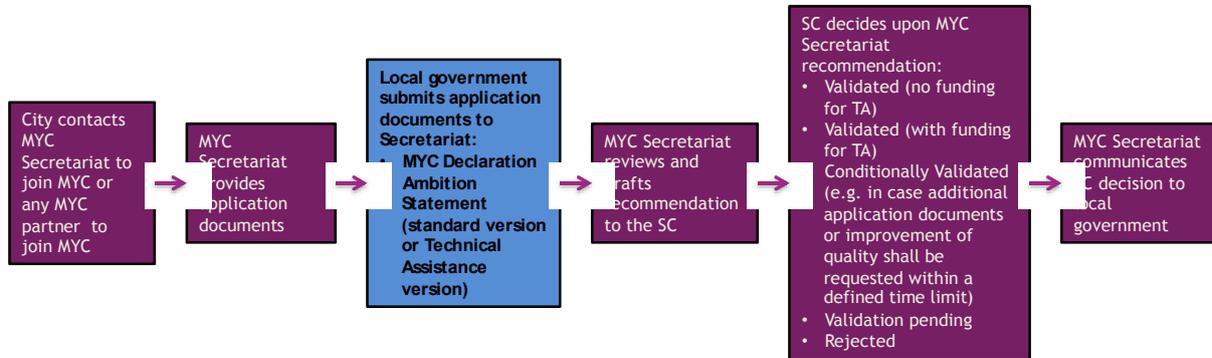


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6. MobiliseYourCity Secretariat communicates SC decision to local government

The following diagram depicts the above process:



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Technical Assistance under the MobiliseYourCity Partnership

If beneficiary partners seek to apply for specific Technical Assistance from MobiliseYourCity, such applications are subject to individual appraisal of the MobiliseYourCity Steering Committee and subject to availability of funds for technical assistance. Respective commitments and robust readiness proof of applicants is expected. In these cases, the following eligibility and selection criteria are applied for appraisal by MobiliseYourCity:

Technical Assistance for National Governments

1. Eligibility Criteria:

- Country is secure and procedurally qualified for receiving technical assistance (based on the standard ratings of the involved implementing partners)
- Country is rated as developing country or emerging economy (in particular UNFCCC “non-Annex I country”). Exceptions may apply on a case-by-case basis.
- 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).
- MobiliseYourCity Declaration has been or will be signed (willingness established)
- The applicant has installed a qualified, inter-ministerial NUMP core team (or is willing to do so) for overarching coordination purposes to ensure that the NUMP process is based on appropriate attention, ownership and own human resources; inter-ministerial involvement in that respect usually requires involvement of relevant national stakeholder ministries such as e.g. a Ministry of Finance, Ministry of Transport, Ministry of Public Works, Ministry of Environment and others, relevant for a particular country context.
- The applicant is willing to foster inter-ministerial planning and coordination as well as active utilization of participatory planning, involving the civil society including the private sector.
- The applicant has allocated own contributions to the NUMP process in-kind (personnel) or as budget contribution for studies etc. (or is willing to do so)

2. Technical assistance selection criteria may vary between several funding sources, which may potentially be utilised by MobiliseYourCity:

- Regional strategy or political preferences of donors
- **Country Readiness**, indicated e.g. 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, core team in place to conduct a NUMP process etc.
- **Quantifiable significant impact potential of technical assistance** on GHG emission reduction or achievement of sustainable development effects, indicated e.g. through population size affected by measures, actual volume of absolute GHG emissions,

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forecasted developments with respect to urbanisation or motorisation, potential spill overs to other countries in the region, etc.

Technical Assistance for Local Governments

I. Eligibility Criteria:

- 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)
- Located in developing countries and emerging economies (in particular UNFCCC “non-Annex I countries”). Exceptions may apply on a case-by-case basis.
- 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 5M inhabitants. Population limits may vary as per requirements of selected funding lines, as technical assistance to very large cities may be extremely complex and time-consuming, preventing reasonable targeting and accomplishing substantial urban mobility sector transformation.
- 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.
- MobiliseYourCity Declaration has been or will be signed (willingness established)
- The applicant has installed a qualified, inter-ministerial SUMP core team (or is willing to do so) for overarching coordination purposes to ensure that the SUMP process is based on appropriate attention, ownership and own human resources inter-ministerial involvement in that respect usually requires involvement of relevant city level and possibly national stakeholder agencies and ministries such as e.g. a Ministry of Finance, Ministry of Transport, Ministry of Public Works, Ministry of Environment and others, relevant for a particular country context.
- The applicant is willing to foster inter-ministerial planning and coordination as well as active utilization of participatory planning, involving the civil society including the private sector.
- The applicant has allocated own contributions to the SUMP process in-kind (personnel) or as budget contribution for studies etc. (or is willing to do so)

The meaning of “local governments” may include administrative bodies responsible for metropolitan areas or federated states, depending on the administrative structure in applicant countries.

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3. Technical assistance selection criteria may vary between several funding sources, which may potentially be utilized by MobiliseYourCity:

- Regional strategy or political preferences of donors
- **City Readiness**, comprising a number of sub-categories, such as
 - strong political commitment e.g. indicated by a responsible 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 organization 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 re-allocate) 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.
- **Potential impact** of technical assistance on GHG emission reduction or achievement of sustainable development effects, indicated e.g. through population size affected by SUMP measures, actual volume of absolute GHG emissions, forecasted developments with respect to urbanization or motorization, potential for replication of measures in other cities 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, quality of specific expectations on SUMPs and SUMP process, quality of suggestions for approaches and ideas on own engagement, quality of financial or in-kind contributions to SUMP process offered by applicant).
- **Synergy with MobiliseYourCity partners**: coherence and coordination potential with existing or planned mobility policy support programs and potential financial cooperation in urban mobility (in particular supported by MobiliseYourCity partners).

It shall be understood, that significant impact potential of technical assistance under MobiliseYourCity is usually connected –but not limited to- large-scale investments into 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.

For further information, you may contact to the Secretariat: Contact@MobiliseYourCity.net - Website: www.MobiliseYourCity.net

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